

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
February 22, 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 – February 8, 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 - Charles Perosino and Andrew Harger

F. SUPERINTENDENT'S FINAL REPORT

- F.1 Budget Impact on Board of Education (no enclosure)

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council, Planning and Zoning commission, Board of Education Meeting-February 7, 2017

- Town Council Meeting – February 14, 2017
- Town Council Meeting-Special- February 16, 2017
- Town Council Meeting-Special-February 16, 2017

M. FUTURE AGENDA ITEMS

- a. Cooperative Opportunity

N. NEW BUSINESS

O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION**  
Tolland High School Library  
One Eagle Hill  
Tolland, CT 06084

**REGULAR MEETING – February 8, 2017**

**Members Present:** Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Cathy Gorsky, Secretary; Ms. Michelle Harrold, Ms. Karen Moran, Ms. Colleen Yudichak, Mr. Robert Pagoni, and Ms. Susan Seaver.

**Administrators Present:** Dr. Walter Willett, Superintendent of Schools, Mr. Mark McLaughlin, Business Manager

**A. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Adlerstein called the meeting to order at 7:45 P.M. The Pledge of Allegiance was recited.

**B. APPROVAL OF MINUTES**

- Regular Meeting –January 25, 2017

Mr. Pagoni motioned to accept the minutes of the January 25, 2017 regular meeting. Ms. Harrold seconded the motion. Changes: none. All were in favor. Motion carried.

**C. PUBLIC PARTICIPATION**

Ms. Sue Bezzina, 32 Deer Meadow, commented that Dr. Willett has worked hard to provide a budget each that year that is financially responsible and she appreciates his efforts; however, she noted that Tolland schools have changed and provided a history of the last decade. This is based on her experience as a student teacher in Tolland in 1995 and she has taught every grade. When she started, school was a fun and enjoyable learning environment for students and staff. Kids did not have the pressures they do today and now there is little flexibility due to mandates. Testing is excessive and teaching is rushed and limited. Guidance counselors and others are overwhelmed by the needs of students. Many programs have been cut and these programs in middle school helped students decide what they wanted to do in high school and college. Many students who struggle in regular academic classes thrive in the arts and Ms. Bezzina provided an example. She explained that money leaves the town when students do and students leave because the schools lack the programs offered elsewhere. Ms. Bezzina presented three recommendations. First, she explained that teachers need a stronger voice in determining the curriculum and speed in which it is presented. Second, the community should brainstorm to determine how to encourage students to stay in Tolland and those who go elsewhere should be interviewed to learn why they chose to go elsewhere. Lastly, programs should be created to help keep students in Tolland and draw others to the town. She added that savings from conserving energy should be considered as well. Tonight, she is fighting for the health class at TIS. The health teacher also teaches lifesaving skills and her efforts have been recognized. Cutting this position affects the unified arts schedule as well as the guidance counselor's ability to see children. There is always a ripple effect and she encouraged the Board to look at the whole picture.

**D. POINTS OF INFORMATION**

Ms. Gorsky noted that she received an anonymous letter regarding a personnel issue. This letter has been referred to the administration.

Dr. Willett responded to the public comment. He agreed with what was stated and noted that it is true that over the years there have been significant reductions. The proposed budget is the only way that the trend can be reversed. An effort is being made to reduce the number of students who attend magnet, charter schools, and other programs and to create programs that will allow the district to retain more students. Open Choice is an example of a program that is the right thing to do, increases diversity, and brings in tuition.

Mr. Doyle suggested having volunteers reach out to those who have decided to attend a school outside of the district to learn more about why they chose to do so. This way the district will have a better idea as to which programs Tolland students would like to see and in turn where investments should be made.

Dr. Willett commented that teachers are engaged in the curriculum process both during the school year and during the summer when teachers are brought in to write the curriculum. His goal is to increase teacher participation, ownership, and agency in the district. Teachers have a good deal of involvement.

Dr. Willett spoke in regard to energy conservation. The current energy plan has notably reduced consumption and the district is willing to explore any opportunity where further conservation could be experienced. That said, there are some areas where learning requirements prevent flexibility. Anyone with suggestions should communicate them to Mr. Sztaba, the District Facilities Director. The district is in a good place but Dr. Willett agrees that there is always room for improvement.

E. STUDENT REPRESENTATIVES' REPORT

- Some THS students who traveled to Québec last week enjoyed the trip and found it interesting. They enjoyed the winter sports and participated in the Winter Carnival. Students would like more trips like this to be offered in the future.
- Many students are excited that the tomorrow's snow day has been called and wishes for everyone's safety during the storm.
- This year's play is *Singin' in the Rain* and it will be performed on March 10<sup>th</sup> and 11<sup>th</sup>.
- Tuesday, February 14<sup>th</sup> is Valentine's Day and the Senior Valentine event will be held.
- Mr. THS, the annual male pageant for senior boys, will be held the weekend following the play.

Ms. Yudichak noted that CABE's Day on the Hill is March 8<sup>th</sup> if the representatives would like to attend. Mr. Perosino and Mr. Harger are both interested in attending.

F. SUPERINTENDENT'S REPORT

- F.1. Introduction to Mary Grande, Tolland Middle School Principal  
Dr. Willett noted that this item will be on a future agenda.
- F.2. Monthly Financial Report

Dr. Willett reviewed attachment F2. The available balance is \$1,639,105 or 4.17% of the BOE's current budget. He noted that the BOE has transferred the designated energy budget of \$1,408,981 to the Town.

Ms. Harrold inquired about the \$123,500 shortfall and how it will be covered. Mr. McLaughlin explained that it will be absorbed by a number of accounts. He and Dr. Willett will be having a discussion to identify how many and which accounts will be used to cover the shortage.

*State Representative Tim Ackert was in attendance and provided information regarding the Governor's budget briefing today. The Governor, during the opening day session, noted that it was time to change how funding for education is done. Representative Ackert commented that those communities which have been doing a yeoman's job of keeping solid budgets and investing in education are going to pay the tab of some of those communities which have not. Representative Ackert noted that Tolland and similar communities' funding would be reduced by millions of dollars and those funds would be given to other areas in the state to help fund services. He and State Representative Sam Belsito have been discussing how to start the process of pushing back so those communities, like Tolland which have been doing a good job, are held harmless. Representative Ackert explained that what was presented today is not the budget that will be voted on. The Legislature will build and present a budget and that budget will be signed by the Governor. The Legislature's budget will not look like the one presented by the Governor today. Representative Ackert thanked the Board members for volunteering and doing a wonderful job.*

**F.3. 2017-2018 Superintendent's Proposed Budget (No Enclosure)**

Dr. Willett updated the budget. The proposed budget is now 2.14%. Originally, it was proposed to be 2.45%. There is still a net loss of .8 in regard to positions. The budget is well put together and protects many of the student services. The budget is one of the lowest presented in many years due to the district saving money in a number of areas and recovering funds. The Governor's proposed budget would take approximately \$5M to \$7M away from Tolland which would paint a very different picture. One will need to see how things play out. He encouraged students to ask questions and present their perspectives to the Board.

