

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
October 25, 2017

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – October 11, 2017

C. PUBLIC PARTICIPATION (2-minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVES' REPORT - Alexandra Simon and Mallory Goldsmith.

F. SUPERINTENDENT'S REPORT

- F.1 State Police Drug Research Program
- F.2 2017 – 2018 Budget Update (No Enclosure)
- F.3 BOE Reflection/Transition/BOE orientation (No Enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

- I.1 Five Year Capital Plan 2018 – 2023

J. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

Town Council Meeting- October 10, 2017

M. FUTURE AGENDA ITEMS

- 1. BOE Orientation / Refresher**
 - a. Roles and Responsibilities**
- 2. Mastery Learning Update**
- 3. Culturally Responsive Education**
- 4. TPS Schedule Committee**

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Memorial Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – October 11, 2017

Members Present: Mr. Sam Adlerstein, Chair; Ms. Colleen Yudichak, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Michelle Harrold, Mr. Jeff Schroeder, Ms. Susan Seaver, and Mr. Bob Pagoni.

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mr. Tom Swanson, Principal, Birch Grove

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:33 P.M. The Pledge of Allegiance was recited. The Board had a meeting at the Board office prior to this meeting and is now out of Executive Session.

B. APPROVAL OF MINUTES

- **Regular Meeting –September 27, 2017**

Mr. Pagoni motioned to approve the minutes of the September 27th regular meeting.

Ms. Harrold seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Correspondence - A letter was received in response to the discussion regarding if teachers could raise money for schools. It explained that there was an article in the Hartford Courant regarding this and it has become more common for teachers to raise money for classroom supplies through crowdfunding. It is up to the district if such activity is allowed.

Jennifer McLarney, 237 Kozley Road, commented that in recent weeks she has taken notice of posts on social media sites in which Board members have participated. As a Board employee she needs to adhere to Policy 4041. She wonders if BOE members have a similar set of policies and guidelines which they need to follow.

Brenda Falusi, 4 Laurel Ridge Road, commented that during the conversations before the meeting started that she and the students discussed the rigor of the Tolland Public School system. It has a reputation for being a rigorous school system that prepares students and transitions them well for the next grade and college. Classes are challenging and interesting and teachers are wonderful. They engage both the students and also the parents which helps keep the programs' rigor high.

Mr. Adlerstein noted that in the pre-meeting conversation he had they discussed the music program. It has taken hits over time and is sustained by the high energy of the quality staff. As they go through the budget process, they need to keep the quality of the music program in mind.

D. POINTS OF INFORMATION

Dr. Willett spoke in regard to Policy 4041 which specifically regulates employees. When the members came onto the Board, CABE training took place. Shipman and Goodman discussed best practices with the Board members relative to a number of items including social media. The Policy Committee could choose to expand Policy 4041 to include Board members. Mr. Adlerstein noted that individually Board members do not have any power over the school district, only collectively when there is a quorum. Ms. Gorsky added that it is important for Board members who are involved in social media to separate the role of Board member from personal thoughts on issues and to make it clear when expressing oneself that one is not speaking as a Board member but as an individual when doing so.

In regard to crowdfunding, Dr. Willett commented that he is not against the activity but recommended that the Board consider creating a policy to address it. It is an unpredictable revenue source but crowdfunding could be done strategically. The district and staff would need to work together to make the best use of the technology for the greatest benefit. Dr. Willett added that there needs to be some thought in regard to not asking parents to take on the role of the state which is to provide a free and appropriate education. Dr. Willett mentioned too much individual teacher crowdfunding might result in parents and guardians, particularly those with multiple children, experiencing multiple requests from multiple educators and this could be overwhelming. Mr. Adlerstein noted that the Tolland Education Foundation has provided a number of grants to teachers in Tolland over the years so there are other ways to provide resources for teachers to do projects.

Ms. Harrold thanked Mr. Swanson and the staff at Birch Grove for being responsive to parents' concerns regarding recess and making positive changes.

E. STUDENT REPRESENTATIVES' REPORT – Alexandra Simon and Mallory Goldsmith

Students have expressed the desire to be able to use the courtyard for activities such as having lunch.

Dr. Willett recommended that they speak to the THS administration about this request.

The Freshmen Officer Election will be announced tomorrow.

- The PSAT was administered today.
- Originally, the homecoming theme was "Paris" but there was another vote and it is now "Arabian Nights".
- The Student Representatives reached out to the principals of other schools in the district and will report on activities at schools other than THS in the future.

The Student Representatives are looking forward to their meeting with Dr. Willett and Ms. Gorsky to learn more about the position. They thanked everyone on the Board for being so welcoming and for their hard work in the district.

F. SUPERINTENDENT'S REPORT

F.1. Teacher and Paraprofessional of the Year Recognition

Dr. Willett explained that as a new Superintendent, he noted that Ms. Moynihan had a most welcoming classroom. The students were on task and excited about the activities. It was a wonderful and warm environment so it was no surprise when he learned that she was nominated for Teacher of the Year and won. Ms. Moynihan will go on to compete at the state level.

Dr. Willett presented an award to Ms. Moynihan.

Mr. Swanson noted that he echoed the comments of Dr. Willett. He added that when reading, Ms. Moynihan acts out stories and wears multiple hats. She exemplifies what teachers aspire to do. Colleagues around her grow professionally and Ms. Moynihan has a great sense of humor. She is very inspiring and learning goes on in her classroom all day. She goes above and beyond, is a fabulous staff member, is always growing, hits all parts of the teacher rubric, and works tirelessly on the district's professional development and evaluation committee providing valuable input.

Ms. Moynihan commented that she is very grateful for the recognition and the chance to serve as Teacher of the Year.

Mr. Adlerstein noted that the Board thanks Ms. Moynihan for her service to the Tolland Public Schools and is a reminder of why the members volunteer.

Dr. Willett introduced Ms. Carnemolla, the Paraprofessional of the Year. She is an amazing individual who serves on a number of committees in the district and is an asset to everyone in the education community. Ms. Carnemolla is an absolutely wonderful person who has made profound contributions to the district.

Mr. Swanson commented that Ms. Carnemolla is a wonderful and amazing educator. She goes above and beyond every day and knows every teacher and student. She has great organization skills, is a "doer" and holds everyone to task. She is always available to greet students and works tirelessly with them. She has an eye for improving efficiencies and works very well with the staff. The PBIS team is where it is because of her dedication and commitment and her enthusiasm, and ability to communicate with staff is amazing. It is an honor to have Ms. Carnemolla supporting everyone at Birch Grove. Mr. Swanson thanked her for all she does and presented her with an award.

Mr. Adlerstein thanked Ms. Carnemolla for all she does including advocating both locally and at the state level.

F.2. Policy 4144 – Criminal Justice Fingerprint Retention Policy (Second reading)

Dr. Willett reviewed the summary. Ms. Gorsky motioned to move item F.2 to action item

I.1. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

F.3. Policy 4041 – Social Networking (Second reading)

Dr. Willett reviewed the recommended modifications to Policy 4041. Mr. Schroeder motioned to move item F.3 to action item I.2. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

F.4. State Police Drug Research Program

Dr. Willett reviewed the narrative regarding using canines to conduct one or more random searches in a school building during the school year. The eradication of possession and/or use of illegal substances and devices is a priority in the district and the community. There would be random searches of lockers, unoccupied classrooms, and the student parking area. While the decision to have such a program is typically made by the superintendent, Dr. Willett is presenting this to the Board for input due to its sensitive nature. He added that there is an increasing concern with the use of vaping devices and what is in them.

