

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
January 24, 2018

**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 – January 10, 2018

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. CORRESPONDENCE

E. POINTS OF INFORMATION

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

G. SUPERINTENDENT'S REPORT

G.1 2018 – 2019 Budget (No Enclosure)

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Food Service Increase

K. PUBLIC PARTICIPATION (2-minute limit)

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

L. POINTS OF INFORMATION

Town Council Meeting- January 9, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

## **TOLLAND BOARD OF EDUCATION**

Hicks Memorial Center  
Council Chambers  
Tolland, CT 06084

**REGULAR MEETING – January 10, 2018**

**Members Present:** Ms. Colleen Yudichak , Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Mr. Bob Pagoni, Ms. Christina Plourd, Mr. Jeff Schroeder, Mr. Sam Adlerstein, Ms. Susan Seaver, Ms. Jane Pasini

**Members Absent:** none

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

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

Ms. Yudichak called the meeting to order at 7:31PM. The Pledge of Allegiance was recited.

**B. APPROVAL OF MINUTES**

- **Regular Meeting –December 13, 2017**

Ms. Plourd motioned to approve the minutes of December 13<sup>th</sup> meeting. Ms. Moran seconded the motion. Changes: none. All were in favor. Motion carried.

**C. PUBLIC PARTICIPATION - none**

**D. CORRESPONDENCE**

Ms. Harrold noted that she received an e-mail in regard to if there would be a way people who wish to may assist with paying for items that may be low on the priority list without going through a GoFundMe program.

Dr. Willett commented that correspondence was received from someone who was concerned about the impact of the cancellation of school days, and weather related bus issues. The person expressed that a day lost is a loss of taxpayer dollars and is concerned days are being lost for ambiguous reasons.

**Town Council Meeting – December 12, 2017**

**E. POINTS OF INFORMATION**

In response to the correspondence received by Ms. Harrold, Dr. Willett noted that anyone in the community can propose to raise funds and present the funds to the Principal (if below \$500) or the Superintendent (if above \$500) as a donation. It is best to present specific ideas to the Principal (if below \$500) and the Superintendent (if above \$500) before doing all the work, however, as the Superintendent must accept the donation and would seek to have it recognized by the BOE through action (consistent with Policy 3050). If someone is interested in such a project, he recommended that they let him know so he can support the activity. Mr. Adlerstein added that the Town is very fortunate to have the Tolland Education Foundation as well as PTOS and other organizations that assist the schools.

F. STUDENT REPRESENTATIVES' REPORT – Alexandra Simon & Mallory Goldsmith

- The school play, *You're A Good Man, Charlie Brown* has been casted. The performance is scheduled for March.
- The CMEA Regional Music Festival is this weekend.
- A Band and Chorus concert was held last night.
- A January Jazz Band concert will be held tomorrow night.
- Students who are not on the Student Council and didn't attend the last meeting are interested in attending a session to hear Dr. Willett speak about Mastery Based Learning.
- Finals will be held soon. The policy regarding finals that notes that seniors do not have to take the class final if they have a score of 90+ in said class is well liked and is a good motivator.

G. SUPERINTENDENT'S REPORT

G.1. Food Service Increase

Dr. Willett reviewed the attachment including the financial summary. He noted that the prices are currently the below the DRG (demographic reference group) and his objective is that the Tolland Schools Food & Nutrition Services program continues to be self-sustaining. In order to accomplish this there needs to be a price adjustment. He is recommending an increase of .25 across all school meals. A memo written by Abby Kassman-Harned, the Director of Food Services, was attached, reviewed, and was in support of Dr. Willett's proposal. If the price increase is not approved, over time the program will cease to be self-sustaining and will need to be funded from the operating budget.

This item will be on the January 24<sup>th</sup> agenda for action.

G.2. Unfunded Mandates

Dr. Willett explained that the Board and other entities have a vested interest in the over 380 unfunded mandates that have been imposed on local and regional school districts by the government. He added that there are over 1,200 unfunded mandates that have been imposed on municipalities.

