

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
June 13, 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 – May 23, 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 Monthly Financial Report
- G.2 Obsolete and Surplus Equipment
- G.3 Paraprofessional Contract-Reopener
- G.4 End of Year Reconciliation

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Meeting – May 22, 2018

M. FUTURE

N. EXECUTIVE SESSION - SUPERINTENDENT'S EVALUATION

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – May 23, 2018

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

Members Absent: Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:35PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Regular Meeting – May 9, 2018

Ms. Plourd motioned to approve the minutes of the May 9, 2018 regular meeting. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Betsy Brocious, Tolland, noted that she is the Student Council Advisor at THS and provided an overview of Prom Safety Week. The prom was successful with over 400 students in attendance. During the week leading up to the event, the Student Council reminded the student body about making good decisions overall. These activities included morning announcements, a banner which students signed regarding promising to have a safe and sober prom (students received Think Don't Drink bracelets upon signing), the Student Council worked in collaboration with Bill's Auto Parts who brought a car that had been in a drunk driving accident and placed it in the back of the school as a reminder, and on Friday they tied ribbons on students' cars and hung the signed banner at the entry of the driveway to remind students of their promise. Additionally, an assembly was held for students in grades 10-12 that drew a lot of positive comments. They worked with the Department of Corrections and two offenders went to THS to tell their stories. Ms. Brocious related the stories of two offenders that presented at the program and commended the staff at the Department of Corrections for selecting two individuals with which the students could relate. Lastly, she congratulated the Student Council which made the decision to host this program.

D. CORRESPONDENCE

- An e-mail was received in regard to the TMS Concert

E. POINTS OF INFORMATION

Ms. Moran, Ms. Seaver, and Ms. Pasini will attend tomorrow's culinary luncheon at THS.

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

- Prom Safety Week was a success and a lot of credit goes to Ms. Brocious. Students responded well. Some students had their photos taken on the Green but students are unsure if this activity will be an option in the future.
- DECA is holding a fundraiser for endangered species and wildlife. As part of the endeavor, teachers are assigned to boxes which are set up during lunch. Once \$200 is collected in a particular box, that teacher has to dress up as the endangered animal. Another aspect of the project was an assembly where animals were brought to the school to raise awareness.
- Band Update – a group of THS students went to TIS and showed the third grade students the options for band instruments.
- Tolland Talent Show – June 1st

Dr. Willett noted the issue regarding taking photographs on the Green is fairly detailed. The Green will be undergoing some construction and it is possible that while that is in process, and even when it is complete, the Green may not be the optimal place for prom pictures. In turn, he issued a notification to the community recommending that some of the other areas in Town be considered such as Crandall's Park. Dr. Willett added that at one time, a state official drove by when an event was being held on the Green and was very concerned that there were no barriers. Green Day with the TIS students is no longer done in the same fashion and it is possible that in the future the Green will not be available for prom pictures. Ms. Moran noted that the Booster Club is looking into reserving the Crandall Pavilion for prom pictures in the future.

G. SUPERINTENDENT'S REPORT

G.1. POCD – Andy Powell

Dr. Willett introduced Mr. Powell who addressed the POCD (Plan of Conservation and Development) and provided an opportunity for the Board members to ask questions.

Mr. Powell explained that the goal is to have a conversation about the POCD, a guiding principle document used when looking at elements of economic development, residential development, or land use in Town over the next 10 years. The document is reviewed every 10 years or so and it is a fairly long, detailed, and focused process. Questions of vision and viability are considered and the POCD as it is currently being reviewed is focused on planning for economic development with a small aspect in regard to residential development.

The Commission sent a letter to all of the Town's departments that may have information or be impacted by the POCD in an effort to gather feedback and data. Further, community outreach was done including a survey that was answered by 665 respondents, 640 of which were Tolland residents. The survey revealed that the vast majority of respondents want to see economic development. Only 1/2 of 1% were strongly against it. Approximately 25% were strongly in favor and another 35% were in favor.

Tolland is a fairly large town in terms of square miles but there is very little land that can be developed due to open space and the ecological makeup of much of the acreage.

In terms of engagement with the Board, the Board's strategic planning in regard to adding more fields or the consideration of adding or moving a school would be something that

would need to be addressed in the POCD given that it may impact residential, industrial, or commercial zoning. From a development standpoint, they do not expect that new buildings will be added. In regard to the Tolland Education System as a benefit to the community going forward, it is outside of the purview of the POCD although it is something that would be used from an economic or residential development standpoint.

Mr. Adlerstein commented that over the past four years the Town Manager pointed to the POCD as the place where Tolland's future is addressed. The Town is in a lot of flux given the crumbling foundation issues, declining revenues from the State, and demographics. He inquired where this comes together in the POCD. Everything is interconnected and in turn to hear that the POCD is only about the buildings/fields was a surprise to many on the Board.

Mr. Powell explained that the entire Town is interconnected. The Board provides a service to the Town and the Town Council has an overarching responsibility for the administration of the Town. Planning and Zoning has a responsibility to provide consistent and clear mechanisms and regulations for people to come to Town either from a residential standpoint or an economic standpoint. While there is some interlocking, there are clear and different mandates. The POCD's focus of economic development will provide a better tax base that will feed back to the Board on the back end. In terms of a residential influx, the numbers predict the Town's population will remain steady and perhaps even dip.

Mr. Adlerstein commented that Mr. Eccles said that the State has a 10 year plan to reduce ECS funding. The question then to the Town Council and Mr. Werbner is when such items will be considered and be more far sighted. Economic development is only one part of the picture. Mr. Powell commented that from a revenue standpoint, the Town is heavily dependent upon property taxes. There is a very visceral component to the property taxes in that it is coming out of one's paycheck. Services are provided and property values remain stable due to the infrastructure and intangibles. Mr. Powell noted that the Board has the responsibility to decide and share how it is going to plan along with the consideration of its economic responsibility and the economic reality. The expectation of the POCD being a vehicle for the Board, from a standpoint for strategic planning, is not reality.

Ms. Moran commented that it seems that each area works in its own bubble and at some point they need to come together. Mr. Powell explained that each area does work in bubbles and are elected to work in those bubbles while everyone swims in the same direction. There are clear and defined responsibilities. As an independent organization, the Board cannot be told by the Town Council how to implement or run education programs. Ms. Moran commented that economic development affects the community in many ways aside from revenue such as the workforce and housing etc., there may be children involved.

Dr. Willett commented that at the request of the Board he spoke with Mr. Werbner who conveyed that strategic planning could occur while the POCD is working so both processes could inform each other. Mr. Powell noted that in terms of the POCD there is a public schedule of work groups and community round tables and conversations going forward.

In regard to UConn, Mr. Powell explained that it is seen as a potential developer and there is consideration for those who live in Tolland and work at UConn in regard to delivering sufficient housing stock for them. Additionally, the Commission is considering hotels and apartments that would meet the character of the Town. He added that they zoned part of the route 195 corridor for office development and technology incubation but they have yet to see it utilized.

Ms. Moran noted that Ms. Samokar mentioned that the June 11th workshop would be a good place for the Board to contribute information. Ms. Moran suggested that the conversation about strategic planning should involve the POCD. Mr. Powell agreed but added that they will not be able to provide a platform for the Board to do strategic planning via the mechanism of the POCD; yet, this can be part of the conversation in the workshops.

G.2. Summer Meeting Review – July 11, July 25, and August 8 BOE meetings
Dr. Willett reviewed attachment G.2.

A brief discussion regarding cancelling the meetings scheduled for July 11th, July 25th, and August 8th took place. The Board agreed to cancel the July 11th and August 8th meetings.

Mr. Adlerstein motioned to move item G.2 to action item J.1. Ms. Harrold seconded the motion. All were in favor. Motion carried.

G.3. Board of Education Goals
Dr. Willett reviewed attachment G.3.

The Board's goals were presented for consideration. The Board will share the goals with the Town Council and discuss the working agreement.

Ms. Moran motioned to move item G.3 to action item J.2. Ms. Pasini seconded the motion. All were in favor. Motion carried.

G.4. Food Service Meeting
Dr. Willett reviewed item G.4.

Ms. Brocious asked to speak and the Chair granted the request. Ms. Brocious commented on the meeting and noted that this item will be discussed with the Student Council. She said it went well and there was a lot of student input. Food Service is trying to provide alternatives and is willing to work with the students to provide more options.

H. COMMITTEE AND LIAISON REPORTS

- Communications – The Committee worked on and assembled the BOE goals. Ms. Moran attended the Booster Club meeting on Monday night where they discussed how to move forward in engaging more parents, holding fewer but larger fundraising efforts, and options for prom photos.
- Town Council – The Council agreed to a joint workshop with the Board which will include a review of the working agreement – a facilitator will be present. In regard to the 1% reserve fund, Mr. Werbner noted that it will be addressed as noted in the ordinance. The mill rate was set at the last meeting.