Dr. Willett distributed the updated budget booklets for the Board members to review. The Board's budget must be presented to the Town Manager by February 21<sup>st</sup> according to the charter. He added that a budget workshop is scheduled for February 15<sup>th</sup> so if based on the new information the Board would like more time to review the document; the workshop could be turned into a Board meeting to facilitate the process and vote.

Dr. Willett reviewed the proposed budget of 2.14%. To come to this number, savings were realized in the health insurance line item, recovery of funds from the OPEB, and good news in regard to worker's compensation. The total reductions were \$123,471 bringing the overall budget to \$40,175,960.

Dr. Willett explained that there is a strong feeling that a budget needs to be presented that will pass referendum. He believes the 2.14% budget keeps the interests of the Board in mind and reflects the desires of the BOE and the community. Dr. Willett continued to review the budget. As requested, a section has been added that addresses the grants and the Tolland Public School's revenues.

Mr. Adlerstein noted that at the last workshop, a straw poll was taken and attendees were supportive of the proposed budget. Additionally, he spoke with Mr. Field, the Town Council Chair, and asked what he recommended. His input was that the Council understands that the state budget process is a long one and the Council does not expect the Board to do anything differently based on the Governor's briefing. A discussion took place regarding if the Board should reassess the proposed budget based on the information provided by the Governor. It was determined that the Board was in agreement that it recognizes the situation but the budget is lean and nothing can be done to it right now that would not impact school programs.

Dr. Willett explained they have done everything possible in the budget to provide for the curriculum, programs, and facilities. They are not stripping away Math in Focus, Writers' Workshop, or underfunding facilities. The greatest impact is in the staff. In the workshops, it was discussed how badly the RTI and SRBI programs need to be rebuilt. To put these things back, there is some pain involved. This was discussed and positions were carefully examined by many including the principals in breakout sessions to determine where personnel could be reduced and have the least impact.

Ms. Gorsky motioned to move item F.3 to action item I.1. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Negotiation – Ms. Gorsky has stepped down as the Chair and has been replaced by Ms. Harrold. Upcoming negotiations will focus on the nurses and custodians.

CABE – Ms. Yudichak reminded the Board of the CABE Day on the Hill scheduled for March 8<sup>th</sup>.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that he and Mr. Doyle have spoken with the Town Council Chair and Vice Chair to discuss reaching out to the community with a Council-sponsored Community Conversation with the Board's participation to discuss the future of Tolland.

Mr. Adlerstein opened the floor to public comment.

Ms. Bezzina, 32 Deer Meadow, inquired about the health program they are discussing taking away. Specifically, she asked if research was done and how this would impact the schedule and others by putting the guidance counselor into the rotation. She is concerned for the children and spoke of other options such as class sizes. She would like it to be looked at more globally with an eye on the ripple effect.

Dr. Willett responded that he deeply respects Ms. Bezzina. She is a great advocate for the district. He commented that a lot of work goes into the budget and there is a thorough process. The decision regarding the health position was not made in isolation.

Months of discussion were involved in the decision. Reductions are painful and he does not feel good about it. If this position was not reduced, something would have had to be taken from elsewhere with a negative impact of equal or greater proportion. If he had the option to avoid cutting the position he would but the budget is based on information he was given. He added that this decision was based on a recommendation made to him.

I. BOARD ACTION

I.1. 2017-2018

Mr. Pagoni motioned to accept the 2017-2018 Budget that represents a 2.14% increase over the previous fiscal year. The budget equates to a budget of \$40,175,960 and to move this Budget to the Town Manager as per the Town Charter. Mr. Doyle seconded the motion.

Discussions took place.

Mr. Doyle thanked Ms. Bezzina for coming to the meeting and expressed his feeling on the budget. Teachers and students are both stretched and there are a lot of changes in education. Outside of budget discussions, there needs to be conversations regarding this and the programs that are drawing students out of Tolland. In regard to the budget, it is not without pain but he feels strongly that the priorities that were set are moving forward and the financial investments will improve the long term financial footing. He is in full support of the budget.

Ms. Gorsky commented that she too supports the budget as proposed. One cannot feel good about a budget that has cuts to staffing. She added that it is up to the Board members and the public to have their voices heard at the state and federal levels. The direction education is going will make the budget process more difficult. It is up to everyone who cares about public education to make their voice heard.

Mr. Pagoni explained that he is not happy with the budget. His children went through the public schools in Tolland and the students today are not receiving the same education. The system is great but the two cannot be compared and the students do not have the same experience. The leadership of the Board has done a good job of talking with the Town Council and he does not see that any more money can be taken out of the presented budget.

Ms. Moran commented that she too is in favor of the budget. She agreed with Ms. Bezzina that losing the health program will be difficult but the Board has to look at the other investments such as those in RTI and SRBI. She added that she will be reaching out to representatives in regard to education and encouraged others to do so as well.

A discussion regarding class sizes, teaming, and the health program took place. The Chair noted that it is an important conversation but he did not hear other solutions. He confirmed that Dr. Willett stands by the budget presented. Dr. Willett explained that the position being cut was one that would have the least impact and could be covered in other ways.

Dr. Willett publicly thanked Ms. Waterhouse and Mr. McLaughlin. Ms. Waterhouse has done a phenomenal job working with him and the Negotiations Committee. She has saved the District a tremendous amount of money. By extension, each of the bargaining units cares deeply about the education system and works with the District to participate in any way possible to help the community. Dr. Willett is also thankful for all of the work of all the staff groups and Ms. Bezzina who is always an advocate.

Mr. Adlerstein asked if there were any proposals for changes to the budget. There were none.

Vote: All were in favor of the motion. Motion carried.

J. PUBLIC PARTICIPATION

Brenda Falusi, 4 Laurel Ridge, inquired if having block scheduling at the middle school has been explored.

Dr. Willett responded that it was in place at one time but was lost due to reductions.

Ms. Bezzina, 32 Deer Meadow, commented that intermediate school students are under many pressures. This is a case for having the guidance counselor do what she is doing now at TIS and not moving her to another position. If one works with kids at a younger level, maybe they will not have as many issues at the older level. People do not grasp what is happening with students in K-5. They are falling apart and there is a ripple effect. She inquired about possibly taking away one of the 6<sup>th</sup> grade teachers. She explained that in other grade levels they have had 2 or 3 teachers on a team and described the structure.

Dr. Willett responded that the 6<sup>th</sup> grade could be made like the 5<sup>th</sup> grade and staff could be eliminated. He noted that he disagreed that the needs of K-5 students are greater than those in middle school. Students at middle school age grapple with sexuality, puberty, and social media heavily at that stage of adolescence. There are many studies that suggest that this is where kids attempt suicide, become more drug involved, have more instances of violence, and experience sexual harassment. This is a place where developmentally there are changes in physiology and other areas. He does not think the K-5 situation is in a horrible, bleak, or perilous place as the teachers work hard to make the experience good for students. He believes the entire system has suffered from impacts. The TMS structure could be made similar to that at TIS but it would be inappropriate for kids at that level. He offered to show how changes and changing schedules would impact middle school teaming offline. He added that TIS has some significant advantages over TMS in regard to how much attention it can provide to individual students.