Dr. Willett reviewed the attachment. Organizations including CAPSS (Connecticut Association of Public School Superintendents) advocate for the state government to put processes in place before such mandates are added to the backs of school boards and municipalities. Dr. Willett cited examples of these mandates which included TEAM and the SBAC. TEAM alone equates to a cost of approximately \$10,000 that will impact this year's budget. He explained that such mandates are laid on districts without consideration of the cost or impact on personnel. While some mandates are partially unfunded, the costs add up and are one reason for the increased budget over the past 10 years.

Dr. Willett explained that in order to ameliorate this, the process needs to be addressed. The process is the enemy. Even if a mandate is removed, unless there is a change in the process, another mandate will take its place. Branches of state government need to create a structure that includes superintendents and others such as board and town council members. The structure would need to include a review of the impact of a mandate for legislation before it is passed along to municipalities. Dr. Willett reviewed

the CAPSS' recommendations and noted that in order for there to be change, CAPSS and others such as grass roots organizations with a social action component will need to be involved. Letter writing may not be sufficient. The state government has been doing this for a very long time. Despite many letters to legislators, they are still issuing unfunded mandates that have significant impacts on districts.

A discussion took place. Ms. Plourd noted that she is willing to work with anyone who would like to get involved. Mr. Schroeder inquired if a spreadsheet is available that lists the cost of each of the mandates to the district. Dr. Willett explained that a comprehensive list with financial impacts will take time and to be comprehensive would need to include both direct expenses and personnel time that is / re-assigned to cover the mandates. For example, the cost of addressing the mandate versus providing instruction to students during that time would need to be calculated and included. Ms. Moran commented that there are opportunities for the Board to be vocal in regard to this with legislators including the CAFE Day on the Hill (March 7<sup>th</sup>, Hartford) and the CAFE Legislative Breakfast. Joining with other towns with grassroots efforts could bring light to the problem as well. Dr. Willett added that attending an event that provides federal legislators feedback, such as the summer Walk Across Connecticut of Chris Murphy, may provide an opportunity to ask about the mandates, specifically the SBAC, that have a federal component as well.

### G.3. Mastery Learning Presentation

Dr. Willett reviewed the presentation.

Mastery Learning is one of the goals of the District for 2017/18. The plan has been in place since 2015 and extends out over many years with multiple components. Anyone who wants more information can find information in the Board packet and are encouraged to reach out to Dr. Willett with questions.

The purpose of mastery based learning in Tolland includes the following:

- Equity over Equality
  - Equality presumes sameness while Equity promotes fairness
  - Educational professionals that practice ML recognize that different students have different needs
- Stimulation and Support over Rank and Sort
  - A focus on progress monitoring, assessment that supports progress monitoring and can be used to inform instruction vs. infrequent large standardized assessments that are not useful in adjusting for students ongoing needs
- Transformative Practice over Tradition
  - Focusing on the most effective way human beings learn vs. adhering to traditional ways of educating and assessing

Tolland's Big 3 areas of focus for Mastery Learning Professional Development, and Practice (2017/18)

- Using assessment as a tool for learning
  - Methods of reporting that empower students and allows them to improve their own learning; a disaggregation of grades

- Assessment as a tool in developing resilience, agency, and mastery
  - Involves pre-assessment with diagnostic feedback so students can identify weak areas and in turn address them OR provides students with an opportunity to re-assess and learn from mistakes to achieve a higher level of mastery
  - Provides accountability and motivation; skill acquisition
- Assessment for consistency and accuracy
  - Disaggregation of skill and content acquisition from behavioral considerations such as compliance
  - Separate academic and behavioral reporting of performance
  - Looking at frequency in levels of performance
  - Reporting in terms of modes or medians rather than means

#### Reasons for Mastery Based Learning

- Developmental Psychology
- Neurological considerations
- Social equity
- Prefrontal Cortex
  - In pre-adolescent/adolescents the prefrontal cortex is not fully developed; they are more prone to at-risk behaviors
  - Motivation or lack thereof and consideration of methods most effective in addressing motivation issues taking into account developmental and neurological considerations in learning (over traditional practices)
  - Practices can impact student development, psychologically and even neurologically.
- Puts the learner first
  - Providing tangible support and authentic assistance
  - Create a system to support and motivate students regardless of their circumstances
  - Homework vs. work done at home; academic practice vs. assessment
  - Work at home is most valuable when utilized to improve performance and reflection on the acquisition of skills and knowledge (academic). This is different than an exercise in compliance (behavioral) something done and then checked only for completion; work at home should provide meaningful feedback a student can use to improve performance.