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J.1. Summer Meeting Review – July 11, July 25, and August 8 BOE meetings

Ms. Harrold motioned to cancel the Board of Education meetings scheduled for July 11th and August 8th. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

J.2. Board of Education Goals

Mr. Schroeder motioned to accept the Board of Education goals for 2018-2019. Ms. Plourd seconded the motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Deirdre Goldsmith, 21 Marlboro Glade, inquired how things are going in regard to the Open Choice program. She asked if students will continue in the program and if new students are expected to join. She thanked the Board for all of its work.

L. POINTS OF INFORMATION - none

(Town Council Special Meeting – April 24, 2018)

(Town Council Meeting – May 8, 2018)

Dr. Willett responded to Ms. Goldsmith's inquiry. He commented that the program is going well and the students are returning. The district expects up to 5 new students to join the kindergarten class. Mr. Adlerstein added that programs such as Open Choice and others provide opportunities to bring families into the district. Having housing for those families is the next step.

Ms. Moran noted that Channel 3 was in Tolland on Tuesday. She and Ms. Pasini were at the event and some nice pieces about different aspects of Tolland were presented. Additionally, a \$1,000 donation was given to Ms. Nancy Dunn and Mr. Bruce Watt for Youth Services. Ms. Dunn and Mr. Watt are both invaluable to the Town and the donation is well deserved. Ms. Moran believes the funds will go toward need-based scholarships for kids to attend Crandall Camp during the summer. She thanked Ms. Dunn, Mr. Watt, and Channel 3.

Mr. Powell was recognized by the Chair. He noted that one item featured by Channel 3 is the preschool that has the little farmers. This business approached the Town and was innovative. The Town worked with this business in terms of positioning and other items as it wants to help businesses thrive and be successful.

M. FUTURE

- Mastery learning
- Responsive education
- Strategic Prevention Framework
- Expansion of mental health services at the schools

N. EXECUTIVE SESSION – Superintendent Evaluation

Ms. Harrold motioned to go into Executive Session at 9:10P.M for the purpose of discussing the Superintendent Evaluation and invited Dr. Willett to attend. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 9:46P.M.

O. NEW BUSINESS - none

P. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting at 9:47P.M. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN · TOLLAND, CONNECTICUT 06084
860-870-6850 · FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report for March 2018

Date: June 4, 2018

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the month of May 2018, the 11th month of the 2017-2018 fiscal year. This report is again only a snapshot of the financial situation for FY17-18. This year's budget did not get approved until November 14, 2017 due to the financial crisis at the state level. The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget YTD. The object line items follow the reporting format required by the State Dept. of Education. The line items show expenses and encumbrances such as salaries, health insurance, utilities, tuition, transportation, textbooks, etc.

The attached May 2018 financial report shows an available balance of \$1,527,432 or 3.88% of the BOE's current budget. This includes encumbrances committed to vendors, collective bargaining agreements, district contracts, tuitions, transportation, maintenance etc. At this snapshot in time some line items are over budget, while some are under budget depending (as expected) on encumbrances and timing of expenditures. Some line items cannot be encumbered such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers comp and severance. As part of the UISF agreement the BOE has transferred the designated energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the UISF reserve account.

In a typical year, the budget is built 18-20 months from implementation based on the best know assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, etc.

This year's Budget, FY17-18 was approved for \$39,333,948. As a result of strong oversight and management, the BOE is closely monitoring spending. The BOE is anticipating to spend the allocated budget by year end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the 1% Fund upon final approval by the auditors. The BOE should vote on the proposed use of the balance. In February the district received \$702,561 in the first excess cost payment from the state. The second payment received in May was \$207,521.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 5/1/2018

To Date: 5/31/2018

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,442,873.11	\$1,667,328.47	\$17,129,339.44	\$3,313,533.67	\$2,842,096.70	\$471,436.97	2.31%
0100.0000.120.00.000.1	Substitutes	\$471,941.00	\$35,794.61	\$280,434.52	\$191,506.48	\$0.00	\$191,506.48	40.58%
0100.0000.130.00.000.1	Overtime	\$164,166.00	\$11,183.49	\$147,989.53	\$16,176.47	\$76.96	\$16,099.51	9.81%
0100.0000.150.00.000.1	Stipends	\$337,840.00	\$33,957.17	\$237,402.23	\$100,437.77	\$177,933.10	(\$77,495.33)	-22.94%
0100.0000.190.00.000.1	Pension/Severance	\$156,390.00	\$0.00	\$29,706.03	\$126,683.97	\$44,866.00	\$81,817.97	52.32%
0100.0000.200.00.000.1	Employee Benefits	\$608,124.00	\$750.00	\$596,011.09	\$12,112.91	\$3,000.00	\$9,112.91	1.50%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,411,140.89	\$510,353.55	\$5,203,245.72	\$207,895.17	\$245,712.41	(\$37,817.24)	-0.70%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$649,669.00	\$46,094.85	\$477,705.57	\$171,963.43	\$63,130.74	\$108,832.69	16.75%
0100.0000.240.00.000.1	Retirement (ICMA)	\$238,950.00	\$18,622.78	\$198,779.99	\$40,170.01	\$18,157.29	\$22,012.72	9.21%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$6,045.00	\$12,369.52	\$37,630.48	\$0.00	\$37,630.48	75.26%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$514.00	\$43,321.69	\$13,359.31	\$6,678.31	\$6,681.00	11.79%
0100.0000.270.00.000.1	Workers' Compensation	\$283,612.00	\$0.00	\$270,467.00	\$13,145.00	\$0.00	\$13,145.00	4.63%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$66,232.00	\$0.00	\$13,236.99	\$52,995.01	\$1,100.00	\$51,895.01	78.35%
0100.0000.310.00.000.1	Benefits Consultant Services	\$50,750.00	\$7,583.34	\$45,499.96	\$5,250.04	\$0.00	\$5,250.04	10.34%
0100.0000.320.00.000.1	Prof Educ Svcs	\$392,505.00	\$30,629.60	\$177,480.76	\$215,024.24	\$126,625.43	\$88,398.81	22.52%
0100.0000.330.00.000.1	Professional Tech Svcs	\$29,482.00	\$623.91	\$19,053.48	\$10,428.52	\$8,798.13	\$1,630.39	5.53%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$219,087.00	\$18,420.19	\$122,029.23	\$97,057.77	\$16,493.24	\$80,564.53	36.77%
0100.0000.350.00.000.1	Tech Services	\$445,757.00	\$29,031.90	\$302,195.36	\$143,561.64	\$173,314.82	(\$29,753.18)	-6.67%
0100.0000.410.00.000.1	Sewer/Water	\$29,501.00	\$0.00	\$29,501.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$126,420.00	\$12,426.96	\$84,177.91	\$42,242.09	\$34,306.74	\$7,935.35	6.28%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$261,962.00	\$14,441.09	\$144,801.96	\$117,160.04	\$100,109.75	\$17,050.29	6.51%
0100.0000.440.00.000.1	Rentals	\$148,552.00	\$11,577.88	\$119,330.89	\$29,221.11	\$45,138.12	(\$15,917.01)	-10.71%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,551,582.00	\$46,375.44	\$1,689,394.81	\$862,187.19	\$697,014.92	\$165,172.27	6.47%
0100.0000.520.00.000.1	Property/Liability Insurance	\$190,160.00	\$0.00	\$197,758.71	(\$7,598.71)	\$0.00	(\$7,598.71)	-4.00%
0100.0000.530.00.000.1	Telephone/ Postage	\$52,542.00	\$2,386.22	\$38,515.55	\$14,026.45	\$8,502.47	\$5,523.98	10.51%
0100.0000.540.00.000.1	Advertising	\$4,565.00	\$855.36	\$23,779.21	(\$19,214.21)	\$1,985.79	(\$21,200.00)	-464.40%
0100.0000.550.00.000.1	Printing and Binding	\$28,052.00	\$95.00	\$10,141.25	\$17,910.75	\$9,215.58	\$8,695.17	31.00%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,947,347.00	\$100,632.06	\$1,981,439.78	\$965,907.22	\$287,224.01	\$678,683.21	23.03%
0100.0000.580.00.000.1	Travel and Conference	\$37,731.00	\$2,633.24	\$16,149.85	\$21,581.15	\$7,099.25	\$14,481.90	38.38%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,322.00	\$6,075.78	\$64,296.09	\$22,025.91	\$9,301.78	\$12,724.13	14.74%
0100.0000.600.00.000.1	General Supplies	\$210,613.00	\$13,650.29	\$87,057.63	\$123,555.37	\$100,339.67	\$23,215.70	11.02%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$392,106.00	\$120,841.02	\$279,255.20	\$112,850.80	\$214,295.18	(\$101,444.38)	-25.87%
0100.0000.620.00.000.1	Energy	\$1,641,866.00	\$13,875.02	\$1,567,302.37	\$74,563.63	\$70,311.13	\$4,252.50	0.26%
0100.0000.640.00.000.1	Textbooks	\$220,628.00	\$27,591.18	\$136,305.81	\$84,322.19	\$81,086.86	\$3,235.33	1.47%
0100.0000.650.00.000.1	Films and Videos Supl	\$650.00	\$442.84	\$1,190.99	(\$540.99)	\$57.16	(\$598.15)	-92.02%
0100.0000.660.00.000.1	Computer Software	\$42,621.00	\$845.00	\$44,188.12	(\$1,567.12)	\$85,796.80	(\$87,363.92)	-204.98%
0100.0000.690.00.000.1	Misc Supplies	\$59,906.00	\$3,572.35	\$27,082.97	\$32,823.03	\$21,053.58	\$11,769.45	19.65%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,586.00	\$22,456.21	\$59,687.54	\$110,898.46	\$336,618.13	(\$225,719.67)	-132.32%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,000.00	\$750.12	\$750.12	\$1,249.88	\$1,378.79	(\$128.91)	-6.45%
0100.0000.810.00.000.1	Dues and Fees	\$53,036.00	\$99.00	\$56,752.68	(\$3,716.68)	\$2,568.34	(\$6,285.02)	-11.85%
Grand Total:		\$39,333,948.00	\$2,818,554.92	\$31,965,128.55	\$7,368,819.45	\$5,841,387.18	\$1,527,432.27	3.88%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Obsolete and Surplus Equipment