Ms. Bezzina, 32 Deer Meadow, responded to Dr. Willett's reply. She commented that she was not suggesting that guidance should be taken away from the middle school. She does not want to see anything taken away from TIS because it is so important. She inquired why having uneven teams would be a problem.

Dr. Willett replied that the intermediate school team structure is not the same as that at the middle school and could explain this in more detail after the meeting.

K. POINTS OF INFORMATION



Mr. Doyle commented that there have been robust conversations regarding tradeoffs. Such discussions are never easy. He is proud that the District is making the investments it is in a responsible way. There are many challenges ahead and they need to look long term. He added that realistic conversations with the community need to happen – education is changing.

Ms. Yudichak noted that the Opioid Awareness Presentation was very good.

L. CORRESPONDENCE

- Town Council Meeting – January 24, 2017

M. FUTURE AGENDA ITEMS


- Legislative letter
- February 15<sup>th</sup> budget workshop

N. NEW BUSINESS - none

O. ADJOURNMENT

Mr. Pagoni motioned to adjourn the meeting at 9:56PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk

## MEETING MINUTES

### TOLLAND TOWN COUNCIL, PLANNING AND ZONING COMMISSION, BOARD OF EDUCATION

#### TOLLAND SENIOR CENTER

#### 674 TOLLAND STAGE ROAD

**FEBRUARY 7, 2017 – 7:00 P.M.**

**MEMBERS PRESENT** - Town Council: Rick Field (Chair), William Eccles (Vice Chair), Paul Krasusky, David Skoczulek, Kristen Morgan, Joseph Sce. Planning and Zoning Commission: Susan K. Errickson (Chair), Bruce Mayer (Vice Chair), Andy Powell (Secretary), John Hughes, Katie Murray, Laura Roberts. Board of Education: Patrick Doyle (Vice Chair), Michelle Harrold, Karen Moran, Collen Yudichak, Walter Willett, Ph.D (Superintendent).

**MEMBERS ABSENT** - Town Council: Robert Green. Planning and Zoning Commission: Barbara Dimauro. Board of Education: Sam Adlerstein (Chair), Kathy Gorsky (Secretary), Robert Pagoni, Jeff Schroeder, Susan Seaver.

**OTHERS PRESENT** - Steven R. Werbner, Town Manager; Beverly Bellody, Director of Human Services; Heidi Samokar, AICP, Director of Planning & Development; John Littell, Fire Chief; Kevin Berger, Assistant Planner.

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:03 P.M.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **WELCOME AND INTRODUCTIONS:**
  - a. Rick Field, Chair of the Town Council introduced council members.
  - b. Susan Errickson, Chair of the Planning and Zoning Commission introduced commission members.
  - c. Patrick Doyle, Vice Chair of the Board of Education introduced board members.
5. **OVERVIEW OF TONIGHT'S AGENDA:** Heidi Samokar, Director of Planning gave an overview of the topics that were to be discussed at the meeting.
6. **TOLLAND'S DEMOGRAPHIC AND HOUSING TRENDS:** David Fink of the Partnership for Strong Communities discussed how Tolland demographics compare to Connecticut as a whole and how they are changing. Mr. Fink also discussed how the housing market in Connecticut and in Tolland has changed in the past four to five years due to these demographic changes. Mr. Fink

strived that towns need to start thinking about housing choices and how they affect communities as a result of the changing demographics. Ms. Samokar noted that she would post the hand-outs on the town website.

7. **PRIMER ON PLAN OF CONSERVATION AND DEVELOPMENT:** Heidi Samokar, discussed the purpose of the Plan of Conservation and Development (POCD). Ms. Samokar also discussed that every town needs to update their POCD every ten years. She explained how a strategic plan differs from a POCD. Ms. Samokar opened up the meeting to public comment to get ideas about how to best communicate with town residents to make the most of the public participation process of the POCD update. Ms. Samokar will post presentation on the town's website.
8. **OPEN DISCUSSION:** How to get residents to learn about and participate in the POCD?
  - a. Post monthly updates in daily newspaper (Journal Inquirer).
  - b. Have schools advertise/ send home information (digital backpack).
  - c. Utilized the [patch.com/Connecticut/tolland](http://patch.com/Connecticut/tolland) to advertise and update residents.
  - d. Have local businesses place signs in windows to notify patrons.
  - e. Have multiple media formats for surveys with all the same questions, mail, on-line and mobile applications.
  - f. Have local social/ sports groups make members aware of the POCD, e.g. Tolland Soccer Club, Tolland Youth Football, etc.
  - g. Post notifications in all public buildings.
  - h. Post signs/banner on Town Green and near Town Hall.
  - i. Try to have public meetings that accommodate to people's schedules.
  - j. Have public meetings facilitated by a neutral party.
  - k. Create a kit that enables residents to host a meetings at home in a small scale setting that includes neighbors and friends.
  - l. Ask for input from targeted groups such as: possible future residents, grown children who left town and new residents.
  - m. Ask community about their view on the current POCD.
  - n. Engage businesses for their input. Use Fire Marshal's office as the point of contact.
9. **ADJOURNMENT:** Mr. Fields motioned to adjourn the meeting at 8:44 P.M. None opposed.

Respectfully submitted,

Kevin Berger,  
Assistant Planner

**MEETING MINUTES  
TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6th FLOOR COUNCIL ROOM  
February 14, 2017 – 7:30 P.M.**

**MEMBERS PRESENT:** Rick Field (Chair); Bill Eccles (Vice Chair); Kristen Morgan, David Skoczulek, Paul Krasusky, Robert Green

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Steve Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records

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) – None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL –** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS**

Mr. Skoczulek noted that at the PZC meeting last night the Commission approved an application for a dog training business to go into the old pediatrician side of the former 7/11 space. Further, the Commission approved an application for a special permit for a restaurant which will be going into 200 Merrow Road. Additionally, a recommendation regarding 480 Old Stafford Road was made and the quarry application 15-5 is still under review. Lastly, deliberation is ongoing in regard to the TVA regulation updates.

Mr. Skoczulek attended the Blight Committee meeting. It was the Committee's first meeting. An election of officers was held and two properties were reviewed.

Ms. Morgan attended the BOE meeting. Board Member Michelle Harrold noted that the Board passed its budget but is very concerned regarding the Governor's budget proposal.