#### Readings

- On Your Mark, Guskey
- Grading Smarter Not Harder, Dueck, Chapters 1, 2, & 4
- Fair Isn't Always Equal, Wormelli, Chapters 2 & 3

#### G.4. 2018-2019 Budget Updates

Dr. Willett reviewed the budget timeline (attached). The Superintendent's proposed budget booklets were distributed to the Board members and will be posted online.

The Superintendent's proposed budget recommends a 1.64% increase. This includes the addition and transfer of some positions. Priorities included cost avoidance measures such as appropriate RTI and SRBI support as well as interventionists. This will provide greater

resources for general education students, allow for mastery based learning, and result in fewer special education referrals and better options in district. The budget leverages positive aspects to accomplish the priorities.

Dr. Willett noted that there are other budget options that can be discussed but they are reduction scenarios and none are in excess of the proposed 1.64%. He can create other scenarios if the Board would like him to do so. He added that the 1.64% includes positions to address the NGSS (Next Generation Science Standards) and the district's Tolland Business Academy initiative. Further, two staff interventionists would be made available from transfers as two current staff members will be transferred into interventionist positions. Interventionists will be for the K-8 levels in this budget. Dr. Willett noted that reductions to the budget would impact SRBI program objectives.

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

Dr. Willett explained that addressing the district's priorities comes at a cost of \$216K and he has provided a reasonable budget that keeps these priorities in place and helps expand cost avoidance opportunities. The District is able to make the 1.64% recommendation due to many favorable budget developments that are coming to fruition.

Mr. Adlerstein inquired about the adopted budget indicated on the Global Object page. Mr. McLaughlin will review the information. Dr. Willett encouraged the Board members to reach out with any questions. He will set up a link so questions from the BOE may be submitted and addressed for the development of the BOE Adopted budget, and then put out the URL for public questions on it as well. Dr. Willett noted that this budget reflects his anticipation that the district could lose \$335K in ECS funding based on information currently available. Mr. Adlerstein clarified that if one deducts the \$335K, the proposed increase is .79%. He recommended the ECS line be removed since it artificially inflates the increase. Dr. Willett explained that the ECS reductions are fairly uncharted territory and it is introduced in this way to foster discussion in the development of the BOE budget. If there is not sufficient revenue, the dollars will need to be accounted for elsewhere in the budget in the form of personnel and program reductions.

Ms. Moran motioned to move item G4 to item J1 for action. Ms. Plourd seconded the motion. All were in favor. Motion carried.

#### H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Next meeting in late January or early February

Policy – Next meeting on January 18<sup>th</sup>

Town Council Liaison – The Council voted to approve entering into a contract with a recruiting company to assist in the process of finding a town manager. The company will create a brochure and will reach out to the Board Chair and others for information. In regard to the budget, the Council will wait for information from the legislators and worst case will use the fund balance to close the ECS gap.

Communications – The committee met on January 3<sup>rd</sup> and the full minutes are available. They discussed having liaisons from the Board attend PTO and booster club meetings.

CABE – The CABE Legislative Breakfast will be held at Ellington High School at 7:30AM on January 15<sup>th</sup> (date awaiting confirmation). The CABE Day on the Hill is scheduled for March 7<sup>th</sup>.

I. CHAIRPERSON'S REPORT

Dr. Willett will present budget information to the Town Council on January 23<sup>rd</sup>. It is not a joint meeting but all are welcome. A joint workshop of the Board and the Town Council will be held on February 1<sup>st</sup> to discuss the Working Agreement. It will be held in the library program room at 7PM.

J. BOARD ACTION

J.1 2018-2019 Budget Updates

Ms. Plourd motioned to change the Workshop scheduled for January 17<sup>th</sup> to a Special Meeting for the purpose of discussing and developing the Board of Education budget.