Further, illegal marijuana use is increasing and this initiative is an effort to keep such activity outside of the schools. Dr. Willett noted that the courts support school systems using this type of program as long as sniffing of individuals is not done. If a canine were to alert that there may be a substance in a locker, it constitutes reasonable cause which allows the administration to open and search the locker. The administration will work to have the student present. The student's parents/guardians would be called. If there is a substance present, the student would be held accountable for it. Dr. Willett noted that searches would not be announced. The only people who would know if a search was going to be conducted would be the superintendent and the police.

Mr. Pagoni inquired what would happen if a canine alerted on a car and the student refused to open it. Dr. Willett explained that the police would then proceed along the lines of their protocol. Mr. Pagoni asked Dr. Willett to report on what the protocol would be.

Dr. Willett recommended that this be discussed in the Policy Committee and if this is going to be done that some provision for canine searches be added to the Search and Seizure Policy for the BOE including that they are not endorsing the search or sniff of individuals – only unoccupied spaces. If the canine should alert on something, then the owner or user of the property can be present for the search. He added that the searches should be done more than once. If approved and authorized to use this program, Dr. Willett will start working on a policy for the committee to review. This policy would protect the Board and make the overall intention clear.

Ms. Harrold expressed concern that such a disruption to the school day will cause a day of education/teaching time to be lost. Students will not be focused with dogs searching the school. Further, the students will feel that they are not trusted. Dr. Willett noted that the dogs would be brought in to search the lockers while students are in class.

Mr. Pagoni commented that the students should not be nervous if they don't have any drugs.

Ms. Seaver clarified that this would only be at the high school. Dr. Willett confirmed this is correct.

Mr. Adlerstein explained that there is a lot to think about in regard to this policy and public input will be needed before they move forward on the Superintendent's recommendation.

Ms. Goldsmith commented that she is unsure if there were "sniffers" but there was something going on at THS and the building was secured. It did stir up classrooms and created tension.

Mr. Pagoni commented that they have seen over the years, while not a lot, drugs coming into the THS and the district which has a zero drug tolerance in its schools. He asked where the bite/bark would be without such a search. As a parent and a Board member he does not care if the day is disrupted or if anyone cares that their "little snowflake" will have a tough day because someone went through the school looking for drugs. If you had

a child that was involved with drugs and you found that someone in the school sold your son or daughter drugs, you would not care about anything other than running that student out of the school as fast as possible. There should not be any drugs in the school system and if there is not a program like this, what will keep drugs out other than a snitch? If the search is done enough times, people will understand not to bring drugs into the schools. Mr. Pagoni recommended getting a full input from parents and not rushing into creating the policy.

Ms. Gorsky inquired about the search of cars. While it is against policy to bring drugs onto district property, she inquired if there is a legal issue regarding searching cars. Dr. Willett will double check in regard to this item from a legal standpoint but it has been supported by the courts to have dogs sniff vehicles – dogs may not be brought to sniff a person. Ms. Gorsky explained that her concern is with the “search without a cause” concept. She recognizes that the courts treat students differently than adults and gives fewer rights but wonders what would happen if the car belonged to a staff member or visitor. Dr. Willett explained that the reasonable cause regarding students would be the alert. If it was to be a staff member’s car or visitor’s vehicle, the state police would act with regard to their protocols, but the focus will be on the student parking area.

Ms. Harrold noted that she disagreed that this program would not have a cost as noted in the narrative and that it is not a “snowflake” issue. It is about kids’ trust and if they are doing drugs they should be helped. Kids make bad choices - the prefrontal cortex is not yet fully developed – and will get caught possibly more than once if searches are done more than once a year. In turn, if a student is expelled then the district is responsible for educating them which will come at an additional cost. She does not know if there is a better way but she does not support this program.

Ms. Gorsky commented that she did not know if the expulsion issue is a valid argument. That would be the same as turning a blind eye. The policy is that kids who bring drugs to school should be expelled. Dr. Willett clarified that students are typically expelled for distribution, not possession but it is dependent on the situation.

Ms. Yudichak inquired what other districts are doing in regard to this issue. Dr. Willett explained that other towns use the program. It lets people know the district is taking proactive measures to say that illegal substances are not allowed at school. It is not a panacea but sends the message that drugs activity may not be done at school. It needs to be part of a larger program of identification, support, and recovery/remediation.

Mr. Pagoni commented that he has seen on more than one occasion what drugs do to people and families. He supports this as one way to say it will not be tolerated and if it helps save one person from going down that path it is worth it. Anything less than that then the policy should be changed because it is not being enforced if there is no bite. This is a way to help keep drugs out of schools and may identify someone who needs help up front.

Mr. Schroeder clarified that the only difference between having canine searches and the current policy is that the current policy requires an employee to reasonably suspect someone is doing the illegal activities designated in Policy 5110. The policy states that if

the activities are done on or off school property then the person doing the activity may be disciplined according to the policy. Lastly, in regard to the issue of trust, if one is not doing any of the activities he/she may feel better that the school is going after the ones that do. The drug detection canines are similar to dui checkpoints.

Mr. Adlerstein opened the floor for public participation.

Mr. Paul Krasusky, 26 Susan Drive, commented that he vehemently opposed the use of the term "snowflake" by a Board member. He respects and appreciates Mr. Pagoni's term and service and knows it was a slip of the tongue but in general a Board member should not use a colloquialism to quantify anything of such. *Mr. Pagoni agreed.*

F.5. Five Year Capital Plan 2018 – 2023

The document was presented for a first reading and much of it is available online for review. Dr. Willett reviewed the item summary including the color coding. One of the high/critical items is the roof replacement and is part of the bond. The yellow highlighted items will be submitted as the general budget request which is due close to October 30th.

Mr. Adlerstein noted that the district is exceptional in the way the capital plan is put together and the amount of detail included, and thanked Dr. Willett. Dr. Willett stated this is thanks to Mr. Sztaba, and Mr. McLaughlin.

Mr. Adlerstein inquired about the \$9.6M bond that went to referendum. Dr. Willett explained that due to the budget situation, some items may need to be re-conceptualized and a discussion could be sought between the Board and the Town Council if needed. Mr. Adlerstein clarified that the bond was for \$9.6M but the state would match some of the funds so the total amount may not have to be bonded although all of it was approved and if items are not done then they risk losing this money due to the state budget situation. He inquired how what is presented relates to the bond that passed referendum. Dr. Willett explained that whether or not the Town decides to proceed with the full bond should be posed to the Town Manager and Council. Mr. Adlerstein expressed concern that if an item is delayed that there may not be matching funds in the future.

Dr. Willett explained the \$9.6M was the referendum amount. He pointed out there are documents online which illustrates the price of projects.