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

FOR BOE MEETING: June 13, 2018

ITEM SUMMARY:

The Administration requests that the Board of Education declare the attached items as obsolete and turn the items over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Move to Action:

Motion to move G2 to action as J1, second, discussion, vote.

Proposed motion on J1: Motion to determine all items included in this report as obsolete and/or in disrepair and to turn the identified items over to the Town according to Board Policy 3040.

SUPPORTING MATERIALS ATTACHED:

Birch Grove

Sony Sound rider Stereo cassette-corder cfs w301 serial no 87179

Realistic voice activated cassette tape recorder CTR 76 model no 14-1156

Ambico VHS-C to VHS adapter v-0731

Logitech quickcam pro 9000 webcam

Dictaphone microcassette voice processor 3254

Califone computer microphones model ax-12

Califone cardmaster reader Model # CAR2020, ser#8306601FG000232 --It's a broken item

Tolland Middle School Obsolete Equipment

Textbooks:

Prentice Hall – World Studies, Latin America, ISBN: 0-13-24148-0 (approx.. 150 count)

Prentice Hall – World Studies, Asia and the Pacific, ISBN: 0-13-204145-6 (approx.. 150 count)

Prentice Hall – World Studies, Africa, ISBN: 0-13-0181654-3 (approx.. 150 count)

Prentice Hall – World Studies, Foundations of Geography, ISBN: 0-13-128033-3 (approx.. 150 count)

From Family & Consumer Science Program which has been discontinued

2 Maytag ovens (serial number on back of machines, inaccessible)

Kitchen utensils including measuring cups, measuring spoons, Pyrex glass measuring cups, spatulas, whisks, cutlery, knives, pots, pans, metal bowls, etc.

Mini ironing boards (2), thread rack, sewing supply organizer racks and bins.

Sewing Machines:

Janome Model S3015	Janome Model MC300E	Husquevana Viking	Memory Craft 3000
# 430078201 (broken)	#624301008	Type 600	#510737831
#540139375	#714300252	#11102364	
#230072575	#714300251		

Black topped science tables – badly damaged (9)

Filing cabinets (2 – 4 drawer, 1 – 5 drawer)

THS OBSOLETE EQUIPEMENT 2018

EQUIPMENT DESCRIPTION	LOCATION
Two stationary bikes and a stepper	health room and cardio room
Scantron Machine	242
Two broken chairs and some old TV carts	242
Electric keyboards-15-20 years old	ready at end of the year)
Marching Band uniforms and hats-20-25 years old	ready at end of the year)
TV and VCR combo-15 years old	ready at end of the year)
Textbooks-over 20 years old	ready at end of the year)
Women's chorus dresses-15 years old	ready at end of the year)
Broken instruments, that can no longer be repaired	ready at end of the year)
Old Time stamp	main office
Olympia Mastertype 2 Typewriter	my office
Old mail machine parts for a machine we don't have anymore	mail room
Thermofax Machine	mail room
Really old typewriter	mail room

Toshiba big TV

IT Type	Model	Serial Number	Reason
Computer	HP DC5100	2ua6301Lf9	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Ldw	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8f	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L3d	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1H	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8d	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L3n	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lhv	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L36	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1t	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lg8	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lgg	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lf8	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L2t	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8p	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lb2	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lff	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L5w	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L4c	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1q	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Ld0	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L17	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8h	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lcp	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L29	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L2s	obsolete - Pentium 4
Computer	HP DC5100	2ua6301Lh0	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L4n	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LFW	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LBC	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L24	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L3G	obsolete - Pentium 4

Computer	HP DC5100	2ua6301LHR	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L5H	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LH4	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8S	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LHS	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L20	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L7R	obsolete - Pentium 4
Computer	HP DC5100	2ua6301KY9	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L54	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L7F	obsolete - Pentium 4
Computer	HP DC5100	2ua6301KZ3	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L5R	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8Y	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LD1	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L6W	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L5L	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L6V	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L88	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L87	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L5Q	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L51	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L9m	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L28	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L2X	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L9D	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L29	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L4J	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8T	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LGV	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L91	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LBY	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LFH	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LBV	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L3T	obsolete - Pentium 4

Computer	HP DC5100	2ua6301L9K	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1V	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1N	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1B	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LBJ	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1J	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1K	obsolete - Pentium 4
Computer	HP DC5100	2ua6301KZH	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L4X	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L12	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L1F	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LKZK	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L41	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L42	obsolete - Pentium 4
Computer	HP DC5100	2ua6301KZX	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LHW	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L90	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LJ9	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LC0	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L8N	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LG2	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LF2	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LJ3	obsolete - Pentium 4
Computer	HP DC5100	2ua6301M18	obsolete - Pentium 4
Computer	HP DC5100	2ua6301KY1	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L4H	obsolete - Pentium 4
Computer	HP DC5100	2ua6260T1D	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LF6	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L0N	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LOW	obsolete - Pentium 4
Computer	HP DC5100	2ua6301LL3	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L19	obsolete - Pentium 4
Computer	HP DC5100	2ua6301L0D	obsolete - Pentium 4
Computer	HP DC5100	No Serial number - set aside	obsolete - Pentium 4

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Monitor	HP 15 inch LCD Monitor		obsolete - Small, VGA Only
Computer	HP DC5100	2UA6301LKM	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LL4	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJQ	obsolete - Pentium 4
Computer	HP DC5100	2UA65015VB	obsolete - Pentium 4
Computer	HP DC5100	2UA6501LL6	obsolete - Pentium 4
Computer	HP DC5100	2UA6501LKF	obsolete - Pentium 4
Computer	HP DC5100	2UA6501LOC	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJY	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L95	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LKG	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LOM	obsolete - Pentium 4
Computer	HP DC5100	2UA63508NG	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LBT	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJV	obsolete - Pentium 4
Computer	HP DC5100	2UA6301M1F	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJS	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LD3	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LF4	obsolete - Pentium 4

Computer	HP DC5100	2UA6301LDJ	obsolete - Pentium 4
Computer	HP DC5100	2UA6301M1J	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJN	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJW	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LKW	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LKR	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L6R	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LD2	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LF0	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L3Z	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L4B	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L6C	obsolete - Pentium 4
Computer	HP DC5100	2UA6301L1W	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LKH	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LJJ	obsolete - Pentium 4
Computer	HP DC5100	2UA6301M1H	obsolete - Pentium 4
Computer	HP DC5100	2UA6301LKV	obsolete - Pentium 4
Computer	HP DC5100	2UA6301KY3	obsolete - Pentium 4

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Paraprofessional Contract Reopener

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

FOR BOE MEETING: June 13, 2018

ITEM SUMMARY:

As part of the negotiations with the Paraprofessionals and settlement of the contract dated July 1, 2016 through June 30, 2020 a reopener was agreed upon. Effective execution of this agreement, the parties agree to add the following provisions to the parties' contract:

a. The parties agree to add a new section 7 under Section A (Sick Leave) of Article IX (Paid Leaves of Absence). Such section 7 shall read as follows:

Retroactive to February 9, 2018, the sick leave shall be calculated based upon the employee's normal working hours. Notwithstanding the preceding sentence, in the event an employee is scheduled to work extended hours beyond his/her normal working hours, (as set forth in Article V (Hours of Work) of the parties' collective bargaining agreement), for more than fifty (50%) percent of the preceding payroll period (specifically 1/26/18-2/8/18), said employee shall be eligible to receive sick leave (assuming s/he has accrued sick time) based upon the employees' extended working hours for any sick time that occurs in the immediately following payroll period. To be eligible for the benefit, the employee must reflect the hours on the timesheet for the sick day subject to review by the Payroll department. For purposes of this provision, the sick leave calculations set forth in this section shall start anew at the beginning of each academic year.

b. The parties agree to add a new section 6 under Section C (Personal Days) of Article IX (Paid Leaves of Absence). Such section 6 shall read as follows:

Retroactive to February 9, 2018, the personal leave shall be calculated based upon the employee's normal working hours. Notwithstanding the preceding sentence, in the event an employee is scheduled to work extended hours beyond his/her normal working hours, (as set forth in Article V (Hours of Work) of the parties' collective bargaining agreement), for more than fifty (50%) percent of the preceding payroll period (specifically 1/26/18-2/8/18), said employee shall be eligible to receive personal leave (assuming s/he has accrued personal time) based upon the employees' extended working hours for any personal time that occurs in the immediately following payroll period. To be eligible for the benefit, the employee must reflect the hours on the timesheet for the personal day subject to review by the Payroll department. For purposes of this provision, the personal leave calculations set forth in this section shall start anew at the beginning of each academic year.

2. The provisions set forth in this Agreement shall not establish a practice or precedent for any purpose.

3. Other than the revisions set forth above in sections 1(a) and 1(b), all other agreed upon terms in the parties' collective bargaining agreement shall remain in full force and effect.

FINANCIAL SUMMARY:

See budget documents for 2018-2019 budget.

BOARD ATTORNEY REVIEW:

Language provided by BOE attorney as negotiated by the BOE negotiation team and the Tolland Paraprofessional Union CSEA SEUI Local 2001.

BOE ACTION DESIRED:

Propose move G3 to action J2. Second and discussion, vote.

Proposed motion: Motion to accept the terms of the Memorandum of Agreement articulating the addition of section 7 under section A (sick Leave) of Article IX and the new section 6 under Section C (Personal Days) of Article IV (Paid Leaves of Absence) in conclusion of the reopener with the Paraprofessional Union.

SUPPORTING MATERIALS ATTACHED:

Para Contract-Reopener Final Agreement.pdf

Memorandum of Agreement

The Tolland Board of Education (hereinafter referred to as the "Board") and SEIU, Local 2001 for the Tolland Paraprofessionals (hereinafter referred to as the "Union") agree as follows:

1. The Board and the Union are parties to a collective bargaining agreement dated July 1, 2016 through June 30, 2020. Effective upon execution of this agreement, the parties agree to add the following provisions to the parties' contract:

a. The parties agree to add a new section 7 under Section A (Sick Leave) of Article IX (Paid Leaves of Absence). Such section 7 shall read as follows:

Retroactive to February 9, 2018, the sick leave shall be calculated based upon the employee's normal working hours. Notwithstanding the preceding sentence, in the event an employee is scheduled to work extended hours beyond his/her normal working hours, (as set forth in Article V (Hours of Work) of the parties' collective bargaining agreement), for more than fifty (50%) percent of the preceding payroll period (specifically 1/26/18-2/8/18), said employee shall be eligible to receive sick leave (assuming s/he has accrued sick time) based upon the employees' extended working hours for any sick time that occurs in the immediately following payroll period. To be eligible for the benefit, the employee must reflect the hours on the timesheet for the sick day subject to review by the Payroll department. For purposes of this provision, the sick leave calculations set forth in this section shall start anew at the beginning of each academic year.

b. The parties agree to add a new section 6 under Section C (Personal Days) of Article IX (Paid Leaves of Absence). Such section 6 shall read as follows:

Retroactive to February 9, 2018, the personal leave shall be calculated based upon the employee's normal working hours. Notwithstanding the preceding sentence, in the event an employee is scheduled to work extended hours beyond his/her normal working hours, (as set forth in Article V (Hours of Work) of the parties' collective bargaining agreement), for more than fifty (50%) percent of the preceding payroll period (specifically 1/26/18-2/8/18), said employee shall be eligible to receive personal leave (assuming s/he has accrued personal time) based upon the employees' extended working hours for any personal time that occurs in the immediately following payroll period. To be eligible for the benefit, the employee must reflect the hours on the timesheet for the personal day subject to review by the Payroll department. For purposes of this provision, the personal leave calculations set forth in this section shall start anew at the beginning of each academic year.

2. The provisions set forth in this Agreement shall not establish a practice or precedent for any purpose.

3. Other than the revisions set forth above in sections 1(a) and 1(b), all other agreed upon terms in the parties' collective bargaining agreement shall remain in full force and effect.

Agreed to and approved by the undersigned, this _____ day of _____, 2018.

For the Tolland Board of Education:

Date

Date

For the Tolland Paraprofessionals:

Ryan [Signature] 5/31/18
Date

Date

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: End of Year Reconciliation of Funds

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

For BOE meeting: June 13, 2018

ITEM and FINANCIAL SUMMARY:

FY12 through FY16 represent more typical operational years with an average end of year balance of \$23,717. FY17 and FY18 are exceptional years that included a state budget situation that was unlike any other in recent history in Connecticut. In addition, what would typically be separate fiscal years, FY17 and FY18, overlapped budget-wise as the state did not determine a final budget until October 31, 2017. The Town did not approve by referendum the final 17-18 budget until November 14, 2017. It is only because of exceptional circumstances, and exceptional efforts on the part of the staff to be protective and not end in a deficit situation, that higher end of year balances were actualized. I advise against construing this as a representation of what the children of Tolland can do without; it is instead a representation of what staff in the district were willing to do in the short term to protect the school and community from an unpredictable state budget crisis. In addition to this, programs the school district has started have had favorable outcomes, and this is contributing to the positive end of year fiscal position.

I am recommending that end of year balances be utilized in two ways. First, toward capital projects that have been left to be achieved through the Board of Education budget. These projects are important for Tolland and the Tolland Public Schools and the cost of neglecting the projects will result in compromised operations and an increased cost in the future. Second, in the spirit of Connecticut State Statue Section 10-248a, and Tolland Ordinance 86, the transfer of funds to the Board of Education Reserve fund (1% fund) for the purpose of unanticipated future special education program needs and offerings. This will help protect the Tolland community and Tolland Schools from fluctuations that can be the result of changes in special education funding and requirements.

END OF YEAR BALANCE as of June 13, 2018: \$1,386,668

ESTIMATED END OF YEAR BALANCE for June 30, 2018: \$1,135,578*

FUNDS LIKELY TO BE EXPENDED/ENCUMBERED by June 30, 2018: \$251,090

Categories of recommended utilization

BOE Capital Fund Transfer Request (Facilities, Security, Technical infrastructure) (Transfer to BOE Capital Fund – Town side)	\$739,152*
1% Fund transfer for unanticipated special education programs needs and offerings	\$396,426*

Efficiencies Achieved 2017-2018

Efficiency that contributed to EOY Balance	Approx. % of EOY balance*	How attained
LEAP / Outplacement (Lighthouse)	19%	Tuition Savings to the district due to fewer outplacements and lower transportation cost. A few hires will be necessary to continue the viability of the program, including a Pupil Services Supervisor for the program.
Salaries	27%	Union and non-union staff under budget. This is due to favorable hiring of new staff at lower steps as senior staff have retired. The district also acted conservatively given the state budget situation delaying on filling some positions. In addition, grants contributed to offsetting the cost of other positions. Again, also due to the unstable state budget situation sub coverage for some leaves of absence were not immediately acquired. This put extra strain on current staff, but was exercised as a protective measure in an uncertain budget situation.
Substitutes	11%	Less substitute coverage was utilized. Less curriculum development was done this year as a conservative measure given the unpredictable state budget.
Overtime	1%	Less overtime was approved resulting in certain staff (administration) picking up more work.
Severance	5%	This will likely be expensed due to late teacher retirement notifications that tend to come in on or near June 30.
Federal & State Tax Payments (FICA, MED, Soc. Sec., ICMA, Course Reimbursement, Unemployment and Workers Comp.	11%	FICA, Med., Soc. Sec., and ICMA resulted from salary savings and staff hired at a lower amount. This number is estimated as course reimbursements and end of year workers comp may impact this figure.
Professional Ed. Services	5%	As a conservative measure, less was spent on professional development. The Superintendent provided 13+ Professional Development sessions including more than 40 hours of what would otherwise be billable time for preparation (about 3 hours per training). Administrators provided other school specific PD. This was done as a conservative measure during an unstable budget year. Outside PD must be brought in for future sessions as special areas of training are needed. This figure also includes less tutoring, lower Special Education assessment and testing requests, fewer Psych services and evaluations, and a reduction in some software.
Utilities, Energy, Vehicle costs	<1%	Conservative use of vehicles due to unstable budget situation.
Transportation	10%	Combined two routes, private placement transportation reduced,
Legal, Audit, Consultants	5%	Lower legal expenses and timing of audit services and inventory. Conservative actions to reduce consultant use for Curriculum due to the unstable budget situation provided the end of year balance. This should not be continued in the future as these consultants are needed for various crucial areas (i.e. dyslexia consulting).
Maintenance, Custodial, Repairs, Rubbish, and Technical Services and Equipment	1%	This will continue to be spent down by years end for safety, technical, and operational needs of each building.
Instructional Supplies,	5%	Due to conservative budgeting, budget freezes were put into

General Supplies and Materials		effect that impacted all ordering and acquisition of resources.
Textbooks	<1%	New curriculum staff has been assessing the district needs and deciding on new texts. This process is not complete and this item will likely go down by June 30.