8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

8.1 Presentation and discussion of 2015-2016 Comprehensive Annual Financial Report

Ms. Vanessa Rossitto of BlumShapiro was in attendance. She is the Town's audit partner and provided a brief overview of the financial statements. Ms. Rossitto explained that the Town issued a comprehensive annual financial report. The report is the responsibility of the Town. BlumShapiro is responsible for the auditor's opinion which is noted on pages 1-3. Ms. Rossitto stated that BlumShapiro has "issued an unmodified or clean opinion" which means that everything in the report is presented correctly and in accordance with accounting principles. Ms. Rossitto reviewed the report and highlighted some of the funds including the

General Fund which as of June 30<sup>th</sup>, had a total fund balance of \$8.942M. A brief discussion regarding GAAP and the budgetary basis of accounting took place. Ms. Rossitto added that a federal single audit and state single audit were issued. A "clean or unmodified opinion" was issued for both the federal single audit and the state single audit.

Mr. Field expressed kudos to Ms. Hancock and her department. Ms. Hancock expressed thanks to Agata Herasimowicz, Assistant Finance Director, who contributes a great deal in putting together the report and working with the auditors as well as the other staff who work with the statistical tables. Further, the BOE has been very cooperative and is great to work with as well.

#### 8.2 Health Insurance Update Presentation by Steve May of Milliman

Mr. May presented a review of the past year. He explained that last year they changed stop-loss vendors which controlled the rate increase and the same kind of control is expected for the renewal. While the renewal numbers are now estimated, he believes there is some conservatism in that number.

Mr. May explained that benefit and enrollment changes have been positive. The teachers' plan has moved to encouraging the HSA which helps in controlling costs and others are moving into this as well. This affects the projections with an adjustment to the positive of approximately 4% which is helping to control costs now and in the long term.

As part of ECHIP (Eastern CT Health Insurance Program) there have been recent changes to underwriting rules which provides flexibility. Formally the guidelines required that renewals and projections include a claim fluctuation margin of 2-4%. Given the budget pressures, the group has agreed that as long as one's plan is healthy, the margin can be between zero and four percent. Further, the group has agreed to have regular reporting on the health of each group. This oversight will assist in keeping the group healthy particularly in light of current budget pressures. The overall renewal is 8.5%.

The members of the ECHIP do not have a goal of saving today's budget but to be healthy so if there are issues 5 years from now, there will be flexibility with the funds.

Mr. May noted that there has only been one large claim but there has been an increase in overall utilization. They are seeing good preventative utilization which is positive. Mr. Wilkinson and Ms. Waterhouse have been working hard to implement wellness programs.

Mr. Eccles requested that Ms. Harrold convey the Council's thanks to the BOE and the Superintendent's office for cooperating and doing so very well with the programs.

#### 8.3 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house on Rolling Meadow

Attorney John Tunila from the town attorney's office asked that the Town Council approve the assignment of a ground lease acting as the sole member of the non-profit. They have vetted the buyers. They are eligible and the office asks that the Council approve the assignment.

Mr. Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 14 Rolling Meadow to Qualified People (as

that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

Seconded by Mr. Green. All were in favor. None opposed.

- 8.4 Consideration of a resolution to approve the acceptance of the property located at 480 Old Stafford Road as a donation in return for forgiving back taxes pursuant to CT General Statute 12-195 and the setting of a Public Hearing thereon for February 28, 2017.

Mr. Werbner noted that in January the owner contacted the Town to inquire if it would be willing to accept the property in return for forgiving back taxes. Based upon a review, Mr. Werbner recommends that the town accept the land donation.

Mr. Eccles motioned that the following resolution be introduced and set down for a Public Hearing on February 28, 2017 at 7:30 p.m. in Tolland Town Council Chambers:

**BE IT RESOLVED** that the Town Council approves the acceptance of the property located at 480 Old Stafford Road as a donation in return for forgiving back taxes pursuant to CT General Statute 12-195.

Seconded by Mr. Green. All were in favor. None opposed.

- 8.5 Consideration of a resolution to approve the establishment of a School Building Committee for the Tolland Intermediate School Roof Replacement Project

Mr. Werbner provided a summary. He recommended that the following individuals be on the Committee: Peter Sztaba, Scott Lappen, Anthony Spangle, and Beverly Bellody. He noted that part of the Governor's proposed budget and discussions there is a component regarding school construction grants. In turn, as things move forward, the Town is unsure if it will receive the full amount previously expected and should there be a change in the reimbursement rate, there should be a discussion with the Town Council and the BOE regarding whether it is financially feasible to continue with the remainder of the \$9.5M bond issue.

Mr. Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the Town Council shall establish a School Building Committee in preparation of conducting school capital projects.

**BE IT RESOLVED** that the building committee be hereby established as the building committee with regarding to the Tolland Intermediate School roofing project at Tolland Intermediate School.

**BE IT RESOLVED** that the Town Council hereby authorize at least the preparation of schematic drawings and outlined specifications for the Tolland Intermediate School roofing project at Tolland Intermediate School.

**BE IT RESOLVED** the Town Council authorizes the Tolland Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the roof replacement project at Tolland Intermediate School.

Such Building Committee is established as the building committee with regard to the roof replacement at Tolland Intermediate School. The Council shall appoint the members of the Committee, designate an initial temporary chairperson and fill any vacancies on the Committee, and approve any contracts, schematics, and specifications with architects, engineers, contractors, and others for the Tolland Intermediate School roofing project. The

committee will be comprised of Peter Sztaba – District Facilities Director, Scott Lappen – Town Director of Public Works, Anthony Spangle – School Administrator, Beverly Bellody – Town Human Services Director.

**BE IT RESOLVED** that Committee members shall not receive any compensation for their services. Necessary expenses of the Committee shall be included in the cost of the project. The records of the Committee shall be filed with the Town Clerk and open to public inspection during normal business hours. Upon completion of the project, the Committee shall make a complete report and accounting to the Council and the Town.

**BE IT FURTHER RESOLVED** that the Committee is vested with the following powers and duties:

- (i) to approve a design (which considers all methods of construction) which is consistent with BOE-approved educational specifications (the "Project");
- (ii) to recommend to the Council approval of any contract, schematics, and specifications with architects, engineers, clerk of the works, contractors, and others to complete the project;
- (iii) to approve design, construction and other expenditures related to the Project consistent with the Project definition;
- (iv) to choose the officers of the Committee;
- (v) to provide quarterly reports in person to the Town Council on the status of the Project timeline/schedule and financing; and
- (vi) The Committee shall comply with the neutrality provisions as outlined in CGS 9-369b relating to all aspects of the project.

Seconded by Mr. Green. All were in favor. None opposed.

8.6 Consideration of a resolution to approve the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2016 through June 30, 2019.

Mr. Werbner explained that the Town and Attorney Patrick McHale have been negotiating with CSEA, SEIU Local 2001 since April 2016 and thanked everyone for their efforts.

Mr. Eccles motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated

July 1, 2016 through June 30, 2019 and authorizes Steven R. Werbner, Town Manager, to execute said agreement on behalf of the Town of Tolland.

Mr. Werbner thanked the employees and the negotiating team. They were very cognizant of the situation and are an extremely hard working group. He thanked them for being cooperative. Mr. Field noted that Attorney McHale has done an outstanding job as always.