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

The meeting will be held in the library at 7:30PM.

K. PUBLIC PARTICIPATION

Tammy Nuccio, 71 River Road, commented in regard to the unfunded mandates. She asked if Dr. Willett recommended not having an adhoc committee. Dr. Willett clarified that he is not opposed to, or recommending against, an adhoc committee. He noting that it is a complex situation that may require a multi-faceted approach. Ms. Nuccio agreed and noted that it needs to be a 3-pronged approach that includes CABE, the CAPSS, and grassroots methods. She emphasized that they need to place a value on this issue and be innovative with a way to show intrinsic and actual dollars to indicate that the top costing mandates cost \$y and work with and share the process with others in the county. This can then be presented to the legislators. Dr. Willett added that key considerations will include effective methods of generating public attention to and understanding of the problem, and directing the information to the appropriate level state vs. federal.

Ms. Nuccio requested that Dr. Willett confirm the numbers presented in the budget are correct; specifically, in regard to Mr. Adlerstein's inquiry as to the adopted budget numbers. Ms. Nuccio noted she works in the insurance industry and inquired in terms of sustainability if Dr. Willett's \$125K insurance savings is based on a single year or if it is a multi-year trend. Dr. Willett responded that figure could be higher, and that this is based on multiple years and is an area that is favorable.

Ms. Nuccio noted that Dr. Willett's budget indicated the retirement of four teachers and replacing them with staff at a lower rate of pay which would be standard and inquired about this data. Dr. Willett explained that the \$100K reduction was comprised of four anticipated retirements and was used to achieve the 1.64%.

Ms. Nuccio spoke in regard to the ECS component. She understands and likes seeing that it is built in and is being acknowledged. If it is not on the object page, she would like included elsewhere as the proposed budget is .79% but he is asking the town for a 1.64% increase to cover a loss of ECS. The district needs to figure out in what direction it is going. Dr. Willett explained that the district is working to provide offsets, for example with cost avoidance



programs, to help in future years to help absorb some of the potential lost revenue from the state.

**L. POINTS OF INFORMATION**

Ms. Harrold inquired about the monthly financial statements. Dr. Willett noted they will begin next month.

**M. FUTURE**

- Budget
- Culturally Responsive Education
- Strategic Prevention Network

**N. NEW BUSINESS - none**

**O. ADJOURNMENT**

Mr. Schroeder motioned to adjourn the meeting at 10:48PM. Ms. Seaver seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Food Service Increase

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

**FOR BOE MEETING:** January 22, 2018

**ITEM SUMMARY:**

School lunch prices for Tolland are currently below the DRG average. The Food Service program is a self-sustaining program and as such has no impact on the school system budget. In order to maintain this program under this funding method an increase in the price of lunches is recommended.

**FINANCIAL SUMMARY:** [N/A or put in a summary]

School	Current Price	Proposed Price	DRG Average	Increase %	Increase Amt.
BG	\$2.65	\$2.90	\$2.84	9%	\$0.25
TIS	\$2.65	\$2.90	\$2.84	9%	\$0.25
TMS	\$2.85	\$3.10	\$3.13	9%	\$0.25
TMS Tier	\$3.00	\$3.25		8%	\$0.25
THS	\$3.00	\$3.25	\$3.28	8%	\$0.25
THS Tier	\$3.25	\$3.50		8%	\$0.25

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Motion to move to action.

Proposed: Motion to approve the school lunch price increase as recommended by the Superintendent of Schools and as proposed in agenda item F1 of the January 10, 2018 meeting.

**SUPPORTING MATERIALS ATTACHED:**

Lunch Prices for January 2018.pdf



## Tolland Public Schools Food & Nutrition Services

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Date: December 8, 2017  
To: Dr. Walt Willett, Superintendent of Schools  
From: Abby Kassman-Harned, Director of Food Service  
Subject: Lunch Price Proposal for January 2018

Tolland Schools Food & Nutrition Services continues to meet or exceed all of the required standards of the National School Lunch Program.