*Please note that these are rounded percentages (with the exception of those that represent less than 1%).

RECOMMENDED BOE CAPITAL BUDGET TRANSFER REQUEST

CAPITAL PROJECTS/EXPENDITURES & RATIONALE: TOTAL \$739,152

Amount	Item or Expenditure
\$38,000	The rear parking lot of TIS was never paved with its top coat of asphalt during the geothermal project. Only one course of asphalt (binder coat) exists there currently. As a result of this there is significant cracking, ponding of water, poor drainage, poor curbing transitions, and sink holes in some areas. This is the primary item still listed on the TIS Safety Committee "To Do List" that had not been addressed. The cost to repave this area, stripe all the lines, and install some signage
\$30,000	The Tolland Intermediate School security/burglar system is the oldest in the district. The panel systems and associated Ademco software is obsolete. All alarm codes have been exhausted so employees are sharing/swapping codes as necessary. With the new exterior doors scheduled to be installed this summer with the Child Guard glass, it would make sense to include the installation of a more current burglar system where the BOE has the capacity to conduct software updates, utilize cloud based or remote monitoring, and with the new doors more functional door contacts can be installed.
\$45,000	The Tolland Middle School has the 2nd oldest security/burglar system in the district and like Tolland Intermediate School has an obsolete panel and software. Like the Intermediate School, the list of access codes are restricted so that future hiring, employee turnover will create further strain on code monitoring. Furthermore, there is only one alarm panel in the building, so that everybody must entire at the same location during after-hours access which is cumbersome and inefficient in many instances based upon who is the last to leave and first to enter the building.
\$100,000	The infrastructure of the IT Department is critical to support the schools surveillance and access control systems. Therefore it is recommended that the IT Department utilize an estimated \$100,000 to make sure they have sufficient infrastructure in switches, processors, storage

	modules, connectivity and licensing to support what is required to maintain the access control and surveillance systems throughout the entire school district, both inside and outside of all schools.
\$260,000	The Tolland Middle School parking lots and bus lane are approaching the end of their useful lives. There is significant cracking in the lower level lot, side lot and main access road. Based upon square footage estimates the cost to repave would be in the vicinity of an estimated \$260,000(excluding the rear access road and bus lot). Bear in mind that this cost could fluctuate in the 10-15% range based upon the more current volatile oil and gas prices.
\$45,000	The main bus lane concrete sidewalk has been repaired and patched on several occasions. The sidewalk deteriorates more significantly as you approach the auditorium side of the school. The current granite curb has held up fairly well but the sidewalk could use replacement based upon holes, cracks, and transitions. The cost of this project would be in the \$45,000 range
\$30,000	The Tolland Middle School portable classrooms have reached the end of their useful lives. They are no longer utilized for educational purposes and the majority of their contents should be discarded, or placed into other storage areas. The siding is falling apart, the access staircases in need of repair, the 2 entry doors are hard to open and they are becoming more of a liability to maintain especially because they offer no real tangible value. They could be knocked down and disposed of.
\$55,000	Both the Tolland High School and Tolland Middle School gym floors are coming to the point that they need to be fully re-sanded, re-lined(to current standards) and re-coated. It has been around 12-15 years at both schools since they gym floors have received anything more than their yearly burnish and re-coat. However, the line painting, and school insignias has faded over the years and it is time to also update the lines to meet current court, play area dimensions. The cost to perform this work would be \$35,000 for Tolland High School and \$25,000 for Tolland Middle School
\$40,000	Sensory Room for LEAP as part of de-escalation program to better serve student needs.
\$42,623	Item: HP/Aruba Network Switch and Switch Modules Location: Tolland High School IDF Data Closets in rooms 55, 74, and 238 Description: HP/Aruba network switch with 120 PoE+ copper network ports and 4 SFP+ ports

	<p>Justification:</p> <p>Tolland Public Schools is installing large numbers of security cameras to enhance student safety.</p> <p>For maximum student safety, the district is purchasing cameras with extremely large image sizes to allow those monitoring the cameras to pick out critical details of unauthorized individuals.</p> <p>These large cameras sizes mean large quantities of data must be transmitted from the cameras to the surveillance servers. Most previous cameras have been installed in locations that allowed them to be plugged directly into the high school's primary network switch. Now, however, cameras are being placed in locations too far from the high school's data center to be directly connected. Instead, the cameras must be plugged into data closets around the high school. The network switches in these data closets must also carry all of the non-security data from those areas of the building to the high school's primary network switch.</p> <p>This increased traffic is beyond the capacity of the high school's current network switches, both in terms of the number of ports (how many devices can be plugged in) as well as the available bandwidth (how much data can be sent without interruption) the switch is designed to handle. Additionally, the existing switches do not support what is known as "power over ethernet." This is the technology used to power the cameras from the data closet, since outlets are not available where the cameras will be located. For old switches, like we currently have, we would need to purchase a power over ethernet injector for each camera. In past years, the Fire Marshall has requested, for student safety, that our use of those devices be limited.</p> <p>Purchasing these items will ensure that the camera signals are not compromised and that students' ability to continue to use wireless devices (laptops, Chromebooks, and iPads) and lab computers for educational purposes is not degraded.</p>
\$14,673	<p>Item: HP/Aruba Network Switch and Switch Modules</p> <p>Location: Tolland High School Primary Datacenter</p> <p>Description: HP/Aruba network switch with 112 PoE+ copper network ports and 12 SFP+ ports</p>

	<p>Justification:</p> <p>Tolland Public Schools is installing large numbers of security cameras to enhance student safety. For maximum student safety, the district is purchasing cameras with extremely large image sizes to allow those monitoring the cameras to pick out critical details of unauthorized individuals.</p> <p>These large cameras sizes mean large quantities of data must be transmitted from the cameras to the surveillance servers. Most previous cameras have been installed in locations that allowed them to be plugged directly into the high school's primary network switch. Now, however, cameras are being placed in locations too far from the high school's data center to be directly connected. Instead, the cameras must be plugged into data closets around the high school.</p> <p>Those network switches then must send the data from disparate parts of the building to the High School's primary data center. The data center switch currently being used for this purpose does not have sufficient available bandwidth to handle the anticipated additional network traffic from the new cameras.</p> <p>Purchasing these items will ensure that the camera signals are not compromised and that students' ability to continue to use wireless devices (laptops, Chromebooks, and iPads) and lab computers for educational purposes is not degraded.</p>
\$3,238	<p>Item: Aruba Wireless Access Points Location: Birch Grove Primary School Description: Wireless Access Points to increase the capacity and range of the wireless network at Birch Grove Primary School.</p> <p>Justification:</p> <p>As the Tolland school district finds itself in ever greater competition with charter and magnet schools, it has undergone a program to enhance the amount and quality of educational technology in all grades.</p> <p>Working towards that goal, Birch Grove Primary School will be adding over 60 additional Apple iPads for classroom use in the coming school year. To ensure that these, and future purchases, do not overwhelm Birch Grove's wireless infrastructure, the IT Department seeks to replace</p>