Mr. Schroeder inquired how the budget issue affects what has been proposed and accepted by the Town and what will be done. There is not much frontloaded until fiscal year 2020. Dr. Willett explained that some of the projects happen in phases but there is a lot in 2020. Further, project management needs require an reasonable timeline.

Ms. Harrold inquired if the foundation at Birch Grove will have any impact on the roof repair. Dr. Willett explained that the roof repair will probably be pushed behind the engineering evaluation of the foundation.

Mr. Adlerstein recommended that when the parties are caucusing that they take a moment to discuss this item.

F.6. Tuition Rates for Fiscal 2017-2018

Dr. Willett explained that this information needs to be reported to the Board annually based on Policy 3070. It was noted that special education rates may vary.

F.7. 2017 – 2018 Budget Update (No Enclosure)

Dr. Willett noted that the Budget Presentation is scheduled for October 12th, 7:30PM, at THS in the auditorium and reviewed some of the legal questions on the landscape at the state level.

Mr. Adlerstein explained that in the Governor's plan, ECS could be reduced by \$8M and the district's budget was reduced \$1M from last years budget and inquired if the budget could be reduced further. He added that the legislature's plan reductions are nowhere near \$8M. Dr. Willett noted that there is some legal action against reducing such a large amount of ECS funding in one year. The Town is set to have a referendum that will provide a certain amount of revenue. Any revenue that is not recovered by the referendum would need to be found elsewhere and is a conversation that would need to take place with the Town Council and would include discussions regarding reductions, or the use of the fund balance. In regard to the first ECS payment, Dr. Willett noted that \$534K was received which is approximately 20% of the normal amount. If the executive order was put fully into effect as written it would be "game changing" for Tolland. Dr. Willett noted that until there is a state budget and keeping in mind that a number of grants have been reduced, it is very difficult to provide accurate final numbers and reductions.

In regard to the 2018/19 budget process, Dr. Willett explained that given the situation they would traditionally start with the prior year's budget but given the situation and the unknowns he asked for the public's patience. Once the numbers are available it could take a few weeks to have a final budget document due to the need to attend to funding considerations including submitting grant applications and securing state grant funds.

Mr. Adlerstein noted that it is equally possible that the legislature will pass a budget that will be favorable. It is more important now than ever for the Town Council and the BOE to work together and to collaborate about Tolland's future.

Dr. Willett explained that the community will be voting at referendum for a funding level and a budget over \$1.8M lower than the Board's adopted budget. The vote is about what the community will provide but will not take on the entire weight of what is happening. In turn there is no point in voting the referendum down, it would be self-defeating.

Mr. Pagoni commented that the more cut from the budget will just be more put on the shoulders of the Superintendent and he cannot do it all. Now is the time that everything needs to be done perfectly and the Board needs to think about how to give the Superintendent support. The current situation is not sustainable.

Ms. Seaver commented that there are some who say they will not vote for the referendum if the line items are not available and asked Dr. Willett to repeat what he had said. This is not the attitude to take but to think of it as what one is willing to contribute. Dr. Willett explained that in this situation it needs to be recognized that the budget going to referendum is almost \$1M below the 2016/17 budget, and is 1.8M below the BOE

adopted budget. At the referendum, the townspeople lock in their tax contribution. Voting it down will only exacerbate an already bad situation as further reductions will need to come from either fund balance or further reductions, both precarious options. Mr. Adlerstein noted that the assumption for the ECS reduction in the budget going to referendum is a \$5M reduction but the legislature's plans do not reduce Tolland by that much. In turn, if it comes to fruition he hopes the BOE could make the case of what is and is not sustainable. Staff members are already taking multiple roles and there is some anxiety in regard to retention. Any patience and caring that can be given to each other would be appreciated.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – The committee had a general overview type of discussion on a number of topics. The minutes will be posted.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

I.1. Policy 4144 – Criminal Justice Fingerprint Retention Policy

Ms. Seaver motioned to approve Policy 4144 Criminal Justice Fingerprint Retention. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

I.2. Policy 4041 – Social Networking

Ms. Harrold motioned to approve the changes to Policy 4041 – Social Networking, as illustrated in the Superintendent's proposal. Ms. Seaver seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, commended and thanked the Board on its hard work. She noted that she appreciated Mr. Pagoni's comment but in regard to the term "snowflakes" name calling is never appropriate by the Board. In regard to item F4 she appreciates Ms. Harrold's comments. It would be disruptive and she wants her children focused on learning. She added that there is no place for drugs in school and believes the search should be before, during, or after school but not in the parking lot because it violates people's civil rights. What if a student goes to school in the parents' car and the parents do drugs? Ms. Costa noted that Dr. Willett works tirelessly for the Town and is being fatigued. She begged that the Board find money for a curriculum director as well as for an AP. In not having a budget this year, she asks that Dr. Willett start with a zero base and ask everyone to contribute what they actually needed and build from there. Ms. Costa added that she scheduled Star Hill so they could bipartisanly make phone calls to remind people to vote on Monday, October 30th.

Amy Raccagni, 21 Woodfields Drive, commented that she is pro for dogs searching lockers but not for cars. In a worst case scenario, a student picks up friends and athletic bags are left in the cars that do not belong to the driver. She sees it as a logistical nightmare. Ms. Raccagni noted she is a big fan of robocalls and knows it is "a little uncomfortable" if it comes from the Superintendent or the Board but "who cares". This is a budget season and she believes it needs to be done because people are used to voting on Tuesdays and she is nervous about the Monday, October 30th vote. She recommended a robocalls go out on Sunday evening as a reminder.

Brenda Falusi commented that she came from a school system that had regular drug searches. It was disruptive but only for a few minutes. Tolland has very talented teachers who she believes would be able to bring students back on track. She believes a deterrent is needed not only for those participating in an activity but also for other students to know who they should not have in their car or hang out with so they are not drawn into the situation. She explained how it is addressed at the Catholic school that her daughter attends. Ms. Falusi inquired if the social media policy should include volunteers as well.

Jackie Kolb, 34 Susan Drive, commented that her daughter mentioned that subs at TMS are seen on their phones. In regard to the canine search, she believes it is a good idea. At the beginning of the school year there is a handbook that needs to be read and signed. She recommended adding information on the potential for a search. Further, she commented that while a search in the school is a good idea, she has concerns about searches in the parking lot given that people may share a car. Additionally, if possible she would like to see the BOE and Town Council put something out that explains why they support the budget and what it means. Lastly, she asked what the drug searching dogs are searching for. She thanked the Board for their service.

Jane Pasini, 11 Cortland Drive, thanked the Board members for all they do. She is part of the Democratic Town Committee and she believes they have put out robocalls in the past to their constituents about voting on the referendum. She wondered the Republicans have ever done the same and could for the Monday, October 30th referendum. She thinks people should be notified multiple times and people need to commit to the budget, the date, and the message to vote "yes". If the budget is not passed she cannot imagine where they will head.

K. POINTS OF INFORMATION

Dr. Willett thanked everyone for participating.

In regard to the budget, he hears what people are saying but is unsure if robocalls may be done by the school once the referendum is set and will need to check as there may be some constraints.