We are essentially a self-supporting entity of the Board of Education. Revenue from the lunches we serve must cover all of our expenses including wages, benefits, food costs, equipment and repair, technology, training and supplies as well as administrative fees paid to the BOE. Costs of goods and services continue to rise each year. Participation in school lunch has dropped dramatically nationwide, particularly in the "paid" lunch category representing approximately 92% of Tolland students. Decreasing enrollment also has a negative impact on our program participation.

Our two major expenses, food and labor, are below or well within industry standards. We have reduced labor costs by adjusting for district changes as well as extensive cross-training. We reduce food costs by participating in a buying cooperative, minimizing waste and using a perpetual inventory. We take strides to increase participation through marketing, creative meal ideas and taste testing. We use many regionally and/or locally sourced foods and continue to introduce cleaner label options, all which come at an added cost.

A current survey of our District Reference Group (DRG) shows that our lunch prices are lower than the average. The proposed changes will bring us more in line with our DRG. The last milk price increase was 3 years ago and the last lunch price increase was 2 years ago.

We are proposing to increase all lunches by .25 cents. This increase represents a 9% increase for the elementary and 8% increase for the secondary level. Milk price will be raised .10 cents.

Below is a summary of the current and proposed prices:

Current Prices:	Elementary	\$2.65	
	Middle School	\$2.85	Deli Lunch \$3.00
	High School	\$3.00	Deli Lunch \$3.25
	Milk	\$ .60	

Proposed Prices:	Elementary	\$2.90	
	Middle School	\$3.10	Deli Lunch \$3.25
	High School	\$3.25	Deli Lunch \$3.50
	Milk	\$ .70	

Attachment  
cc Mark McLaughlin

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM JANUARY 9, 2018 – 7:00 PM

**MEMBERS PRESENT:** William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds and Christine Vincent

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Heidi Samokar, Director of Planning and Development

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:14 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)

**Laura Roberts of 74 Nedwied Road:** She noticed that some of the roads were not plowed as well as usual during the last storm. She asked if there was a new procedure in place. She also asked if there could be better communication during the storms and better updates. She suggested reinstating the real-time communication that had been done in the past on the Public Works' Face Book page.

*Mr. Wilkinson said the procedures have not changed, but they are a little more challenged as far as the plow drivers that they bring in contract wise. He knows that Mr. Lappen was in a truck plowing during the last storm. A lot depends on how much snow is coming down. He will have discussion about communication and getting more information out to the residents. He did advise that the Public Works Dept. is down a laborer too.*

#### 6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution to authorize the Town Manager to acquire 404 Plains Road.

Mr. Wilkinson said this property is a vacant 2-acre property that was delinquent in property taxes and reached the threshold for foreclosure action. The Town was the sole and successful bidder for the property at the foreclosure sale on December 2<sup>nd</sup>, with a bid of \$6,000. Funds will be taken from the Town's Open Space accounts and used to pay the back taxes (\$3,230.98) and foreclosure fees.

David Skoczulek moved to open the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

**Jan Rubino of 296 Weigold Road** asked what the property would be used for.

*Ms. Samokar said if this is approved tonight, the Conservation Commission will walk it, assess it and come up with a mini management plan to try and figure out how they want to use the property.*

**John Crickmore of 31 Cook Road** asked why the town was acquiring a piece of property that they haven't walked yet and don't know what they want it for.

*Mr. Skoczulek said the reasons the property is being sought were outlined in the Council packet and are:*

*Provides an opportunity to expand public access on and along the Willimantic River.*

*Furthers the goal of creating a greenway along the river.*

*Protects land located in the 100 year and 500 year flood plain from development.*

*Protects wetlands.*

*Protects habitat (the property is located within an area designated by the state as containing "State and Federal Listed Species and Significant Natural Communities").*

*The latest appraisal is \$15,000.*

A straw poll was conducted of all those in favor of this resolution. 8 in favor. 0 opposed.