Seconded by Mr. Green. All were in favor. None opposed.

8.7 Appointments to vacancies on various municipal boards/commissions.

Mr. Skoczulek presented the appointment of Scott Tardiff, 438 South River Road for a term of January 31, 2016 to January 31, 2020.

Mr. Skoczulek motioned to approve the appointment as presented.

Mr. Eccles seconded the motion.

All were 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 commented on the accident on route I- 84 this week. He explained that a large truck carrying a number of barrels of potentially dangerous chemicals went over the embankment. The state's hazmat team was called in and each pallet and barrel had to be picked up individually. Further, the truck had to be removed. Mr. Werbner noted that it was a yeoman's effort on behalf the town's small volunteer and paid staff. Chief Littell worked a number of consecutive hours overseeing the operation.

Mr. Werbner noted that a several months ago the Town had at least two communications with the DOT in regard to putting forth some reasonable recommendations for enhanced safety considerations for this section of route I-84 between exits 67 and 69. In both cases, the response was that this area was no different than any other area of route I-84 and that nothing of any significance was warranted.

Mr. Werbner explained that every winter there are a number of motor vehicle accidents and rollovers in this area. While, fortunately there have not been any fatalities or major accidents, it causes significant tie ups on the interstate. Additionally, the town's limited staff is overextended for a long period of time addressing these situations. Mr. Werbner believes there should be some reinforced barriers on the sides of the road to prevent roll offs. There is an issue between exits 67 and 69 due to the elevations and the wind patterns along this stretch of the road. He is asking through CRCOG that there be a review of this incident and a discussion with DOT officials to determine if something can be done in the area to enhance safety. He will keep the Council updated. Mr. Field inquired if the Council should send letters to the legislature and DOT expressing its concerns. Mr. Werbner responded it may be worthwhile to make a plea through the legislative delegation.

Mr. Werbner noted that February 28<sup>th</sup> at the State Capitol will be Crumbling Foundation Day. Twenty different bills have been submitted regarding crumbling foundations and all of the committees have agreed to have a joint hearing. This starts at 10AM. A rally is expected before the hearing. If any of the Town Council members would like to attend and testify, Mr. Werbner will facilitate getting them on the sign-up sheet. Mr. Field confirmed that he has volunteered to attend with Mr. Werbner and the ad-hoc committee. Mr. Werbner added that there is a lot of resentment on the part of many people that the Governor's budget included recommendations for some large capital improvements such as the Civic Center yet no dedicated funds for the crumbling foundation problem.

Mr. Werbner commented on the Opioid Epidemic conference. It was an excellent program and there were approximately 400 attendees. A great effort was put forth by the Eastern Highland Health District, the human services department, and the THS administration. The audience was attentive and there were many questions indicating that there is a need for this type of program and a follow up with further information.

Lastly, Mr. Werbner noted that on Thursday evening at 6:30PM, prior to the Capital Budget Public Hearing at 7:30PM, there will be a budget discussion on the impact of the Governor's budget proposal. He explained that there are no good answers – only bad choices and worse choices. Because of the process mandated in the charter, the Town has to have its budget adopted by the Town Council by the beginning of April and a mandatory referendum on the first Tuesday in May and every other Tuesday after that until the budget is adopted. The Town can only work with the information provided and historically the Town has always relied on the governor's



budget information to develop its budget. The results of the Governor's budget in summary are a \$7M hit to the Town of Tolland in terms of loss of revenue or new costs associated with picking up 1/3<sup>rd</sup> of the teachers' pension costs. This is a significant impact to the Town's finances. Mr. Werbner asked for feedback from the Town's residents and to date has received 23 replies. After he reveals his recommendations, he is sure there will be more community input. He hopes there will be a large attendance at the Town Manager's Hearing on the recommended budget. The Council will need as much feedback as possible on this particular budget because they are talking about a seismic change in terms of the operation of both the Board of Education and the Town and the future. The start of this discussion is on Thursday evening at 6:30PM. He encouraged all to attend including members of the BOE.

Mr. Werbner explained that while he usually can come up with solutions, in this particular situation he does not have many options. He explained that the majority of towns in the state are in the same predicament. Many of the urban areas are in difficult financial situations and the Governor's budget assists them but money was shifted from those areas that are deemed to be "more affluent and better financially positioned". The Governor's recommendation for reductions total approximately \$400M. If the state legislature decides to reinstate the municipal aid, they need to find a way to make up the \$400M. In turn, he believes the Town will be impacted.

Mr. Eccles commented that he is very much an advocate of getting public input and appreciates the Town Manager's effort in reaching out.. He noted that at the housing discussion, Mr. Patrick Doyle identified potential means of outreach to the community. Mr. Eccles believes it is incumbent upon the town manager and his staff to reach out to leadership of various municipal groups such as churches and other organizations to encourage participation of the community in the budget discussions.

Mr. Werbner requested and thanked Mr. Eccles for inviting the legislative delegation to Thursday's meeting so they can hear and possibly take part and answer questions. This is a state imposed situation.

Mr. Eccles noted that he communicated with the EDC Chair Greg Williams. They are in agreement that they need to be pursuing a partnership with someone regarding economic development coordination. Now is the time to encourage the right kind of development. Mr. Werbner noted that the study of the TVA area will start on the 21<sup>st</sup> and that he has included, albeit reduced, funds for the purpose noted by Mr. Eccles.

## 11. **ADOPTION OF MINUTES**

### 11.1 January 24, 2017 Regular Meeting Minutes

Mr. Eccles motioned to adopt the minutes of the January 24, 2017 regular meeting. Seconded by Mr. Green. All were in favor. None opposed. Motion carried.

### 11.2 February 7, 2017 Special Joint Meeting Minutes

Mr. Eccles motioned to adopt the minutes of the February 7, 2017 special joint meeting. Seconded by Mr. Green. Mr. Field, Mr. Eccles, Mr. Skoczulek, Ms. Morgan, and Mr. Krasusky were in favor. Mr. Green abstained. None opposed. Motion carried.

## 12. **CORRESPONDENCE TO COUNCIL**

- State of CT Siting Council regarding modifications to an existing telecommunications tower
- Letter regarding the lights at Birch Grove
- Aquarion Water Company is accepting nominations for the Water Environmental Champions Awards Program

13. **CHAIRMAN'S REPORT**

- Mr. Field spent time at the fire department's emergency center this week. They put in a lot of time and effort. Those who get paid really do earn their money and those who volunteer, God thanks them.
- The budget meetings between the Council and the BOE are public. Mr. Field encourages everyone to attend.
- The BOE has a budget workshop on February 15<sup>th</sup> at 7PM.
- On Thursday, the Capital Budget Hearing is at 7:30PM. Prior to this meeting, at 6:30PM will be a presentation by Mr. Werbner on the budget.
- Mr. Field noted that he saw in the paper that the Langlois family has been shown to be not guilty and he is glad to see that they can get their lives back together.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Mr. Green welcomed Mr. Tardiff to the Water Commission and thanked Mr. Bob Evangelista for all of his hard work. He is very dedicated and will be missed.
- Mr. Eccles asked Mr. Werbner to look to CRCOG for any regionalization programs.