In regard to the canine use, this is something that people need to discuss. The dogs sniff for a number of different items including heroin and marijuana. The concern about not searching cars is that dealers will just move their items to their vehicles.

In regard to Policy 4041, he will review it but noted that they have the most teeth with those who are employees.

Ms. Yudichak inquired if the agenda and minutes could be posted earlier. Dr. Willett explained that while he would like to post the agenda sooner, there are many moving parts right now and if something were to come up after it is posted, that item would have to wait until the next agenda or be addressed in a special meeting. Legally, it needs to be posted 24 hours in advance of the meeting. In regard to the minutes, without additional support, he will find it challenging to get the minutes posted any sooner. He noted that reviewing and posting to ecode is an important part of the process of accuracy and accessibility.

L. CORRESPONDENCE

- Town Council Meeting – September 26, 2017

- Town Council Special Meeting – September 26, 2017

M. FUTURE AGENDA ITEMS

- Budget workshops
- Mastery based learning

N. EXECUTIVE SESSION – PERSONNEL MATTERS

Ms. Seaver motioned to go into Executive Session at 9:58PM to discuss personnel matters and invited Dr. Willett to attend. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Mr. Schroeder motioned to extend the meeting past 10PM. Ms. Harrold seconded the motion. All were in favor. Motion carried.

The Board exited Executive Session at 10:11PM

Mr. Pagoni motioned to support the hiring of the Athletic Supervisor and Birch Grove AP that the Board interviewed. Ms. Seaver seconded the motion. All were in favor. Motion carried.

N. NEW BUSINESS - none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 10:13PM. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: State Police Drug Research Program

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: October 25, 2017

ITEM SUMMARY:

In an effort to convey a strong message with regard to illegal substances, and support the eradication of possession and/or use of illegal substances and devices, the State Police provide school systems the option of using multiple drug detection canines to conduct one or more searches in a school building during a school year. A school Superintendent can request an unannounced search of the parking lots and the school. The only personnel that would be aware of the search date and time would be the Superintendent and State Police personnel. All school property such as lockers, classrooms, parking areas, and storage areas may be searched. Canines would not be used in rooms occupied by people. Canines would not be used to sniff an individual. To avoid allergic reactions, canines will be kept away from direct contact with students.

If, however, a canine alerts on a particular item or place, the individual having the use of the item or place or responsibility for it shall be called to witness a search. If a canine alerts on a locked vehicle, the individual who brought it onto district property will be asked to unlock it for inspection. Before conducting a search based upon an alert, an effort shall be made to seek the individual's consent, and an effort shall be made to protect privacy. If a canine alerts on a student, the student's parents will be notified by school administration. Law enforcement agencies will, however, be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

FINANCIAL SUMMARY:

No cost to district.

BOARD ATTORNEY REVIEW:

Shipman and Goodwin consulted.

BOE ACTION DESIRED:

First exposure/reading to the concept of a State Police Canine search of Tolland High School. Upon second reading, action as to whether the BOE would support such a search (or multiple searches). Proposed Motion: Motion to authorize the Superintendent of Schools to work with the State Police and execute one or more canine searches of Tolland High School, as described in Item F4 of October 11, 2017.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Five Year Capital Plan 2018-2023

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: October 25, 2017

ITEM SUMMARY:

Please see the attached Tolland Public School Capital Budget Request. The document has been updated through 2023. The yellow highlighted figures in this year's request represent projects that had previously been earmarked to be handled by the Town General Fund but will now be submitted as part of the overall Capital request. The green indicates projects that were part of the approved Town bond that went to referendum on November 8th, 2016. The grey represents items to be complete "When the Opportunity Arises" if funds are available.

The When Opportunity Arises items are important, and impact the quality of education in Tolland, but do not necessarily constitute items that will interrupt school services in they are not fulfilled.

FINANCIAL SUMMARY:

Please see attached.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

First reading.

Upon second reading - move to action.

Proposed motion: Motion to accept the Tolland Public Schools Capital Budget Request and authorize the Superintendent to officially submit this request to the Town manager.

SUPPORTING MATERIALS ATTACHED:

TPS Capital Budget Request document.

Note: Supporting documents available online under the Capital Budget link. Once approved, these will be posted in multiple locations online.

BOARD OF EDUCATION

FIVE YEAR

CAPITAL PLAN

FY 2018-2023

PRIORITY CLASSIFICATION NARRATIVE

CRITICAL: Projects in this category are grouped due to the immediate or emergency needs in the district. This need can be identified as immediate due to safety concerns, exposure to liability, stoppage of classroom teaching, damage or neglect, fire code compliance, cost exposure, insurance concerns, building code compliance, warranty issues or the prevention of future costs.

HIGH: Projects labeled as High are not emergency in nature but are eminent within the next 12-18 months. High projects that are left unaddressed will become immediate or an emergency within the next 12-18 months. High projects, if not addressed have limited time frames before additional costs will be required to prevent future losses or disruption of classroom teaching.

MEDIUM: Medium projects have a slightly longer period of time before they need to be addressed. There are no immediate safety concerns at this level. But slowdowns in equipment operations & efficiencies, disruption of teaching & warranty concerns arise. A 2-4 year window allows for good future planning and currently possesses no immediate threat to higher BOE costs.

LOW: Projects can only be address Low if there is a 5-20 year strategic plan or capital plan in place. The development of "Low" rated projects can only be identified when product life cycling, replacement analysis and preventative programs are in place.

**Town of Tolland
Departmental Capital Projects Summary**

Page 1

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>BOE BUILDING/CO & DISTRICT WIDE</u>									
HIGH	BOE Maintenance Equipment Trailer			13,200					13,200
HIGH	Dist Wide Snow & Lawn Equipment		51,058						51,058
Medium	Dist Wide Custodial Burnisher			19,000					19,000
Medium	Dist Wide BOE office Window replacement				8,400				8,400
MEDIUM	Dist Wide BOE Parking lot repavement					53,000			53,000
HIGH	Dist Wide School Bldg Security Upgrades					500,000			500,000
TOTAL	BOE/DISTRICT WIDE	\$0	\$51,058	\$32,200	\$8,400	\$553,000	\$0	\$0	\$644,658
<u>THS CAPITAL PLAN</u>									
Medium	THS VCT Flooring A Wing Hallway				10,000				10,000
Medium	THS VCT Tile replacements Multi-areas			30,000					30,000
Medium	THS Fire Panel			40,000					40,000
Medium	THS Security Panel			15,000					15,000
TOTAL	THS TOTAL	\$0	\$0	\$85,000	\$10,000	\$0	\$0	\$0	\$95,000
<u>BGP CAPITAL PLAN</u>									
Medium	BGP Replace Condensing Units						132,905		132,905
MEDIUM	BGP Security Panel			12,000					12,000
CRITICAL	BGP Roof Replacement Section A-H				1,750,000				1,750,000
Medium	BGP Parking Lot Paving(staff,visitors,bus lane,access Rd)							318,450	318,450
MEDIUM	BGP Carpet Replacement/Conversion to VCT					50,000		0	50,000
MEDIUM	BGP Carpet Replacement/Conversion to VCT						71,536		71,536
Medium	BGP Boiler Replacement							380,000	380,000
Medium	BGP Air Conditioning A,B,E wings							54,540	54,540
TOTAL	BGP TOTAL	\$0	\$0	\$12,000	\$1,750,000	\$50,000	\$204,441	\$752,990	\$2,769,431