David Skoczulek moved to close the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

David Skoczulek motioned to accept the following resolution:

WHEREAS, the Town has funding set aside for the acquisition of lands to be preserved as open space; and,

WHEREAS, 404 Plains Road was subject to a foreclosure sale due to delinquency in property taxes;

WHEREAS, the acquisition of this parcel is in the public interest as its preservation will protect wetlands, flood plain and habitat and will further the goal of creating a greenway along the Willimantic River;

WHEREAS, the Conservation Commission, Land Acquisition Advisory Committee, and Planning and Zoning Commission have expressed support for acquiring and preserving the property;

AND FURTHER, the Town Council authorized the town's legal counsel to bid on the property at the foreclosure sale and the Town was the successful bidder;

BE IT RESOLVED that the Town Council authorizes the Town Manager, Town Attorney and their designees to finalize the acquisition of said parcel.

Seconded by Brenda Falusi. All in favor. None opposed.

#### **7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**

Brief overview on activities and any major issues that will be undertaken by:

##### **7a.1. Agriculture Commission**

Linda Palmer and Sarah Farrell were present from the Ag Commission. Ms. Palmer provided statistics regarding agriculture in the State of Connecticut. She gave the background of the Ag Commission, which was formed in 2013. She said it has given our farmers a voice. Tolland's farms have eggs, poultry, beef, apples, maple syrup, honey, sheep, mums, mushrooms, etc. Tolland also has its own farmer's market. She reviewed the Ag Commission's charge.

Up to this point, they have:

Secured an Ag Viability Grant to help buy swag;

They were able to purchase pamphlets listing those farms that wanted to participate;  
They purchased grocery bags, magnets, and stickers;  
They had a logo contest in 2014;  
They helped a farmer in town get an Ag well;  
They started a Face Book group;  
They worked to find a new location for the Tolland Farmer's Market, which will be at the Country Butcher's location; and  
They got the Right-to-Farm Ordinance to pass.

Things they would like to accomplish in the future:

Fill two vacancies;  
Get the word out as to who they are;  
Connect the farmers with the food bank;  
Form a community garden; and  
Get more social media.

Ms. Palmer recognized Ms. Rubino. If it wasn't for her, the Ag Commission would not be in existence.

#### 7.a.2. Blight Review Committee

Jan Rubino began the review of the Blight Committee by saying that Jim Paquin is an asset to the Committee. The Blight Committee started in November, 2016. She asked the Council to think about increasing the number of members on the Committee. As of now, if one of the members is missing, they have quorum issues. She provided the statistics for the work that they have done, and for work they are currently doing. She said there is a good reason to approach this non-hysterically. The Committee doesn't want people to feel like they are targets.

Mr. Skoczulek agreed that the number of members should be increased.

**7b. REPORTS OF TOWN COUNCIL LIAISONS:** **Bill Eccles, EDC:** The 30 year sewer consent order has been lifted. **John Reagan, WPCA:** They are very happy with Blake Equipment Company; they had discussion of Sammy's Gas Station replacing their tanks (Big Y is not purchasing the station); there was a sewer hook-up on Merrow Road; their budget is in good shape and do not have any big bills coming in. **John Reagan and Tammy Nuccio, BOE:** there was discussion on the budget and the \$870,000, discussions regarding block scheduling, the music program and the shared services committee occurred, and Dr. Willett spoke of the 1% fund. **Tammy Nuccio, Rec Advisory Board:** Tiles are coming up; the heating system work is starting in January and ending in March; and the adult programs are picking up. **EHHD:** Discussion on permitting fee schedules occurred. **Brenda Falusi, PZC:** There were four public hearings. They reviewed the sale of 97 Gerber Drive, which they denied.

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

- 8.1 Consideration of a resolution to approve the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.

Mr. Wilkinson said a subcommittee of the Town Council has been reviewing Request for Proposal submissions from firms interested in conducting the Town Manager recruitment services. The Town received six proposals and three were brought in for in-person interviews. After a thorough review, Strategic Government Resources was selected the top firm. Based in Texas, they have extensive experience in the field of municipal recruitment and their presentation on the anticipated process was very detailed and impressive.

Mr. Eccles reviewed the vetting process and the services provided. Mr. Skoczulek said the three companies were very similar. SGR seemed to be really invested in the town, and had very good answers to the questions asked.

Mr. Wilkinson said the next step will be the creation of a brochure by SGR. SGR will be contacting the Council members and town staff for information to reflect in the brochure. Their timeline is about three (3) months for the entire process. Mr. Eccles said it will depend on the number of applicants that apply.