	<p>10 older Adtran BlueSocket wireless access points with current models from HP/Aruba.</p> <p>Each of these new wireless access points is capable of handling 100 connections, 2-4 times as many as the existing access points, and are able to do so while providing approximately 20 times the bandwidth.</p>
\$11,333	<p>Item: Aruba Wireless Access Points Location: Tolland Intermediate School Description: Wireless Access Points to increase the capacity and range of the wireless network at Tolland Intermediate School.</p> <p>Justification: As the Tolland school district finds itself in ever greater competition with charter and magnet schools, it has undergone a program to enhance the amount and quality of educational technology in all grades.</p> <p>Working towards that goal, Tolland Intermediate School will be adding over 25 additional Windows laptops and Chromebooks for classroom use in the coming school year.</p> <p>The devices will be used to enhance student learning, including their use with the Reflex Math online application which will be purchased for the 2018-19 school year. With those initiatives, as well as other and online testing, the IT Department expects that the number of simultaneously used wireless devices will greatly increase in the coming school year.</p> <p>To ensure an uninterrupted learning process and to complete online testing in as little time as possible, the IT Department seeks to replace 35 older Adtran BlueSocket wireless access points with current models from HP/Aruba. Each of these new wireless access points is capable of handling 100 connections, 2-4 times as many as the existing access points, and are able to do so while providing approximately 20 times the bandwidth.</p>
\$11,333	<p>Item: Aruba Wireless Access Points Location: Tolland Middle School Description: Wireless Access Points to increase the capacity and range of the wireless network at Tolland Middle School.</p> <p>Justification: As the Tolland school district finds itself in ever</p>

	<p>greater competition with charter and magnet schools, it has undergone a program to enhance the amount and quality of educational technology in all grades.</p> <p>Working towards that goal, Tolland Middle School continues to invest in their already large fleet of Chromebooks. These investments are bringing Tolland Middle School closer to a 1:1 device program.</p> <p>By doing so, Tolland Middle school will enhance student learning in critical areas such as math. There, students will have access to the Reflex Math and Algebra 1 online resources which will be purchased for the 2018-19 school year. With those initiatives, as well as others and online testing, the IT Department expects that the number of simultaneously used wireless devices will greatly increase in the coming school year. To ensure an uninterrupted learning process and to complete online testing in as little time as possible, the IT Department seeks to replace 35 older Adtran BlueSocket wireless access points with current models from HP/Aruba.</p> <p>Each of these new wireless access points is capable of handling 100 connections, 2-4 times as many as the existing access points, and are able to do so while providing approximately 20 times the bandwidth.</p>
\$12,952	<p>Item: Aruba Wireless Access Points Location: Tolland High School Description: Wireless Access Points to increase the capacity and range of the wireless network at Tolland Intermediate School Justification:</p> <p>As the Tolland school district finds itself in ever greater competition with charter and magnet schools, it has undergone a program to enhance the amount and quality of educational technology in all grades.</p> <p>Tolland High School makes excellent use of its computer labs. However, the integration of technology during everyday instruction demands mobile devices be available for use within classrooms. Tolland High School continues to invest in laptop and Chromebook carts to provide every teacher with the capacity to bring online resources into classroom lessons.</p> <p>Further, Tolland High School has found great</p>

	<p>success in its bring-your-own device initiative. To ensure an uninterrupted learning process and to continue to handle online resources that consume ever-increasing amounts of bandwidth, the IT Department seeks to replace 40 older Adtran BlueSocket wireless access points with current models from HP/Aruba.</p> <p>Each of these new wireless access points is capable of handling 100 connections, 2-4 times as many as the existing access points, and are able to do so while providing approximately 20 times the bandwidth.</p>
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PREVIOUS YEARS EOY BALANCES

Year	Balance	Notes
1) FY17-18	TBD	
2) FY16-17	\$444,712	In the expectation of a challenging state budget situation expenditures in some line items were unable to be used as planned.
3) FY15-16	\$13,903	
4) FY14-15	\$11,930	
5) FY13-14	\$75,216	
6) FY12-13	\$16,302	
7) FY11-12	\$1,236	
FY12 – FY16 Average	\$23,717	

Note: Year 3) through 7) above represent more typical operational years with an average end of year balance of \$23,717. Years identified above as 1) and 2) are exceptional years that included a state budget situation that was unlike any other in recent history in Connecticut. In fact the years illustrated in 1) and 2) above overlapped budget-wise as the state did not determine a final budget until October 31, 2017. The Town did not approve by referendum the final 17-18 budget until November 14, 2017. It is only because of exceptional circumstances, and exceptional efforts on the part of the staff to be protective and not end in a deficit situation, that higher end of year balances were actualized. I advise against construing this as a representation of what the district can do without; it is instead a representation of what staff in the district were willing to do in the short term to protect the school and community from an unpredictable state budget crisis.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review End of Year Reconciliation

Proposed motions:

Motion to authorize the Superintendent to prepare a 1% budget transfer request to be made to the Town Council in accordance with Ordinance 86, Chapter 8 sub-section 2 for unanticipated special education program needs and offerings.

Motion to authorize the Superintendent to request that the BOE capital needs articulated in this agenda item be deposited in a BOE Capital account on the Town side for BOE capital items and needs as identified in item G4 of the 6/13/2018 meeting of the Board of Education.

SUPPORTING MATERIALS ATTACHED: No additional documentation attached.

MEETING MINUTES

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
MAY 22, 2018 – 7:00 PM**

RECEIVED FOR RECORD
TOLLAND, CT
2018 MAY 24 AM 9:32
Shirley M. Bailey

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

MEMBERS ABSENT: William Eccles, Chair

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Finance Director; Michael Wilkinson, Director of Administrative Services; Marilee Beebe, Co-Chair of Charter Revision Commission; Attorney Vianca T. Diaz

1. **CALL TO ORDER:** David Skoczulek called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:** 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:** **Paul Reynolds, BOE:** Discussion regarding the BOE's goals and the 1% fund being changed legislatively to a 2% fund occurred. **Tammy Nuccio** added that the change to the 1% fund did not go through. **Nuccio, Rec Commission:** They are doing well with the summer camp sign-ups, they are picking the site for the bike event and pickle ball is ready to go. **Brenda Falusi, PZC:** Discussion on marijuana dispensaries and growing occurred. They also looked at some zoning changes for the old Standard Registry building. *These comments were made towards the end of the meeting:* **Karen Moran, BOE:** Andy Powell from the PZC will be coming to their meeting to discuss the POCD process and their involvement, and they will be starting the Superintendent's evaluation. **Colleen Yudichak:** She would like clarification that 1% fund is for educational purposes. Mr. Werbner clarified that the town did not take anything from the education reserve fund. During the discussion, the BOE agreed not to request that the money go into the education reserve fund. Under the current wording of the Ordinance, the BOE makes a request that 1% of their savings goes into the reserve account, and once it is verified by the auditor, that money has to go into the reserve account. The Council has no flexibility in not taking that action due to the way the Ordinance is worded. If the money is there at the end of the fiscal year, the BOE makes the request, the auditor verifies it, and the action that the Council has to take is to approve it, unless they amend the Ordinance to change the process. Ms. Nuccio asked if the BOE has discussed what they will do with the money they have left over. Ms. Moran said they have note. They will be getting the financial report at their first meeting in June and discuss it then.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 General budget discussion and consideration of two resolutions. (1) Rescind Resolution #18-20 for setting the 2018-2019 mill rate to 35.34; and (2) Resolution revising the 2018-2019 mill rate.

Mr. Werbner commented that as a result of the revised State Budget for the next fiscal year, as passed by the State Legislature on May 2, 2018, Tolland will receive additional State revenue as follows from the amounts originally budgeted:

- Education Cost Share - \$436,833
- Adult Education - \$171
- Municipal Stabilization Grant - \$274,106
- PILOT - \$24,569

The State also included language which indicates that in the future the Education Cost Share grant cannot be subject to mid-year rescissions or holdbacks. Therefore, that sum of money and the remainder of the grant which is \$9.3 million is somewhat certain for the next fiscal year. The other grant amounts, however, do not have such protection and are subject to future change.

The Town Council adopted Resolution #18-20 at their May 8, 2018 meeting for the setting of the 2018-2019 mill rate at 35.34. At this time, he is recommending using \$236,833 of the additional revenue to lower the mill rate from the previously adopted mill rate of 35.34 mills to 35.16 mills. The difference in mill rate amounts is a savings of \$21-\$34-\$65 for the low, average and high home assessments that is typically used for illustrative purposes. While the Town Charter specifies that the mill rate must be set within ten days of the referendum (which they originally did), they have prior court precedent which indicates that the time limits in the Charter are not mandatory and as long as they ultimately follow the appropriate procedures they are allowed to exceed the specified time limits. This has been reviewed with the Town Attorney.

He also recommends establishing within the Town's General Fund balance a committed designation with the money to be used in the future only for tax stabilization. At this time, he would designate \$200,000 of this additional revenue for this purpose.

In regard to the remainder of the funds, he suggested waiting until they are received to determine use. Two suggestions if they are received would be to add all or some of the revenue to the committed portion of the fund balance for future tax stabilization or used as part of the capital budget to repair roads as an offset to our possible loss of Town Aid Road funds.