**Town of Tolland
Departmental Capital Projects Summary**

Page 2

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
TIS CAPITAL PLAN									
Medium	TIS Replacement Ceiling Tile (Building wide)				318,000				318,000
HIGH	TIS Asbestos removal & replacement of floor tiles				452,180				452,180
Medium	TIS Gym Dividers				15,000				15,000
MEDIUM	TIS Main Entry Door System (Front door System)				25,000				25,000
MEDIUM	TIS Carpet for Library and Main Office				30,350				30,350
MEDIUM	TIS Security Panel				20,000				20,000
MEDIUM	TIS Electrical Surge protected System for switch gear				8,500				8,500
TOTAL	THS TOAL	\$0	\$0	\$0	\$869,030	\$0	\$0	\$0	\$869,030
TMS CAPITAL PLAN									
HIGH	TMS Fire Alarm Notification System				50,000				50,000
HIGH	TMS Press Box/Retaining Wall & Pavement				45,000				45,000
Medium	TMS Replacement Science Lab Furniture						36,380		36,380
Medium	TMS Renovation of 6 Science Labs						1,060,000		1,060,000
Medium	TMS Replacement Ceiling Tile (Building wide)				318,000				318,000
Medium	TMS Gym Dividers				15,000				15,000
MEDIUM	TMS Electrical Surge protected System for switch gear				8,500				8,500
CRITICAL	TMS Roof Replacement Section A-S				2,265,150				2,265,150
HIGH	TMS Window, Exterior Doors & PCB Removal					880,000			880,000
Medium	TMS Removal of Modular classrooms							16,000	16,000
MEDIUM	TMS Library and Main Office carpet						26,950		26,950
Medium	TMS Paving of parking lot (excluding access road & exit)							259,310	259,310
MEDIUM	TMS New concrete front sidewalk							35,100	35,100
MEDIUM	TMS Security Panel							25,000	25,000
TOTAL	TMS TOTAL	\$0	\$0	\$0	\$2,701,650	\$880,000	\$1,123,330	\$335,410	\$5,040,390
TOTAL BOND MAINTENANCE PROJECTS		\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293
TOTAL NON Bonded MAINTENANCE PROJ		\$0	\$0	\$129,200	\$100,750	\$103,000	\$1,194,866	\$1,088,400	\$2,616,216
GRAND TOTAL MAINTENANCE/BUILDING		\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$1,327,771	\$1,088,400	\$9,418,509

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List

**Town of Tolland
Departmental Capital Projects Summary**

Page 3

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>TECHNOLOGY UPGRADES</u>									
HIGH	BGP Classroom Tech Upgrades					0	105,190		\$105,190
HIGH	THS Classroom Tech Upgrades				126,122				\$126,122
HIGH	TIS Classroom Tech Upgrades				107,590				\$107,590
HIGH	TMS Classroom Tech Upgrades				0	93,000			\$93,000
HIGH	Dist Wide Wireless Access Point Upgrades							130,800	\$130,800
TOTAL	Classroom Tech Upgrades	\$0	\$0	\$0	\$233,712	\$93,000	\$105,190	\$130,800	\$562,702
<u>SCIENCE LAB TECH UPGRADES</u>									
HIGH	BGP SCIENCE LAB Tech Upgrades				2,290			20,793	\$23,083
HIGH	THS SCIENCE LAB Tech Upgrades				56,761				\$56,761
HIGH	TIS SCIENCE LAB Tech Upgrades					0	34,071		\$34,071
HIGH	TMS SCIENCE LAB Tech Upgrades			104,224					\$104,224
TOTAL	Science Lab Tech Upgrades	\$0	\$0	\$104,224	\$59,051	\$0	\$34,071	\$20,793	\$218,139
<u>STEM/MATH ENHANCEMENT</u>									
HIGH	BGP STEM/Math Enhancement					0	15,000		\$15,000
HIGH	THS STEM/Math Enhancement			50,000					\$50,000
HIGH	TIS STEM/Math Enhancement					0	20,000		\$20,000
HIGH	TMS STEM/Math Enhancement				0	30,000			\$30,000
TOTAL	STEM/Math Enhancement	\$0	\$0	\$50,000	\$0	\$30,000	\$35,000	\$0	\$115,000

**Town of Tolland
Departmental Capital Projects Summary**

Page 4

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 2, 2017

Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>THS SPECIAL LABS</u>									
HIGH	THS World Language Lab Upgrade					23,640	0		\$23,640
HIGH	THS Music & Art Lab Upgrade				0	52,964			\$52,964
HIGH	THS Graphic Lab Upgrade				29,200	0			\$29,200
HIGH	THS CADD Lab Upgrade							22,728	\$22,728
HIGH	THS Business Lab Upgrade							16,125	\$16,125
HIGH	THS New English Lab							11,540	\$11,540
TOTAL	THS Special Labs	\$0	\$0	\$0	\$29,200	\$76,604	\$0	\$50,393	\$156,197
<u>TMS SPECIAL LABS</u>									
HIGH	TMS Computer Ed Labs Upgrade						49,210	26,240	\$75,450
HIGH	TMS Art & Music Labs Upgrade						0	35,173	\$35,173
HIGH	TMS Technology Ed Labs Upgrade							26,240	\$26,240
TOTAL	TMS Special Labs	\$0	\$0	\$0	\$0	\$0	\$49,210	\$87,653	\$136,863
<u>BGP & TIS SPECIAL LABS</u>									
MEDIUM	BGP Lab Upgrade						20,415		\$20,415
MEDIUM	TIS Computer Ed Lab Upgrade						0	14,818	\$14,818
HIGH	TIS Keyboarding Lab Upgrade			38,853			0		\$38,853
HIGH	TIS Library Lab Upgrade						0	24,308	\$24,308
TOTAL	BGP & TIS Special Labs	\$0	\$0	\$38,853	\$0	\$0	\$20,415	\$39,126	\$98,394
TOTAL TECHNOLOGY		\$0	\$0	\$193,077	\$321,963	\$199,604	\$243,886	\$328,765	\$1,287,295
TOTAL TECHNOLOGY		\$0	\$0	\$193,077	\$321,963	\$199,604	\$243,886	\$328,765	\$1,287,295
MAINTENANCE BONDED PROJECTS		\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293
MAINTENANCE NON-BONDED PROJECTS		\$0	\$0	\$129,200	\$100,750	\$103,000	\$1,194,866	\$1,088,400	\$2,616,216
BOE Capital Projects		\$0	\$51,058	\$322,277	\$5,661,043	\$1,682,604	\$1,571,657	\$1,417,165	\$10,705,804