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

16. **EXECUTIVE SESSION**

16.1 Pending Litigation

Mr. Eccles motioned to go into executive session and invited the Town Manager and Town Attorney Rick Conti for a pending litigation discussion. All in favor. None opposed. Motion carried.

The Town Council came out of executive session at 8:56PM.

16. **ADJOURNMENT**

Mr. Eccles motioned to adjourn the meeting at 8:56PM. Mr. Green seconded the motion. All in favor. None opposed.

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Richard J. Field, Council Chair

Lisa A. Pascuzzi  
Substitute Clerk

# **SPECIAL MEETING MINUTES**

## **TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>TH</sup> FLOOR COUNCIL CHAMBERS FEBRUARY 16, 2017, 6:30 PM**

**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; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Sam Belsito, State Representative; Tim Ackert, State Representative; Heidi Samokar, Director of Planning and Development; Walter Willett, Superintendent; Beverly Bellody, Human Services; Scott Lappen, Public Works; John Littell, Fire Chief/Director of Public Safety

### **1. Discussion of Impact of Governor's Budget on the Town:**

Mr. Werbner said this is a year like no other. It is a situation that we are all in, and we need to figure a way out of it. He invited the members of the community to e-mail him with their suggestions, comments, or questions. Since this is a fluid process, there will be more meetings and more information will follow.

Mr. Werbner explained that his budget cycle does not coincide with the state and local government. By Charter, he is mandated to have his budget come out the second week of March. At this point in time, he is basing his numbers off of the Governor's numbers that he has now. He gave a presentation with the use of a PowerPoint. He began by showing a slide outlining what Tolland is currently getting versus what the Governor is proposing for FY 18. Some of the biggest differences are:

ECS Grant (-46.9%): this is used as a mill rate offset. It lowers our mill rate for the cost of education.

MRSF Revenue Sharing (43.9%): Tolland gets a percentage of increase in the sales tax as a revenue sharing grant.

Special Education: this used to be combined with the ECS Grant and reimbursements that the BOE applied for to assist with excess cost grant obligations.

Teachers' Retirement Contribution: The teachers in Connecticut have a state-wide pension program. The municipalities have had nothing to do with that, nothing to do with the formation of it, and Tolland doesn't sit on any committees that determine the terms of that pension. Employees contribute 7.5-8% and the rest is paid for by the State. Over the years, the State has underfunded the pension, and now in the next 2 – 5 years significant balloon payments are due in order to bring the funding back up to where it should be. About a 30% increase over the next couple of years will be necessary in that one category. The State is now saying they want us to share in that obligation. Municipalities will be picking up the cost of the pension and whatever portion of the unfunded liability that the State didn't pay. \$1.9m assumes that there will be increases in the next valuation in terms of their pension obligations. The obligation will increase on a yearly basis.

Overall, Tolland has lost \$4m of revenue. Special Education is being counted as an offset. However, that money (\$2.5m) goes directly to the BOE as a reimbursement, and is not used towards our mill rate. So, in total, Tolland has lost \$7m towards the tax base.

The proposal would reduce municipal aid by \$363m (11.4%) versus FY 17.

**Municipal Aid in Governor's Proposed FY 18 State Budget**

Municipal Aid; Current Year FY 17 - \$3,193,898.555, Gov. Proposed FY 18 - \$2,830,948,336  
Proposed FY 18 v. FY 17 Change: (\$362,950,219), -11.4%

A summary showing the various categories of aid that were either reduced or increased, along with an explanation of how they determined their funding levels was shown. From Mr. Werbner's understanding, they looked at several factors: fund balances, mill rates, and per pupil costs for education. If it was determined that you were a wealthy community, have a low mill rate and your per pupil spending is relatively low, then it was determined that you are in a good position to make a greater effort to pick up some of the costs on your own. So, for all the good work Tolland has done, it is being penalized.

Some of the additional items in the FY 18 budget that impact towns and cities are bond funding, motor vehicle tax cap, municipal spending cap, and the Resident State Trooper program. With regard to the Resident State Trooper program, towns would be responsible for 100% of costs associated with the Resident State Trooper program. There would be an additional \$750 surcharge for each constable supervised by a trooper.

Some other impacts are:

The change in the State imposed motor vehicle cap going from 37 mills to 32 mills is a loss to Tolland of \$200,000. We are not being reimbursed for this loss like some other Towns due to the base year the State used for the calculation. Efforts to correct this with new legislation were not successful.

The State is again considering exempting from taxation all personal property with a value under \$10,000. This would result in a loss of revenue of approximately \$43,928. That amount is not factored into our mill rate calculation.

The impact of reduced assessments associated with crumbling foundations is a loss at current count of \$95,000. Tolland has 40 homes that have applied for reduced assessments, 9 others are going to the Board of Assessment Appeals, because they filed after the deadline. After doing some estimates, in 3 – 5 years, if there is not corrective action taken, that will be close to \$800,000 of lost revenue as a result of devalued homes as a result of the crumbling foundation situation.

What does this mean for our budget?

A couple of weeks ago, Mr. Werbner's plan prior to the Governor's budget (receiving all of the normal revenues and no teacher pension obligation): Zero percent expenditure budget for Town and 2.14% increase for BOE and ECS at current amount – 0.45 mill or 1.316% increase.

After the Governor's budget came out, and as a result of the reductions, Mr. Werbner put together some hypothetical situations based on the Governor's budget:

- A. Zero percent expenditure budget, except for new cost of Teacher Pension and reduced ECS – 6.10 mills or 17.84% increase
- B. Zero percent expenditure budget with no Teacher Pension cost and reduced ECS – 4.38 mills or 12.81% increase
- C. Expenditure increase at 2.14% for BOE and .66% for the Town with Teacher Pension cost and reduced ECS – 7.00 mills or 20.47% increase
- D. Expenditure increase for Town and BOE as shown in (C) above with no Teacher Pension cost and reduced ECS – 5.28 mills or 15.44% increase

The current budget recommendations based on the Governor's budget:

- A. Expenditure reductions of -.91% or 1.2 million dollars for BOE and -2.89% for the Town with Teacher Pension Cost and reduced ECS – 5.56 mills or 16.26% increase
- B. Expenditure reductions of -.91% for BOE and -2.89% for the Town without Teacher Pension Cost and reduced ECS – 3.84 mills or 11.23% increase

*The reduction in the Board of Education is offset by a change in Special Education funding in an amount equal to the 1.2 million dollar reduction.*

Mr. Werbner pointed out that if you add up the last nine fiscal years that is what he is recommending for this year. This is an unusual year, and he is asking for the community's assistance in off-setting what is happening at the State level. This will be a budget significantly different than any other budget that Tolland has seen.