Following this item will be his suggested language to establish a committed designation within our General Fund balance for the purpose of future years' tax stabilization which can only be uncommitted by an action of the Council.

Discussion began. Mr. Reynolds, Mr. Reagan and Ms. Nuccio would like to put the total amount back so that there is a zero percent increase given this is unexpected money. Mr. Reagan said the vote only passed by 85 votes. So, there are people that didn't want the budget to pass. Ms. Vincent would like to keep the mill rate where it was previous to this last referendum. Mr. Reynolds agreed. Mr. Werbner said even if they were to put the money back, the mill rate would not be flat.

Ms. Falusi asked if it would be possible to put the money towards small capital improvements. Mr. Werbner said putting it into the TAR Grant is similar to that. Mr. Werbner said he understands wanting to give money back to the taxpayers, but strongly advised the Council against doing it. He understands all their points, but he believes they are being short sided with the way they are viewing this. He appreciates their logic, and although it is ultimately up to them, he advises against it.

Mr. Reynolds is not in favor of setting money aside for the future. He said they need to keep the numbers tight.

Mr. Skoczulek is in favor of the proposed resolutions as prepared by Mr. Werbner.

Ms. Hancock went to rework the numbers, while the Council tabled their discussion.

Ms. Vincent motioned to table items 8.1 and 8.2 while Ms. Hancock went to work some numbers based on the Council's feedback. Seconded by Tammy Nuccio. All in favor. None opposed.

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This discussion occurred after Lisa Hancock worked the numbers based on the Council's feedback.

Mr. Werbner reviewed where they were with the budget. Tolland lost \$303,000 in state grants that are not going to be replenished. In terms of ECS, Tolland lost \$427,000 from the year before. The town has lost considerable revenue, even with these add backs, and then there were \$450,000 in expenditures. If they put the full \$433,336 back in, it comes down to 35 mills, an increase of .52 mills from the prior year. The difference in mill rate amounts is a savings of \$40-\$64-\$123.00 for the low, average and high home assessments. The absolute lowest mill rate they could go down to would be 35 mills. Ms. Hancock added that they cannot get down to a 0% increase because of the revenue sources. She said she is very conservative when putting budgets together, and feels the Council may cut it short. Discussion continued on the numbers.

Mr. Reynolds said he would like to put the extra funds received from the ECS grant towards the mill rate. If the other funds do end up coming in, those funds can be offset and put in the fund balance.

Ms. Nuccio said she does like the idea of the stabilization fund, but agrees with Mr. Reynolds and would like the monies to be put towards the mill rate.

Tammy Nuccio motioned to accept the following resolution:

WHEREAS, the Town Council on May 8, 2018 adopted Resolution #18-20 pertaining to the FY 2018/2019 budget and the setting of the mill rate to 35.34; and

WHEREAS, in the revised State Budget Tolland will receive additional State revenues.

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council rescinds Resolution #18-20 and will consider a new mill rate.

Seconded by John Reagan. All in favor. None opposed.

Tammy Nuccio motioned to accept the following resolution:

WHEREAS, the proposed FY 2018-2019 budget of \$56,170,697 passed at referendum on May 1, 2018, and

WHEREAS, on May 8, 2018 the Town Council passed a resolution establishing a mill rate of 35.34 mills, and

WHEREAS, subsequent to that action the State of Connecticut has adopted a revised budget which provides Tolland with additional revenue allowing for a reduction in the mill rate to **35.00** mills.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a revised mill rate of **35.00** mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2018.

Seconded by Paul Reynolds.

Ms. Falusi said she thinks they should listen to their experts and go with the 35.16 mills. David Skoczulek agrees. He said this is a plan that Mr. Werbner, Mr. Eccles and he discussed in order to put the agenda item together. Their

chief goal was to give money back to the taxpayer, and then having some balance were they were thinking about what they might be up against next year and in the future. They wanted to make the number palatable. Making a mill rate change after the referendum was a fuzzy and questionable public policy to begin with. So, he wanted to make sure that they did the most thoughtful thing after that fact, and he thought they had landed on that.

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

8.2 Consideration of a resolution for committed fund balance for future tax stabilization:

No action was taken on this agenda item (8.2).

8.3 Discussion on the Draft Report of the revisions to the Town Charter recommended by the Charter Revision Commission and consideration of a resolution setting a Public Hearing thereon for June 12, 2018 and/or June 26, 2018.

Marilee Beebe, Co-Chair of Charter Revision Commission, was present at the meeting to assist with questions. Discussion occurred on this agenda item amongst the Council members. Mr. Werbner, Ms. Hancock, Ms. Beebe and Attorney Diaz interjected with answers and clarification when needed. Each Council member made inquiries and comments regarding the draft report concerning the revisions to the Town Charter. *(See Skoczulek, Nuccio and Falusi comments/questions attached).*

David Skoczulek outlined the remaining schedule regarding the Charter revision:

Charter Revision Proposed Dates and Deadlines

June 12, 2018 and June 26, 2018	Public Hearings (added at tonight's meeting)
June 29, 2018*	Last Public Hearing held by Town Council regarding the Draft Report. (At least one public hearing must be held with the only, or last hearing if multiple hearings are held, being held no later than 45 days after the Draft Report is submitted. If the Draft Report is submitted before May 15, 2018, date must be amended. See Conn. Gen. Stat. 7-191(b)).
TBD*	Town Council discusses any recommended changes to Draft Report.
July 14, 2018*	Town Council to submit recommended changes to Commission. (If last public hearing is held prior to June 29, 2017, date must be amended. See Conn. Gen. Stat. § 7-191(b)-(c)).
TBD*	Meet and confer with Commission regarding Town Council recommendations. (If last public hearing is held prior to June 29, 2017, date must be amended. See Conn. Gen. Stat. § 7-191(b)-(c)).
August 13, 2018*	Final Report submitted to Town Council by this date. (If last public hearing is held prior to June 29, 2017, date must be amended. See Conn. Gen. Stat. § 7-191(b)-(c)).
August 28, 2018*	Town Council vote to approve Final Report. Town Council vote to send amendments to November 2018 ballot and approve language to be used on ballot. (If last public hearing is held prior to June 29, 2017, date must be amended. See Conn. Gen. Stat. § 7-191(b)-(c)).
September 6, 2018	Submit amendments for November 2018 ballot by this date.

September 27, 2018* Charter amendments must be published in newspaper at least once by this date. See Conn. Gen. Stat. § 7-191(d). (If last public hearing is held prior to June 29, 2017, date must be amended. See Conn. Gen. Stat. § 7-191(b)-(c)).

**Tentative dates dependent on Conn. Gen. Stat. § 7-191(b)*

Tammy Nuccio motioned that the following resolution be introduced and set down for Public Hearings on **June 12, 2018 and June 26, 2018 at 6:30 p.m.** in the Tolland Town Council Chambers:

BE IT RESOLVED that the Town Council requests public comment on the Draft Report of the revisions to the Town Charter recommended by the Charter Revision Commission

Seconded by Christine Vincent. All in favor. None opposed.

Mr. Werbner went back to discuss items 8.1 and 8.2. (See above).

8.4 Discussion of creating a working relationship document with the Board of Education.

David Skoczulek said he would like to come up with a working agreement, similar to the one done before. He explained the process that they went through in order to come up with the Agreement. Ms. Vincent asked if they could take the working agreement already in place and work from that. Ms. Moran said it was her hope that with a new Board and Council in place, they could come up with an updated Agreement. It was determined that they would set a date, commit to it and keep it on track. Mr. Skoczulek will pull together the points that were previously raised in order to have a starting point.

8.5 Appointments to vacancies on various municipal boards/commissions.

Scott Tardif will be resigning from the Inlands Wetlands Commission.

Tammy Nuccio motioned to appoint **Barbara O'Connor of 33 Josiah Lane** to the Library Advisory Board for the term of 11/4/2015 – 11/6/2019. Seconded by Christine Vincent. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said the *Stuff the Truck* event they had with Public Works at the Big Y was very successful. He thanked the residents for their participation. With regards to the Captive Fund for the crumbling foundation, they have appointed an administrator. It is hopeful that some assistance will be forthcoming for those with the issue.

11. **ADOPTION OF MINUTES**

11.1 April 24, 2018 Special Meeting Minutes: Only two council members were in attendance at this meeting. There will not be a quorum to approve.

11.2 May 8, 2018 Regular Meeting Minutes: Tammy Nuccio moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **CHAIRMAN'S REPORT:** None.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Reagan would like to have a better understanding of the Debt Service Plan. Mr. Werbner said they could provide them with a document outlining everything.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit):

Phillip Aieta: (Charter Commission member) - He thanked them for reducing the taxes, but he believes the referendum is the supreme thing. The Council should not be able to change it after the people voted. Even though the turnout of voters was close, the majority of the people still voted in favor of it.