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List

Town Bonded Projects FY18-20				BOE Capital Requests FY18-23				When Opportunity Arises		
Dept. Priority	Project Title	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL	WOA
HIGH	BOE Maintenance Equipment Trailer			13,200					13,200	
MEDIUM	Dist Wide Custodial Burnisher			19,000					19,000	
MEDIUM	THS VCT Tile replacements Multi-areas			30,000					30,000	
MEDIUM	THS Fire Panel			40,000					40,000	
MEDIUM	THS Security Panel			15,000					15,000	
MEDIUM	BGP Security Panel			12,000					12,000	
MEDIUM	TIS Main Entry Door System (Front door System)				25,000				25,000	
MEDIUM	TIS Carpet for Library and Main Office				30,350				30,350	
MEDIUM	TIS Security Panel				20,000				20,000	
MEDIUM	TIS Electrical Surge protected System for switch gear				8,500				8,500	
MEDIUM	Dist Wide BOE office Window replacement				8,400				8,400	
MEDIUM	TMS Electrical Surge protected System for switch gear				8,500				8,500	
MEDIUM	Dist Wide BOE Parking lot repavement					53,000			53,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT					50,000			50,000	
MEDIUM	BGP Carpet Replacement/Conversion to VCT						71,536		71,536	
MEDIUM	TMS Library and Main Office carpet						26,950		26,950	
MEDIUM	TMS New concrete front sidewalk							35,100	35,100	
MEDIUM	TMS Security Panel							25,000	25,000	
MEDIUM	BGP Air Conditioning A,B,E wings							54,540	54,540	
HIGH	Dist Wide Snow & Lawn Equipment		51,058						51,058	
HIGH	THS Classroom Tech Upgrades									126,122
HIGH	TMS Science Lab Tech Upgrades									104,224
HIGH	TMS Press Box/Retaining Wall & Pavement				45,000				45,000	
MEDIUM	THS STEM/Math Enhancement									50,000
MEDIUM	TMS Gym Dividers				15,000				15,000	
MEDIUM	TIS Gym Dividers				15,000				15,000	
MEDIUM	THS VCT Flooring A Wing Hallway				10,000				10,000	
HIGH	TMS Fire Alarm Notification System				50,000				50,000	
HIGH	THS Business Lab Upgrade									16,125
HIGH	THS New English Lab Upgrade									11,540
HIGH	THS Music & Art Lab Upgrade									52,964
HIGH	BGP Science Lab Tech Upgrades									23,083
HIGH	TMS Classroom Tech Upgrades									93,000
HIGH	THS Science Lab Tech Upgrades									56,761
MEDIUM	TMS STEM/Math Enhancement									30,000
MEDIUM	TIS Replacement Ceiling Tile (Building wide)				318,000				318,000	
CRITICAL	BGP Roof Replacement Section A-H				1,750,000				1,750,000	
CRITICAL	TMS Roof Replacement Section A-S				2,265,150				2,265,150	
HIGH	TIS Asbestos removal & replacement of floor tiles				452,180				452,180	
MEDIUM	TMS Replacement Ceiling Tile (Building wide)				318,000				318,000	
HIGH	Dist Wide School Bldg Security Upgrades					500,000			500,000	
HIGH	TMS Window, Exterior Doors & PCB Removal					880,000			880,000	
HIGH	BGP Classroom Tech Upgrades									105,190
HIGH	TIS Classroom Tech Upgrades									107,590
HIGH	TIS Science Lab Tech Upgrades									34,071
MEDIUM	BGP Replace Condensing Units						132,905		132,905	
MEDIUM	BGP STEM/Math Enhancement									15,000
MEDIUM	TIS STEM/Math Enhancement									20,000
MEDIUM	THS Graphics Lab Upgrade									29,200
MEDIUM	TMS Computer Ed Labs Upgrade									75,450
MEDIUM	THS World Language Lab Upgrade									23,640
MEDIUM	TMS Art & Music Labs Upgrade									35,173
MEDIUM	TMS Replacement Science Lab Furniture									36,380
MEDIUM	TMS Renovation of 6 Science Labs									1,050,000
MEDIUM	TMS Technology Ed Labs Upgrade									26,240
MEDIUM	BGP Lab Upgrade									20,415
MEDIUM	TIS Computer Ed Lab Upgrade									14,818
MEDIUM	TIS Keyboarding Lab Upgrade									38,853
MEDIUM	TIS Library Lab Upgrade									24,308
MEDIUM	THS CADD Lab Upgrade									22,728
MEDIUM	BGP Parking Lot Paving(staff,visitors,bus lane,access Rd)							318,450	318,450	
MEDIUM	BGP Boiler Replacement							380,000	380,000	
MEDIUM	TMS Removal of Modular classrooms							16,000	16,000	
MEDIUM	TMS Paving of parking lot (excluding access road & exit)							259,310	259,310	
HIGH	Dist Wide Wireless Access Point Upgrades							130,800	130,800	
BOE TOTAL CAPITAL PROJECTS w/o WOA		\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$132,905	\$1,219,200	\$8,452,929	\$2,252,875
BOE CAPITAL PROJECTS		\$0	\$0	\$129,200	\$100,750	\$103,000	\$98,486	\$1,219,200	\$1,650,636	
BOE CAPITAL PROJECTS FROM BOND		\$0	\$51,058	\$0	\$5,238,330	\$1,380,000	\$132,905	\$0	\$6,802,293	
BOE CAPITAL PROJECTS "WOA"									\$2,252,875	
ALL CAPITAL PROJECTS		\$0	\$51,058	\$129,200	\$5,339,080	\$1,483,000	\$231,391	\$1,219,200	\$10,705,804	

Note: Bond Issuance Costs of \$418,637 not included in the BOE Capital Project List
 Prepared by M McLaughlin 10.02.2017

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 10, 2017

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Joseph Sce and David Skoczulek

MEMBERS ABSENT: Kristen Morgan

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Christopher Jordan, Assistant Finance Director; James Paquin, Building Official; Linda Byam, President of the Board of Directors for the Tolland Public Library Foundation, Inc.; Barbara Pettijohn, Director, Library Services

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Brenda Falusi of 4 Laurel Ridge Road – Everyone is trying to get across that the Referendum is Monday, October 30th. She asked that they please make sure the community knows the Referendum is on a Monday and not a Tuesday like usual. She said people are worried about the Executive Orders budget. They are worried that it will hit us hard, and may be cash short. If the Executive Orders make us cash short, will more cuts be coming down the road? What is the plan?

Mr. Field said it is in the original budget. The town and BOE will need to reduce by 20 / 80. He reminded that this is the way this Council wanted it to start off. The next Council can completely change that though.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution to amend Chapter 118 Property Maintenance, Section 118-5 Notice of Violation; Enforcement; Citations of the Code of the Town of Tolland.

Mr. Werbner said this new committee has been meeting regularly, and has been doing an excellent job trying to sort through this new regulation, and the few complaints that they have received to date. They have had their first instance of levying civil penalties for a blighted property. Based on that experience, staff and the Blight Review Committee recognized the need to set a specific penalty schedule and clarification of the implications associated with the fines that are imposed. The original intent of the Blight Ordinance was not to make money. It was to eliminate blight. The way the fee schedule was constructed meant it could go on indefinitely in terms of the fees being levied. The amendment will place a cap on the maximum civil penalty which may be levied, the timeframe for penalties to accumulate and define the legal options for remedy.