In order to get to the budget levels that Mr. Werbner has outlined, he recommends the following budget reductions:

- Reduce the request of the Board of Education by \$842,012 or a 0% increase. The budget submitted by the Board of Education for a 2.14% increase does not take into consideration the need to possibly budget for Teachers' pensions in the amount of 1.9 million dollars or the substantial loss in ECS funds. ***Should at some point in the future the State Legislature reverse to some extent the reductions in education revenue recommended by the Governor, I would recommend that the Town Council and Board of Education meet to best determine how any additional funds could be reallocated to possibly reinstate lost programs or positions.***
- Adjust the current weekly collection of recyclables from every week to every other week offering residents either an upgrade to a 95 gallon container or a second 95 gallon container for recyclables. The savings is \$104,832 spread over two fiscal years or a yearly impact of \$52,416. In addition I am recommending we eliminate the two Town sponsored bulky waste pickups at a savings of \$49,000.
- Reduce by two our current compliment of Resident Troopers from 4 to 2. The Governor's recommended budget places 100% of the cost for Resident Troopers on the Town whereas in previous years the State assumed some of the cost recognizing that at times the Troopers assigned to Tolland are required to perform non-Tolland functions or be available to Tolland due to State mandated training requirements. The additional cost to assume 100% of salary would be \$62,000. Currently, we pay between \$155,398 to \$207,683 for a Resident Trooper. The savings is \$256,956. I am recommending that \$35,000 be used to hire, from current year available funds, a consulting firm specializing in police services to work with a Study Committee appointed by the Town Council to consider future options for providing police services to the Town. While I am a strong supporter of the Resident Trooper Program, the costs which the State is requiring Towns to assume such as a portion of the State Police pension that was underfunded for years makes this program financially not sustainable in the future.
- Eliminate the currently vacant position of Assistant Director of Public Safety at a savings of \$73,392 and an additional savings of \$70,000 in the Capital Budget as a result of the elimination of a vehicle and associated equipment for the position. A portion of the savings has been set aside in this year's budget for administrative changes which will be made in the department following completion of union negotiations.
- Eliminate secretarial assistance for the following Commissions at a savings of \$3,300:
  - Blight Review Committee
  - Conservation Commission
  - Design Advisory Board
  - Economic Development Commission

- Tolland Green Historic District Commission
- Eliminate video streaming of Town Council meetings at a savings of \$1,251. Currently less than an average of 20 people per meeting take advantage of this service.
- Eliminate funds for Celebrate Tolland at a savings of \$6,000. It may be possible to seek corporate funding to allow this program to continue.
- Perform the State mandated revaluation required in 2019 in-house which will save the Town between \$60,000 to \$125,000 depending on final consultant figures. The money we have already budgeted is sufficient to cover the Town's estimated expense of \$132,000. For this work, therefore, allows me to eliminate a phased in payment of \$41,000. The ability to perform an in-house revaluation as we did several years ago and are proposing for the next one is based on the knowledge and experience of our current Assessor and his willingness to dedicate the time to perform this function in addition to his normal requirements.

Some additions to the budget include:

- \$20,000 for Economic Development consulting services
- \$20,000 to increase the stipend for volunteer firefighters which has not been increased for over six years
- \$19,000 to begin the Plan of Conservation and Development

Mr. Werbner advised that he has received a number of comments from the community, which he summarized and shared in his presentation. He closed by saying this is not a support the BOE, or support the Town issue. This is how do we work our way out of this particular financial dilemma that we are in, in the best interests of Tolland.

A budget schedule was shown. This presentation will be on the town's website for the community to see. Mr. Werbner would like as much feedback as possible from the community.

**Sam Belsito** commented that they can't determine yet in the State house where they are going. They basically just started looking at this budget two weeks ago. He doesn't believe they are going to drop the funding for the teacher's pensions. He thinks that is coming, and will only get worse. He believes the rest may be tampered down.

**Tim Ackert** praised Mr. Werbner for working with the information that is available to him. He advised that the Governor proposes a budget, but the Legislature makes the budget. The Governor has submitted his wish list. He believes they will hold off on the teachers' pensions, but he does not know this for sure. He said Tolland is not alone in the pain that it feels. The good stewards are the ones paying the price. He doesn't believe this is the budget they are going to see, but he doesn't know for sure.

2. **Adjournment:** Paul Krasusky moved to adjourn the meeting; Seconded by David Skoczulek at 7:35 p.m. All were in favor.

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Richard J. Field, Council Chair

**Michelle A. Finnegan**  
Town Council Clerk

# **SPECIAL MEETING MINUTES**

## **TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL CHAMBERS FEBRUARY 16, 2017 – 7:30 P.M.**

**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; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Walter Willett, Superintendent; Beverly Bellody, Human Services; Scott Lappen, Public Works; John Littell, Fire Chief/Director of Public Safety

**1. Call to Order:** Rick Field called the meeting to order at 7:42 p.m.

**2. Public Hearing Item**

### **2.1 Consideration of the Proposed 5-Year Capital Improvement Plan**

Mr. Werbner gave a presentation to the Council using a PowerPoint entitled Town of Tolland, FY 2017 – 2018 through 2021 – 2022, Town Manager's Five Year Capital Plan, dated February 16, 2017. The first part explains what the capital budget is, what capital items are and what it includes: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The budget planning process is very involved, starting in October and ends when the Council adopts their budget.

Some revisions to the Capital Budget after the Town Manager gave his recommendations to the Town Council on December 15, 2016 are:

#### **Year 1:**

- Delayed the implementation of the \$100,000 of General Fund dollars for District wide capital improvements for one year.
- Added \$116,517 for the Recreation Center HVAC System to be funded with \$41,517 from the General Fund, \$25,000 from the Recreation Fund and \$50,000 from the Utility Internal Service fund. In FY 16-17 LoCIP funds in this amount were programmed for this project and due to State bonding limitations the Town will not receive the entitlement for those funds unless there are some changes in legislation. It is essential to complete this project as the heating system will be eliminated once the construction begins for the Elderly Housing Complex. If the LoCIP funds end up being reallocated then we can revisit the funding alternatives next year with Council.
- Added \$15,000 from the General Fund for a Town share of a grant match for a partnership with the Jail Museum for repairs to the Town owned building.
- Deferred BOE \$12,786 of General Fund dollars for vehicle depreciation reserve.
- Added \$21,576 for the paving of the lower level loading dock at Tolland Intermediate School and \$10,000 for repair and refinishing of the Tolland Middle School Auditorium floor from the General Fund.
- Reallocated \$116,116 for the Highway Garage project from LoCIP funding to Non-Referendum Debt due to the uncertainty of the State funding next year.

**Year 2:**

- Added \$319,000 for major repairs for the Plains Road Culvert to be funded by Non-Referendum Debt.

**FY 17 – 18 Significant Capital Projects funded by the General Fund: Total Amount: \$142,093:**

**Board of Education:** Paving of the lower level loading dock at Tolland Intermediate School - \$21,576 (General Fund); repair and refinishing of the Tolland Middle School Auditorium floor - \$10,000 (General Fund).

**Parks & Recreation:** Partial funding of Boiler at Recreation Center - \$41,517 (General Fund).

**Public Facilities:** Various projects - Senior Center roof replacement, repainting of Arts Building and Jail Building repairs (grant match) - \$69,000 (General Fund).

**FY 17 – 18 Significant Capital Projects funded by Other Sources:**

**Town Administration:** Depreciation amount for replacement of Light Duty Vehicles (Town) - \$55,972 (CNRE Fund).

**Capital Equipment:** Replacement of Public Works Dump Truck and Pavement Roller - \$190,300. (Non-Referendum Bonds).

**Fire & Ambulance:** Replacement of Ambulance 540 - \$214,000 and AED program - \$17,500 (Ambulance Reserve Fund).

**Parks & Recreation:** Partial funding of Boiler at Recreation Center - \$25,000 from the Recreation Fund and \$50,000 from the Utility Internal Service Fund (Town Reserve).

**Public Facilities:** Additional allocation to address construction costs of the Highway Garage Renovations - \$1,349,779 (Non-referendum Bonds). Expected to be bid out in Spring 2017.

**Streets & Roads:** Town portion of funding for repaving Old Cathole Road North - \$410,800 (Non-Referendum Bonds). Drainage and detention basin repair - \$200,000 (Non-Referendum Bonds). Pavement Management - \$339,123 (Town Aid Road Grant Funding).

**Year 2:**

**Board of Education:** District Wide Capital improvements in the amount of \$100,000 (General Fund).

**Capital Equipment:** Replacement of various equipment in the amount of \$248,350 with \$15,350 from the General Fund, \$53,000 from CNRE Fund and \$180,000 from Non-Referendum borrowing.

**Public Facilities:** Allocation of \$100,000 for Firehouse Improvement Design Phase from Non-Referendum borrowing.

**Pavement Management:** \$339,123 from Town Aid Road (TAR), \$116,116 from LoCIP Grant and \$685,561 from Non-Referendum borrowing for various Road Improvements and paving Cross Farms rear parking lot; drainage and detention basin repairs - \$200,000 (Non-Referendum Bonds); Plains Road Culvert major repairs - \$319,000 (Non-Referendum Bonds).

**Year 3**

**Capital Equipment:** Replacement of various capital equipment in the amount of \$246,350 with \$60,350 from the General Fund, \$118,000 in Non-Referendum borrowing and \$68,000 from other sources.

**Public Facilities:** \$3,000,000 is programmed for additions and upgrades to Station 140, Station 340, Station 440 and Dog Pound. This would be financed by Referendum approved Notes and Bonds.

**Fire & Ambulance:** \$1,500,000 for replacement of Rescue 240 and ET-540 from Referendum Bonds.



Year 4

**Board of Education:** District Wide: \$100,000 from the General Fund for District wide capital improvement projects.

**Capital Equipment:** \$205,350 for various Public Works capital equipment replacements from General Fund (\$15,350), CNRE Fund (\$50,000) and Non-Referendum borrowing (\$140,000).

**Pavement Management:** \$1,000,000 to address road maintenance, parking lot and neighbor-hood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR).

Drainage construction, various - \$200,000 (Non-Referendum Bonds).

**Town Administration:** Creation of an account to address yearly Capital Improvement needs of Town Facilities in the amount of \$50,000.

Year 5

**Board of Education:** \$1,104,560 for parking lot paving, boiler replacements, removal of portable buildings at TMS and technology upgrades to be financed by referendum approved notes & bonds; District Wide - \$100,000 from the General Fund for District wide capital improvement projects.

**Capital Equipment:** Replacement of various Public Works capital equipment in the amount of \$215,350.

**Fire & Ambulance:** Replacement of Ambulance 640 - \$285,000 and Refurbishment of ET 140 - \$130,000 (Ambulance Reserve Fund).

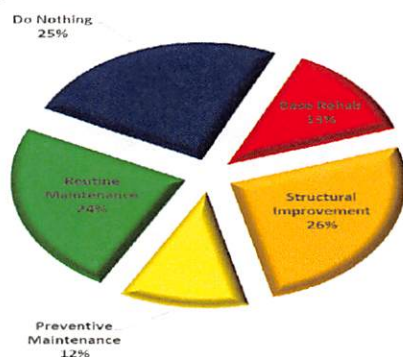
**Streets & Roads:** \$1,000,000 to address road maintenance, parking lot and neighbor-hood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR); \$5,000,000 for Town-wide road improvements from Referendum borrowing; drainage construction, various - \$200,000 (Non-Referendum Bonds).

**Public Facilities:** Pole shed at Highway Garage to cover vehicles to protect from harsh elements - \$80,000 (General Fund).

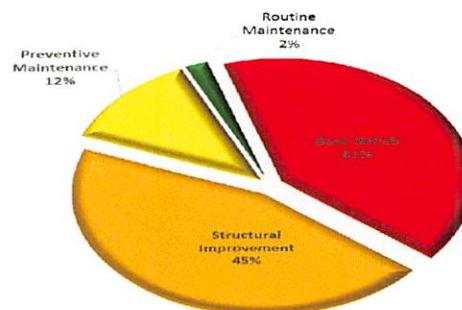
**Gordon Daring of VHB** spoke about the pavement management system. He explained the process, and explained how they have tracked the conditions over time. The town has made some major investments on the roads over the last several years. He estimated that if Tolland had \$12m, it could bring all its roads up to perfect shape.

He showed two pies: Pavement Backlog Summary:

Miles:



Cost:



They use a software program to analyze different funding scenarios going into the future. They looked at four different ones, which ran out 5 years:

- \$350K annually for 5 years

- \$750K annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing
- \$1 million annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing
- \$1.25 million annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing

*The analysis did not include parking lots, drainage, or gravel road needs.*

The suggested strategy would be:

- Allocate 75% of the available funding to the most heavily travelled roads until those roads have reached acceptable condition
- Allocate \$250K annually for resurfacing work on local roads (and crack sealing, where needed)
- Coordinate work on residential roads within neighborhoods as budget allows
- Use full range of pavement treatment options

Mr. Werbner advised that on February 28<sup>th</sup> the Legislature will be having a Crumbling Foundation Day at the Capitol starting at 7:00. There will be four different committees that will be hearing all of the bills that have been submitted this year for crumbling foundations. There were approximately twenty bills submitted. None of the bills have remediation money attached to them yet. He is pushing for a remediation fund now.

The last slide was the budget schedule.

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 supporting the 5 Year Capital Budget.  
15 in favor; 0 opposed.

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

3. **Adjournment:** Paul Krasusky moved to adjourn the meeting; Seconded by Robert Green at 8:22 p.m. All were in favor.

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Richard J. Field, Council Chair

**Michelle A. Finnegan**  
Town Council Clerk