Benjamin Christensen: (Charter Commission member) – He also thanked them for giving the money back, but he wished the money was put into savings. He questioned how they could change the mill rate based upon what the Charter says.

Mr. Werbner said these past budget years have been different. In terms of getting additional revenue or losing it is unprecedented. The way the Charter is structured, it does provide some leeway for the Council to set a new mill rate.

Deb Goetz of 176 Kate Lane: She thanked them for lowering the tax rate. She is concerned about this setting a precedent though. She questioned how they are going to communicate what is being considered for changes to the Charter to the residents.

Mr. Skoczulek said everything is on the town's website. If anyone is interested in it, the redlined version is there. Although, he does think they will need to come up with a way to get the information out in advance.

Ms. Goetz asked if there were any changes that would be made to the Charter regarding the referendum process.

Mr. Skoczulek said that as of now there are no changes proposed to the referendum process; although if any Council member pushed for a change, it could be raised.

She asked Mr. Werbner if he could continue adding monies available in the fund to maintain the school buildings.

Mr. Werbner said he doesn't think there is the capacity in the current environment to do that.

John Crickmore of 31 Cook Road: He wants to know if the process of the meetings can be changed. He doesn't understand why the public participation is generally after the Council discusses and votes on something. The public can never speak on an item until it has already been voted on and decided.

Mr. Skoczulek advised him that the Council's entire packet is on-line for him to view prior to the meeting. He knows this was brought up previously, so he will talk to Mr. Eccles about it.

Liz Costa of Josiah Lane: She disagrees with what they did. She thinks they have set an extraordinary precedent. She would have liked the monies to go back into fund balance.

16. **ADJOURNMENT:** Tammy Nuccio moved to adjourn the meeting; Seconded by Christine Vincent at 9:11 p.m. All were in favor.

David Skoczulek, Vice-Chairman

Michelle A. Finnegan
Town Council Clerk

Charter Revision Commission – Notes to the Current Draft

Submitted by David Skoczulek, Vice Chair, Town Council

May 22, 2018

1. Page 5: The definition of non-registered voter seems to only make sense when attached to the definition of registered voter. Would it make sense to say "solely by virtue of" rather than by virtue of.
2. Page 8: I am still not fully convinced of staggered terms. I believe this may cause issues of running "head to head" versus "slate versus slate" which changes the character of our election. It may create a challenge to recruit candidates who are unsure of a four year term. I don't feel the learning curve is such that it takes a full two year term to be functional. Ideally I would like to see a sample ballot and understand how this would function. Ultimately I am willing to leave it in and let the voters decide.
3. Page 13: I would like to know from CRCOG if area towns have in their charters a means from removing persons from boards and commissions for cause, other than attendance, and/or if the attorney feels that we should have such a process or if the Town's Code of Ethics is sufficient for this process. I would like to ensure there is a check on grossly disruptive members of commissions other than attendance and vetting prior to appointment.
4. Page 16: I would like to have some clarification about Employment Decisions made by the Manager that effect senior management. Is this only hire/fire or does it extend to demotion, promotion, etc. Although we know and are confident about employment decisions made now, we should know what a future manager or future Council would have within its purview so that there is a reasonable and healthy balance.
5. Although I would be interested in at least learning more about a required minimum voter turnout that was described by the Charter Commission, I do not anticipate wanting to change the referendum process to limit the number of town-wide votes until the budget passes. In other words, I would prefer to leave the current process intact.
6. There were several other items noted in the workshop that were related to phrasing or structure that I concurred with and that the town's attorney documented in order to address especially in regard to the budget calendar should the budget process need to be suspended.

Dave Skoczulek
Town Council

Tammy Nuccio

I'd like to discuss:

1. Non registered voter in regards to non-resident business owners having a vote in the town budget referendum. Just for context, comparison to other towns, etc.
2. Vacancies – in regards to seating newly elected members the day after the election or the Tuesday after, can we get context in relation to other towns? What happens if something occurs between the election and the following week, the old TC or BoE, etc would still have governing powers, correct?
3. Staggered terms – what are the benefits to this? Which (if any) other towns are doing staggered terms for the highest governing body (i.e. Town Council). I have concerns around vote counts. If someone is in the four year slot and gets significantly higher votes than someone in the two year spot I'd feel that they should be offered the two year spot instead of the person with the lower votes since it's the same governing body.
- 4. Can I get a copy of the Town of Tolland Personnel Policies manual? Does each TC have to approve this?
5. Lisa mentioned we would save thousands of dollars by not advertising in the local newspapers, can we get a firm number on those savings?
6. Can we research town manager residency requirements of other towns? If possible I'd like to know how many candidates we had last time we hired for a town manager and if we can do some research on how many candidates a town without the residency requirement received that would be beneficial also.
7. In regards to C9-4, its stated the BoE budget should be in the same format as the towns and it's currently NOT. Do we know why?
8. C9-14 really needs to be broken up into paragraphs for ease of understanding. If I'm reading this correctly 3% can be transferred between departments without the council getting involved, correct? Then in regards to excess in grants, or in a gift situation (only when money is coming IN) the TC can appropriate the funds to wherever we deem necessary, correct up to \$40k or now ½ of 1% (apx \$280k)? But then I'm lost on the "or any other additional supplemental appropriations" what exactly does that mean, when would we encounter something like this? If something was needed, Lisa used a new truck as an example, we're saying we can just take the money from the fund or from another area (except the BoE) up to the \$280k? Does this apply to us taking money from the fund also? Anything over that \$280k has to go to referendum, correct? And this \$280k is in total regardless of how many smaller amounts may make it up, correct?
9. Please provide me with the totals in regards to the borrowing amounts in C9-16. What is 5% and what is 7%. Can we set a limit on this rather than using a percent? Define tax levy. Also, when would we use a revenue bond? Do we have any currently? Water and Sewer was mentioned but I was under the impression (could be mistaken) that we highly subsidize the water and sewer payments, can you provide a little color around this?
10. C10-1 and C10-2. I'd like legal council on adding online petitions to this section and not just paper petitions.
11. C7-3- define employment decisions. can someone be demoted or moved to report to someone else?

Town managers request. (Aug 2017)

C9-4 - not sure I understand what was being requested?

C31+2 - staggering of terms - reverting to 2 years?

C6-1 - process point - why do we wait for fall + do retro?

Finance director request

C9-4 explain the Feb 24th date more. would this give the TC more time w/ the budget for review?

C9-7 legal ramifications of changing mill rate?
Counsel didn't take this recommendation but I'd like to understand how we could legally increase the mill?

Brenda Falusi

Section C3-1 and C3-2 Elections with staggered terms

Find ways to implement

Ensure minority representation

C4-5 and 4-6

Verify the publicized and published

C5-2

Upon board or commission recommendation (only says board) so do we need to add the words commission. What does our Ethics Policy cover for removal or reprimand?

C5-4

Depending on outcome we may need to address the Town Manager.

C5-7

Do we need to add in accordance with state statutes?

C6-1

Do we need to have the statement that at the time of hire the Town Manager need not be a resident of Tolland? We are already stating that residency is up to the TC later in the paragraph.

C7-3

Need to define Employment decisions

C9-9

There is a double space in the last line.

C9-10

Need to examine, especially for purposes of transparency, Vote limits, %limits, and minimum number of voters.

Is there anywhere in the Charter where we address vacant positions and a mandatory way to handle them?

Definition of Non-Registered Voter – I feel that this term is misleading. If we are looking to create a definition for people to vote who have a state in Tolland, that don't live here, can't we have a different term? Non-Registered Voter already has connotation associated with it. I'm thinking people who can't register to vote (students, felons, non-citizens, transient people etc) , aren't registered but are of voting age, or are business owners or other representatives of special interests in the town (Applicant on a zoning appeal or variance etc.) Maybe something like non-resident voter. *-addressed-*

Section C9-14

Break into sections

Referendum Process – I think that there is some confusion on the entire referendum process.

Who sets the mill rate that the departments aim for? Any opportunity for residential input? Is this decided in a TC meeting or does the TM pick what he feels is best.

When do the residents have opportunities to address the process? The guide says numerous meetings but that is a subjective term. I didn't see anything until the end of the process in our agendas for discussing the budget until it was nearly already decided.

I have been spoiled by the BOE having workshops at the beginning of the year. I believe that the Town needs a workshop style program that will educate us on what goes into the budget, what it considered for the setting the department percent increase/decrease,

We need to do a better job engaging the town residents. Right now the number of residents participating in local elections and local referendums are numerically insignificant for the population. We are relying on other entities to do the work of reminding people to vote for us, and that seems disingenuous.

Can we address empty positions