Mr. Paquin, the Blight Enforcement Officer, reviewed what work the Blight Committee has done over the last year. The suggested language they would like to add is:

The civil penalty for such violation shall be the following: One-hundred (100) dollars per day for the first thirty (30) days, then ten (10) dollars per day thereafter until an aggregate amount of four-thousand (4,000) dollars is reached. At such time that a civil penalty of four-thousand (4,000) dollars is reached, penalties shall stop accruing and the matter shall be referred to the Town attorney to determine, in consultation with staff, the course of legal action. Such legal action may include, but shall not be limited to, sale of the property through the tax lien procedure, strict foreclosure or foreclosure by sale.

Bill Eccles moved to open the public hearing; Seconded by Robert Green. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 5 in favor. 0 opposed.

Bill Eccles moved to close the public hearing; Seconded by Robert Green. All in favor. None opposed.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that the Town Council hereby amends Chapter 118, Section 118-5 Notice of Violation; Enforcement; Citations of the Code of the Town of Tolland.

The amended fees are effective December 01, 2017.

Seconded by Robert Green.

David Skoczulek said this change will keep with the spirit of what the Ordinance was intended to do. It was to correct the blight, rather than be a profit center. Mr. Field agreed that this is the direction they were all hoping this would go in.

All in favor. None opposed.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: None.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Bill Eccles, EDC: There is a new Japanese / Thai restaurant called Oyama in the Meeting House Commons; a new flooring company is moving into the plaza where the hardware store is; a personal trainer is moving into the former Z Antiques building; and sadly the Tolland Bicycle Shop is closing. Paul Krasusky, Recreation Advisory Committee: A proposal for a cricket pitch was made, but there was no indication of how it would be funded yet; the trick or treat event will be held on October 26th, the Cider Mill road race occurred, and the HVAC work at the Rec facility has commenced.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2016/2017 accomplishments, 2017/2018 goals and 2017/2018 approved budget as well as an overview of the Foundation activities over the past year.

Linda Byam, President of the Board of Directors spoke on behalf of the Tolland Public Library Foundation, Inc. Also present were Dani Titterton, Jan Rubino and Barbara Pettijohn. Ms. Byam ran through her report:

She reviewed the changes in the Directors that occurred this year.

The 2016/2017 accomplishments:

- Funded the purchase of an overhead projector (\$5,000) for the new library program room.
- Completely outfitted and funded the new library Maker Space with a 3-D printer, laptop, software, filament, doodle-pens, a light tracing box, and media conversion equipment (\$3,500).
- Funded the following databases and online subscriptions: A to Z databases (\$2,250), Ancestry.com (\$1,180), Tumblebooks (\$480), JobNow (\$250); and a year's subscription to EventKeeper, an online registration program, was funded (\$340).
- Supported the library dedication and grand opening with the purchase of food for the reception (\$500) on March 30, and flowers (\$100) and a Nook drawing (\$100) for the event on April 1.
- Funded a license from the Motion Picture Licensing Corp. (\$400) to gain the right to show free movies in the new library program room. • Purchased books for young adults and parents on the topic of drug and alcohol abuse and addiction (\$200).
- The Foundation received a \$36,000 gift from the Barlow-Cox trust, which is a bequest from the late Lois Barlow-Cox Query. Lois was involved in the Tolland Garden Paths and Tolland Youth Garden and was the first chair of the Tolland Conservation Commission.
- The seventh season of the popular Eaton-Dimock-King Author series continued with Wayne Worcester and Tim White, co-authors of The Last Good Heist: the Inside Story of the Criminal History of the Northeast on Sept. 27; Dawn Metcalf presented another session of How to Get Published on Oct. 4; David Biedrzycki, children's author and illustrator spoke on May 25; P.W. Catanese, discussed his new sequel on June 15. The eighth season began on Sept. 23 when young adult author Caragh M. O'Brien spoke about her new book.
- Working with the library staff and the Tolland High School English department, the Foundation sponsored the sixth annual Teen Poetry Slam on March 13, 2017. This very successful event featured high school and middle school students performing their original poetry pieces, which were judged by a panel including the library staff, a student, and a Foundation board member.
- Launched a SCORE/Chamber of Commerce business series with the inaugural program, "How to take the Risk out of Starting a New Business," on May 1, featuring a lawyer and risk avoidance insurance speaker. The next event is planned for October 5 when Richard English will discuss "How to Get Your Business on Google's Map!"
- Continued to update our website with current content, as well as continued to stay up-to-date and virus-free with our website software. • Established an Experience the Arts initiative and sponsored a popular Zentangle workshop.
- Held another session of "How to Pay for College" in October 2016. This very popular presentation helps parents and students to better understand their college funding options. Also hosted a session of Bridging the Gap: Planning for Later Life Talks in April about financial and life planning for older people.
- Continued efforts to increase awareness of the Foundation and the material and programming it provides to the library. The Foundation website (www.TollandPublicLibraryFoundation.org) and our Facebook page are currently used for this purpose. The board continues to participate in Celebrate Tolland and holds a Nook drawing at the event.
- The board continued publicity to raise awareness of the Foundation as a United Way designated recipient of contributions, resulting in increased donations earmarked for the Foundation from the United Way.
- The Foundation board has committed to continue to work closely with Wooster Corthell Wealth Management, Inc., the investment advisor for the Eaton-Dimock-King endowment.
- The Foundation board, along with the Library Director and staff, continued to focus on the "Evolution of the Library" initiative, a long-term vision of focused grants to substantially improve the library. The initiative seeks to promote the changing role of a public library in a contemporary community. This initiative has coordinated with the library expansion project.

- As of Aug. 31, 2017, the year-to-date grant amount disbursed from the Eaton-DimockKing endowment account and our operating funds is \$8,023.53.

Goals for 2017-2018:

- In response to the library's drastically reduced books and materials budget, the Foundation launched a Matching Fund Drive on Sept. 16, encouraging residents to make donations of any size to support the library. The Foundation will match gifts dollar-for dollar, up to \$10,000.
- Develop a talent bank, in particular to reduce the digital divide between people who are comfortable with new technology and those who are not and between various age groups.
- Continue to provide focused grants to the library based on endowment income and donations aligned with the library director's priorities. Current plans are to focus on the "Evolution of the Library" initiative.
- Continue to improve public and business awareness of the Foundation. Activities will include development of a strategic mission and use of a marketing strategy to educate library users and non-users of the benefits of Foundation donations to the library; participation in collaborative activities with other organizations; and continued publication of articles in local media.
- Resume our efforts to gain formal recognition by more Connecticut employers /corporations to facilitate Tolland resident employee matching gifts.

She advised that the Foundation's budget was approved at their last meeting.

The Council members congratulated and thanked all the members on their list of accomplishments.

- 8.2 Consideration of a resolution authorizing the Town Manager to enter into a Cooperation Agreement on behalf of the Town of Tolland for a Multi-jurisdictional Department of Housing Small Cities CDBG for Crumbling Foundation Testing with the Towns of Ashford, Bolton, Columbia, Coventry, Union and Willington.