David Skoczulek motioned to accept the following resolution:

**BE IT RESOLVED** by the Town that it hereby approves the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.

Seconded by Christine Vincent.

Mr. Reynolds said he didn't believe he was in a position to vote on this tonight. He has only been provided one piece of paper, which only provides a summary. He hasn't seen any of the proposals. He asked if references were checked. Mr. Wilkinson said they did contact the references. Mr. Skoczulek reviewed the vetting process that they used. Mr. Reynolds said he isn't sure of the process to share more information to Council. Mr. Eccles advised that the prior Council had appointed Mr. Skoczulek and himself to vet the proposals, so that the entire process wouldn't have to be gone through with seven people involved. That is why they are bringing the recommendation to them. They are the people that the Council entrusted to make this decision.

Brenda Falusi said after hearing what was said here tonight, and reviewing the outline regarding the vendor, she agrees with their choice.

Mr. Reynolds asked if the contract has been reviewed. Mr. Eccles said they have reviewed it. Mr. Reynolds would like to review the contract and agreement.

William Eccles; David Skoczulek; Brenda Falusi; Tammy Nuccio; John Reagan and Christine Vincent were in favor. Paul Reynolds was opposed.

Mr. Wilkinson will send out a final 'draft' of the contract to the Council members to review.

## 8.2 Appointments to vacancies on various municipal boards/commissions.

David Skoczulek motioned to appoint the following:

### 8.1.a. Reappointment to Ethics Commission

**Beth Whitman, 195 Eaton Road, term 12/31/2017 – 12/31/2020**

### 8.1.b. Reappointment to Blight Review Committee

**Jan Rubino, 296 Weigold Road, term 01/01/2018 – 01/01/2021**

### 8.1.c. Appointment to Recreation Advisory Board

**Nicole Herrington, 120 Kate Lane, term 11/08/17 to 11/03/21**

Seconded by Tammy Nuccio. 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner's written report was provided to the Council. Mr. Wilkinson had nothing additional to add.

11. **ADOPTION OF MINUTES**

- 11.1 December 12, 2017 Regular Meeting Minutes: Tammy Nuccio moved to adopt the minutes *as amended below*; Seconded by Christine Vincent. All in favor. None opposed. David Skoczulek abstained.

Item #10, the last sentence should read:  
Tolland has approximately 5,000 homes.

(The words 'affected with this problem' should be removed from the original minutes.)

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Solarize Connecticut  
12.2 Connecticut Siting Council: modification of existing telecommunications facility  
12.3 CRCOG: Fiscal Year 2018-2019 Proposed Local Assessments for CRCOG

13. **CHAIRMAN'S REPORT:** Mr. Eccles had nothing to report.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio asked what the next step was regarding the ECS funding. Mr. Eccles said Mr. Werbner is helping them with this process, and he is suggesting that they wait for the Legislature.

Ms. Nuccio asked if they do a quarterly review now of actuals and projections. Ms. Hancock said on a quarterly basis, they include a budget to actual report for revenues and expenditures in the Manager's report. Ms. Nuccio said that is probably a good summary, but she would like to see the quarterly actuals and projections. Mr. Wilkinson added that when issues come up and money needs to be moved, that is brought before the Council. Ms. Hancock said they do look at the numbers, and they also do intense projections to see where they are trending. They do this; it just never has been discussed in depth with the Council unless there was something really significant. Ms. Nuccio said she doesn't want it at a line-item level, but she would like deeper than what is included in the Manager's report. Mr. Eccles said he is comfortable with the level that is currently being provided, but if Ms. Nuccio would like more information, he suggested she meet with Ms. Hancock to review what it is she wants.

Mr. Reynolds said since the BOE's budget is fixed at this point, and given the shortage on the town-side, when will they need to start dipping into the fund balance. He wants to know how far away that is based upon the projected spending.

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

16. **ADJOURNMENT:** Dave Skoczulek moved to adjourn the meeting; Seconded by Brenda Falusi at 9:08 p.m. All were in favor.

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William N. Eccles, Chairman

Michelle A. Finnegan  
Town Council Clerk