Mr. Werbner said Tolland and six other communities are teaming up to apply for funds in the amount of \$250,000 to be used for crumbling foundation testing on homes in these communities. This program is brand new and may be beneficial to some of our residents. They would be eligible for up to \$4,000 for 3 core samples taken. No visual inspections under this program are paid for. In the future, should there be a State budget; there will be a program for rehabilitation. Under most of the provisions that he has seen so far, in order to qualify for rehabilitation funds under the State program, there will be a requirement that you have core sample. There are income guidelines that will need to be filled out and approved. If anyone has any questions on the program, they can contact Tolland's Human Services Department directly.

Bill Eccles motioned to accept the following resolution:

WHEREAS, the Town of Tolland, Town of Coventry, Town of Ashford, Town of Columbia, Town of Bolton, Town of Union and the Town of Willington have identified need in the municipalities to provide decent housing and related conditions, and

WHEREAS, the Town of Coventry contemplates submitting jointly with the Town of Tolland, Town of Ashford, Town of Columbia, Town of Bolton, Town of Union and Town of Willington an application for Block Grant funds under the Small Cities Program of the Connecticut Department of Housing for the purpose of meeting such needs, and

WHEREAS, the Town of Tolland, Town of Coventry, Town of Ashford, Town of Columbia, Town of Bolton, Town of Union and Town of Willington understand that the Town of Coventry will act as the applicant and will have the ultimate responsibility to assume all obligations under

terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract.

WHEREAS, it is understood that the Town of Coventry and DOH have access to all participants' community development block grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant the Town of Tolland, Town of Coventry, Town of Ashford, Town of Columbia, Town of Bolton, Town of Union and Town of Willington agree to cooperate in the submission of an application for such Block Grant Funds, and agree to cooperate in implementation of the submitted Small Cities Program, as approved by the Department of Housing.

BE IT RESOLVED that Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the Cooperation Agreement on behalf of the Town of Tolland for a Multi-jurisdictional Department of Housing Small Cities CDBG for Crumbling Foundation Testing with the Towns of Ashford, Bolton, Columbia, Coventry, Union and Willington.

Seconded by Robert Green. All in favor. None opposed.

- 8.3 Consideration of a resolution to adopt a Right to Farm Ordinance and the setting of a Public Hearing thereon, for October 24, 2017.

Mr. Werbner said The Agriculture Commission presented its research to the Council in July regarding the Right to Farm Ordinance. The Council agreed that the Commission should draft an ordinance for consideration. The proposed ordinance is based on the State's Right to Farm law and laws passed by a number of other Connecticut municipalities.

Bill Eccles motioned that the following resolution be introduced and set down for a Public Hearing on October 24, 2017 at 7:30 p.m. in the Tolland Town Council Chambers:

BE IT RESOLVED that the Town Council adopts a Right to Farm ordinance.

The ordinance is effective November 30, 2017.

Seconded by Robert Green. All in favor. None opposed.

- 8.4 Consideration of a resolution to approve changes to Ordinance #46 Sections 94-2, 94-17, 94-20, 94-22, 94-23 and 94-24 of the Solid Waste and Recycling Regulations and the setting of a Public Hearing thereon for October 24, 2017.

Mr. Werbner said this cleans up the recycling ordinance and codifies what is already in place. The changes are:

- Removing reference to waste oil since it is no longer an item picked up by our Vendor due to environmental concerns.
- Removing section that allows option for residents to purchase a second refuse cart.
- Changing the number of recycling carts per household from the current (1) to (2) per single family home.
- Changing sections to reflect that recycling is now bi-weekly.
- Updating E-Waste section to conform to current practice.

Bill Eccles motioned that the following resolution be introduced and set down for a Public Hearing on October 24, 2017 at 7:30 p.m. in the Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised sections of Chapter 94 – Solid Waste Regulations (sections 94-2, 94-17, 94-20, 94-22, 94-23, 94-24) of the Code of the Town of Tolland.

Seconded by Robert Green.

Mr. Krasusky asked if there has been any feedback regarding how the new program is going. Mr. Wilkinson said he believes the transition is going well. There is a calendar on the website that outlines what weeks are recycling weeks. He commented that there were 900 bulky waste pick-ups last week.

All in favor. None opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

8.5.a. Appointment to Tolland Public Library Advisory Board – *No vacancies will remain.*

Mr. Skoczulek advised that they have received a letter of resignation from Jeff LeMay from the Water Pollution Control Authority.

David Skoczulek motioned to appoint **Debra Slack of 187 Charles Street**, to the Tolland Public Library Advisory Board for the term 11/06/2013 – 11/08/2017; Seconded by Robert Green. All in favor; none opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said they continue to monitor the State budget. Should there not be a state budget for a period of time, there will be a significant impact on all the municipalities in the State. Standard and Poors has already downgraded nine (9) communities, and that was before they went out for any sort of bond review. It was just based upon the potential of impact from the Governor's Rescission Order. At this point, they are analyzing what will happen if the Referendum passes and the Executive Order was to stay in play for the rest of the fiscal year. They are doing this as a precaution, so that they know what actions will need to be taken to balance things out. Whether there is a budget passed or not, Tolland needs to move forward with the Referendum because of the timing.

11. **ADOPTION OF MINUTES**

- 11.1 September 26, 2017 Special Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.
- 11.2 September 26, 2017 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 A card from the Hartford Foundation for Giving
- 12.2 A thank you card from Rosemarie Capuano for Mr. Field's assistance at the Senior Center.

13. **CHAIRMAN'S REPORT:** Mr. Field reported the following:
~He had his last 'Meet the Chair Hour.' He thanked the residents for participating.

~This Thursday at 12:30 p.m. Mr. Field will be at the Senior Center to present the budget. There will also be a presentation Thursday at 7:30 at the high school.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Skoczulek advised that he has a work meeting on October 24th, so he will not be present at their last Council meeting. He read a prepared statement into the record:

It has been a pleasure to work with everyone on this Council. When tough decisions were to be made I think we stayed even, deliberative, non-partisan. That we had an open mind and listened to each other's concerns.

What could have been stressful, exhausting and trying was instead manageable as we worked through, step by step with the steady guidance and assistance of a very capable town and BOE staff. I want to thank all of you for this term and for the privilege of being a part of this team.

I want to take a moment to say a few words about my friend, Rick Field.

Of course, nothing keeps Rick from running for office again in the future but for this November he is not on the ballot after decades of elected civic service.

In many ways Rick embodies Tolland. He is a salt of the earth type guy, a proud and patriotic Army veteran, unpretentious and plain spoken while being steadfastly committed, passionate and engaged. He is generous with his time, a wealth of institutional knowledge and memory, and has a huge heart.

When I broke my foot last year, Rick drove me to every Council meeting for the duration, not wanting me to miss a thing. He did so happily and always wanted to know if he could do more to help my family.

In the years I have known Rick, he has always fought for what he felt was right. He has always worked to keep the pulse of the town whether holding Chairman's hour, representing the Council at Eagle Scout and other events, or volunteering at the Senior Center.

Tolland owes Rick Field a debt of gratitude for his time, his commitment, his work, his leadership and his love for this town. Thank you, Rick.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*): None.

16. **ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 8:08 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk