

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
July 25, 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 – June 27, 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

G. SUPERINTENDENT'S REPORT

- G.1 Appoint/Approve Curriculum Supervisor of Science
- G.2 Raintech Quote for High School Field
- G.3 Obsolete and Surplus Equipment
- G.4 Pupil Services Supervisor
- G.5 1% Fund (Board of Education – Educational Reserve Fund)
- G.6 Discussion of addition of Special Meeting (BOE) 8/15 (no attachments)
- G.7 Communications Brainstorming (in preparation for the 8/22 meeting)

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 Special Meeting – June 26, 2018

Town Council Meeting – June 26, 2018

Town Council Meeting – July 10, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – June 27, 2018

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Susan Seaver, Ms. Jane Pasini, Mr. Jeff Schroeder, and Mr. Sam Adlerstein

Members Absent: Ms. Michelle Harrold, Ms. Christina Plourd, 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 7:37PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Regular Meeting – June 13, 2018
- Special Meeting – June 20, 2018

Ms. Moran motioned to approve the minutes of the June 13th regular meeting and the June 20th special meeting. Ms. Pasini seconded the motion. All were in favor. Motion carried.

Ms. Yudichak motioned to add an item to the agenda and to insert and replace item G.1 with the following: Recognition of Rockville VoAg Student Alex Lafontain. The former item G.1 will become item G.2 and the other items under G will follow suit. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, commented that she is in favor of block scheduling. It was beneficial for her students and she has spoken to others who have said it was beneficial not only in high school but also in college.

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

- Ms. Yudichak commended everyone at THS for an excellent graduation program and at TMS for a wonderful middle school promotion. Both evenings were great.
- Ms. Moran recognized Ms. Seaver for her contributions to the Board. Tonight is Ms. Seaver's last meeting and she has been a great asset. Ms. Moran will miss Ms. Seaver's straightforward comments and questions and appreciates that she volunteered for this role.
- Ms. Seaver commented that it has been an honor to be part of the Board. While there is a huge learning curve, she learned a lot from Mr. Adlerstein, Ms. Moran was a great mentor, and Dr. Willett taught her so much and she thanked him for all he does.
- Ms. Yudichak echoed Ms. Moran's comments. It has been a pleasure working with Ms. Seaver.

- Mr. Adlerstein agreed with Ms. Moran. Ms. Seaver was never afraid to speak her mind and it was useful to them many times. In the ups and downs Ms. Seaver always had a positive attitude and will be missed.
- Dr. Willett thanked Ms. Seaver and added that she has done a fantastic job.

F. STUDENT REPRESENTATIVES' REPORT – none

G. SUPERINTENDENT'S REPORT

G.1. Recognition of Rockville Vo-Ag Student Alexander Lafountain.

Dr. Willett noted that Rockville Vo-Ag is an amazing program and in his opinion one of the best in the State. It offers many great opportunities and the program is one of great rigor and support. The teachers are magnificent and when a student graduates from that program it is something to hold in high regard.

Dr. Willett expressed that both himself and the Board are very proud of Mr. Lafountain. He has achieved so much and gained many skills. It is a great accomplishment to complete the program.

Mr. Archie Tanner, Buff Cap Road, explained that he and Dr. William Pomper are representatives of the Vo-Ag consulting committee. One of their tasks is to bring graduating seniors before the Board and this is why they are here this evening. Further, he requested that the Board provide support when the representatives from Rockville VoAg visit Tolland.

Mr. Lafountain thanked the Board for the opportunity to attend the Rockville Vo-Ag program. The Rockville community accepted him and he likes that the program had many hands-on components. He will attend Lincoln Technical Institute in the fall to study in the diesel program and has created both a lawn care business and a small engine repair business. He thanked everyone again for the opportunity.

Dr. Willett invited Mr. Lafountain to provide his business cards and he will include the information in the bulletin to support the businesses. The Board congratulated Mr. Lafountain.

G.2. Leave of Absence – Nicole Freidenfelds

Dr. Willett reviewed attachment G.1.

Ms. Freidenfelds has requested a one year leave of absence for field research.

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

G.3. Donation (Emma Browning – Contest Winner)

Dr. Willett reviewed attachment G.2 and noted that he is accepting the donation as it appropriate and useful for education.

The Board acknowledged and is appreciative of the donation.

Ms. Seaver added that it is great to see students participating in such contests.

G.4. Block Schedule Report

Dr. Willett distributed the Enrichment Showcase flyer and explained that robust schedules are beneficial for students. Students created various projects with business proposals and presented them last week. Dr. Willett noted that Ms. Stephanie Cassidy, Ms. Estevez, and Ms. Grande and many others deserve accolades for making this possible and this is one example of many in the district made possible by strong schedules.

Dr. Willett distributed the Schedule Report 2018 written by the CREC team of Peggy Neal and Candice Price. A copy of the report is attached to the minutes. It was presented to the Board members for a first reading as requested as there are not many meetings this summer. This will be followed by a presentation at a later time.

Dr. Willett explained that CREC provided a study team to review the THS schedule. The team engaged with parents, teachers, students and other community members to research the schedule at THS and to make recommendations.

Dr. Willett will invite the CREC personnel who worked on the report to present the information. He feels the Q and A will be useful and does not believe anything in the report suggests that block scheduling should be dismantled. There are recommendations in regard to supporting students in areas such as further developing SRBI and RTI supports. He added that there are budget considerations to make sure the high school receives needed support in the future and this will be part of their upcoming budget discussions, although there is nothing actionable immediately with regard to budget.

H. COMMITTEE AND LIAISON REPORTS

- Town Council – Mr. Adlerstein attended the meeting. The Council reviewed the recommendations from the Charter Revision Commission but has yet to vote. In terms of the Board, current election procedures would remain unchanged as opposed to staggered terms. Further, a recommendation was made by the Commission that the Board's financial reporting be in the same format as that of the Town Council. The Council was unsure on this item. Mr. Adlerstein added that the Council was not in favor of making any changes to the referendum process. It was also noted that Kate Howard Bender was appointed to the Board.
 - Dr. Willett noted that he did some research. The legal opinion he received is that the Board's financial reporting must include the budget message, estimates of revenue, and itemized expenditures broken down by department. The Board is also required to annually prepare an itemized estimate of cost of maintenance of public schools. Thus, he believes Board is in compliance with the Town Charter and State law.

I. CHAIRPERSON'S REPORT

Ms. Yudichak will reach out to the Town Council Chair Bill Eccles to set up joint meetings to discuss the capital plan items, next year's budget, and the working agreement.

Mr. Adlerstein inquired about the topic of transparent communication. Ms. Yudichak explained that this will be discussed at the working agreement meeting. Mr. Adlerstein commented that he feels there is a lot going on and would like the meeting to be held sooner rather than later and recommended that it be discussed at the first joint meeting. He recommended perhaps discussing it at a Board meeting prior to the joint meeting to review the rules and requirements

of meetings and other forms of communication and possibly having an attorney in attendance. Ms. Seaver agreed. Ms. Yudichak commented that while she does not see the issues Mr. Adlerstein is presenting she will discuss it with Dr. Willett and Ms. Moran for a future meeting. Mr. Adlerstein commented that members of the Town Council are sending e-mails to the Board and the members cannot reply. Further, people have voiced opinions and spoken about items discussed at Town Council meetings and at Board meetings on social media. He believes they need to agree on the limitations. He added that meetings are no longer like they used to be – there were rules about what constituted a public meeting and those rules are no longer being followed. Dr. Willett was asked to set up a G item to discuss transparency and seek a legal resource be in attendance.

Dr. Willett noted that he sent a communication to Mr. Werbner regarding the items discussed at the last meeting including the capital projects and believes Mr. Werbner is moving to the next step. Mr. Adlerstein reviewed the items based on what he considers a good sequence: transparent communication, adequate budgeting for 2018/19 and 2019/20, long standing capital items, 1% fund status. Dr. Willett noted that he has been in communication with Mr. Werbner in regard to the 1% fund and information should be available sometime in either July or August.

J. BOARD ACTION

J.1. Leave of Absence – Nicole Freidenfelds

Ms. Moran motioned to approve a one year leave of absence for Ms. Freidenfelds in accordance with the Superintendent's recommendation and Article 23 of the contract with the Tolland Education Association. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Betsy Brocious, 144 Brick Road, commented that she is a teacher at THS. She explained that she was part of the Schedule Study Committee but they never finished or had a final meeting and this was a little disappointing for those who made time to be a part of it. She skimmed the report and thinks there are many items that may be missing. One was in regard to alumni. It is mentioned that they were interviewed but she does not think they had a voice in the report of how beneficial it was to be a part of block scheduling to prepare them for college. She added that most teachers at THS want to keep block scheduling. She thinks they work very hard with the required pull-outs and they work with special education and guidance to determine what is the best time. Ms. Brocious noted that in classes such as hers they need the 84 minutes. Even in an English or Math class there is time allotted for students to collaborate. She added that while it may sound great to have a "skinny", a lot of curriculum time has already been lost due to half days. They do not do as many units of study as they once did. She hopes the Board approaches the report with some concern and that the members reach out to Ms. Fox because there are issues in regard to discipline when there are more study halls and free time. Additionally, when block scheduling was introduced it was as two year process. She does not know how it could be done in the next year given all of the curriculum issues they will have to face. Block scheduling is good.

L. POINTS OF INFORMATION

- Mr. Adlerstein commented that there were items on the capital list that Dr. Willett wanted to start over the summer and expressed concern that they would not be able to

be initiated until the Board meets with the Town Council. Dr. Willett commented that the timeline is not ideal and if he could start some projects soon it would be helpful. The plan is to address some of the projects in the summer while others like gym floors may be later. The security panels and the removal of the portables could be done during the summer months. Dr. Willett explained that while the Board could instruct him to encumber the funds to address these items he does not recommend it. It is not the process that is being followed. Ms. Yudichak will see if a meeting can be set up in July with the Town Council for discussion on this item.

M. FUTURE

- Scheduling Presentation
- Transparent Communication
- Strategic Prevention Framework
- Mastery-based Learning
- Expansion of mental health services at the schools

N. NEW BUSINESS - none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 8:32 P.M. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Appoint/Approve

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

FOR BOE MEETING: July 25, 2018

ITEM SUMMARY:

The Curriculum Supervisor for Science position was included in the budget approved at referendum. Through an interview process that included a performance task, this candidate became the choice of administrators and curriculum personnel. In accordance with Policy 4010 this candidate is recommended to the Board of Education for hire.

FINANCIAL SUMMARY:

Salary \$113,572.00 with a TSA of \$4,907.16.

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

- 1) Meet with the candidate
- 2) Motion to move G1 to item J1. For action.
- 3) Proposed Motion: *Approve the candidate presented by the Superintendent of Schools for hire as the Curriculum Supervisor for Science for the Tolland Public Schools.*

SUPPORTING MATERIALS ATTACHED:

- 1) Curriculum Supervisor for Science document

TITLE: Curriculum Supervisor of Science

QUALIFICATIONS:

1. 6th Year or higher with major in education or Science
2. State certification in Science or equivalent
3. At least five (5) years of successful teaching experience
4. Ability to communicate effectively with teachers, administrators, and the public
5. Demonstrated teaching effectiveness and curriculum knowledge
6. Knowledge of tests and measurements and the analysis/interpretation of data
7. Ability to write and evaluate curriculum
8. Demonstrated knowledge of current standards and research
9. Knowledge of current technology and computer resources
10. 092 certification

REPORTS TO:

Superintendent of Schools

EVALUATED BY:

Superintendent of Schools or designee

I. PERFORMANCE RESPONSIBILITIES:

1. Supervision

The Science Supervisor will work with all Science staff members to organize and direct a challenging Science program. The Supervisor:

- 1.1 Works directly with teachers and administrators to develop, implement, and coordinate the total Science program.
- 1.2 Meets with teachers on a regular basis, scheduled and informally.
- 1.3 Improves the quality of Science instruction through observation, visitation, demonstration, organization of resources, and evaluation of staff.
- 1.4 Supervises the articulation/alignment of the K-12 Science Curriculum
- 1.5 Directs unit development in the Science program.

2. Evaluation

The Science Supervisor evaluates the Science program. The Supervisor:

- 2.1 Develops and adapts evaluation procedures to determine the effectiveness of the program and makes recommendations to the curriculum committee.
- 2.2 Implements a system for the use of student data in providing for student learning.
- 2.3 Assists administrators with placement, changes, and/or modifications in Science staffing. Recommends for dismissal, tenure and job assignments K-12.
- 2.4 Develops and annually updates, in a report, the status of the Science program, specifying areas in need of development.
- 2.5 Evaluates Science specialists K-12, Science consultants, interventionists, and other staff as directed by the Superintendent and/or her or his designee.
- 2.6 Observe Science teachers in grades K-12 and provide constructive feedback on the improvement of student achievement and on the effective implementation of the Science curriculum.

3. Inservice

The Science Supervisor contributes to staff development.

- 3.1 Provides leadership in identifying appropriate in-service programs. Plan and conduct staff development for Science teachers in grades K-12.
- 3.2 Provides on-going support, including workshops, to increase teacher competency in the teaching of Science.

4. Materials

The Science Supervisor provides support for materials acquisition and use. The Supervisor:

- 4.1 Keeps up-to-date on materials and techniques in the area of Science.
- 4.2 Advises teachers and school administrators in the selection of references, materials, technology, and programs.

5. Instruction

The Science Supervisor provides instructional support. The Supervisor:

- 5.1 Conducts demonstrations and supports the use of methods and materials appropriate for Science instruction.
- 5.2 Serves as a resource to the Science Curriculum Committee and works with committees in the development, planning, revision, and evaluation of Science curriculum.
- 5.3 Works directly with teachers to develop and implement techniques that will improve Science instruction.
- 5.4 Coordinates school activities in Science.
- 5.5 Fosters the integration of Science skills into other subject areas.
- 5.6 Collaborates with other STEM/STEAM leaders to coordinate programs.

6. Budget

The Science Supervisor provides budget support. The Supervisor:

- 6.1 Coordinates the development of the Science budget with administrators, teachers, and teacher leaders.
- 6.2 Provides or assures appropriate purchase order information.
- 6.3 Liaisons with other buildings in providing for the best use of funds.
- 6.4 Assures that materials are properly distributed and ready for use.

7. Communication

The Science Supervisor communicates. The Supervisor:

- 7.1 Participates in and provides input into special services programs, when appropriate.
- 7.2 Communicates with parents and the community through formal presentations (e.g., conferences, workshops, PTO presentations), electronic documents, and/or written messages.
- 7.3 Serves as a resource to parents and the community.
- 7.4 Regularly meets with K-12 Science Specialists/Staff and the Superintendent of Schools or designee to articulate program and services.
- 7.5 Forms and maintains liaisons with team leaders, grade level leaders, and department chairs.
- 7.6 Serves as a resource person on various district-wide committees.

8. Student Assessment

- 8.1 Coordinates student assessments as needed.
- 8.2 Develops or supports development of curriculum based benchmark assessments.
- 8.3 Analyzes student assessments for instructional planning.
- 8.4 Facilitates use of student benchmark data in providing for student learning, informing professional development, and informing program.

9. Other Duties

- 9.1 Any other duties as deemed necessary by the Superintendent

II. **PROFESSIONAL RESPONSIBILITIES:**

1. Reflection and Continuous Learning

- Re-evaluates periodically their own methods of presentation.
- Continually engages in self-evaluation of the effects of their choices and actions on students and the school community.
- Demonstrates responsibility for self-growth, professional improvements, and ongoing self-evaluation.

2. Professional and Ethical Practice

- Conducts herself/himself as a professional in accordance with the Code of Professional Responsibility for Teachers (Section 10-145d-400a of the Connecticut Certification Regulations).
- Follows district policies and procedures.
- Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Demonstrates ethical behavior toward fellow teachers and co-workers.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Raintech quote for THS Field

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

FOR BOE MEETING: July 25, 2018

ITEM SUMMARY:

Sound system for the Tolland High School Stadium field.

The Booster club has committed to provide \$4,000.00.

The Tolland Athletic Foundation has committed to provide \$3,795.00.

The attached quote for the equipment is provided by Raintech.

Upon receipt of funds, the purchase(s) will be made to upgrade the Sound System.

The donation of these funds will be utilized for a purpose consistent with the objectives of the Tolland Public Schools and community. There are no restrictions placed on the district through the acceptance of these funds and there is no endorsement of any business or product. Therefore, consistent with Policy and Regulation 3050 I am accepting this donation and informing the board of education.

Special thanks to the Tolland High School Booster Club and Tolland Athletic Foundation for their generous donation and support.

FINANCIAL SUMMARY:

Please see attached quote. Donations will cover the cost of the equipment - \$7,795.00.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Recognition of donation, no other formal action required.

SUPPORTING MATERIALS ATTACHED:

- 1) Raintech Quote



SOUND & COMMUNICATIONS INC.

Health Care Communications • Patient Safety Systems
Professional/Commercial Sound • Intercom • Security • CCTV

Tolland Public Schools
51 Tolland Green
Tolland, CT 06084
P 860-870-6827
E tzenczak@tollandk12.ct.us

June 21, 2018

Attn: Mr. Todd Zenczak – Supervisor of Athletics
Re: Sound System in the Press Box

Raintech Sound & Communications, Inc. is pleased to present you with the following quotation. This quotation is based on supplying the below listed equipment package, and the installation of the equipment.

Sound System Equipment

<u>Qty.</u>	<u>Model #</u>	<u>Description</u>
1	# GXD4	QSC Professional Power Amplifier/Digital Signal Processor
1	# RM67	ROLLS Mic/Source Mixer
1	# SLX24/BETA58-G4	Shure Wireless Microphone System/HandHeld Microphone
1	# SM58	Shure HandHeld Microphone/Cable
1	# PL-8C	Furman 15A Power Conditioner/Outlet Strip
1	# 410-15 / CT1020	Atlas Equipment Cabinet/Roller Truck
1	# TC-SMT1500LC	UPS
1	# RSC-LMR	Audio Line Matching Relay
1	# S1	Bose Portable Sound Package
1	# CHB	All necessary cable, hardware, and back-boxes

Fee: Equipment Package and Labor Total: \$ 7,795.00 (excludes sales tax)

Notes:

1. Installation to be performed by our factory authorized CT State Licensed technicians.
2. All system components are covered by a two year parts/one year labor warranty.
3. Existing speakers will be used with the new system.
4. 110vac to be supplied by the facility.

Terms: A Purchase Order needs to be issued before the equipment will be ordered.
50% with the delivery of the equipment, 50% with-in 30 days of installation completion.

Approved By:
Raintech Sound & Communications, Inc.

Accepted By:
Tolland Public Schools

By: Thomas A. Miller

By:
Print Name & Title

Date: June 21, 2018

Date:

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Obsolete and Surplus Equipment

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

FOR BOE MEETING: July 25, 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:

Antiquated video equipment and projection equipment, some in need of repair. Financial return will be limited or non-existent (based on condition). Some equipment may have limited function but materials are no longer available. Displays may have some residual use but are not completely compatible with current computers.

Overhead projector-Apollo Concept-model: Concept 2210 Serial number: 517028A030109822 Color—Tan -TMS
Overhead projector-Bell E. Howell model:362G Serial number: 7335022 Color-green-TMS
Overhead projector-3M-model:1800BJ1 Serial number:80104050 Color-black-TMS
Overhead projector-3M-model:9000AJD Serial number:1529354 Color-gray-TMS
Overhead projector-3M model:1800BJ2 Serial number:80112024 Color-Black-TMS
Overhead projector-CTX LCDD Display model :EZPRO610 Serial number:A811934POBCAA1756 (black rolling case)-TMS
Overhead projector-Optoma LCD Display Model:EzPro610H Serial number-A811225DOLGAC1006 (black rolling case)-TMS

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

- 1) Motion to move G3 to J2. for action.
- 2) Proposed Motion: *Motion to declare the attached items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040*

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Supervisor of Pupil Services

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

FOR BOE MEETING: July 25, 2018

ITEM SUMMARY:

Special Education program developments have provided an opportunity to add a Supervisor of Pupil Services within budgeted funds. The position will provide an opportunity for improved personnel supervision and program management that will maximize outplacement avoidance and improve evaluation methods as administrative supervision will occur through individuals that specialize in this area. The PSS would report to the Director of Special Education much the same as a Assistant Principal reports to a Principal.

FINANCIAL SUMMARY:

Base Salary: \$106,571.29

Increments as per TAS contract.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

- 1) Move G4 to J3 for action
- 2) Proposed Motion: *Approve the interviewing, and hiring of a Supervisor of Pupil Services pending BOE final candidate approval.*

SUPPORTING MATERIALS ATTACHED:

- 1) Supervisor of Pupil Services job description

TITLE: Supervisor of Pupil Services

QUALIFICATIONS:

1. 6th Year or higher with major in education or special education
2. State certification in Special Education or equivalent
3. At least five (5) years of successful teaching experience
4. Ability to communicate effectively with teachers, administrators, and the public
5. Demonstrated teaching effectiveness and curriculum knowledge
6. Knowledge of tests and measurements and the analysis/interpretation of data
7. Ability to write and evaluate curriculum
8. Demonstrated knowledge of current standards and research
9. Knowledge of current technology and computer resources
10. 092 certification

REPORTS TO:

Director of Pupil Services

EVALUATED BY:

Superintendent of Schools or designee

I. PERFORMANCE RESPONSIBILITIES:

1. Supervision

The Supervisor of Pupil Services will work with all Special Education staff members to organize and direct a challenging Special Education program. The Supervisor:

- 1.1 Works directly with teachers and administrators to develop, implement, and coordinate the total Special Education program.
- 1.2 Meets with teachers on a regular basis, scheduled and informally.
- 1.3 Improves the quality of Special Education instruction through observation, visitation, demonstration, organization of resources, and evaluation of staff.
- 1.4 Supervises the articulation/alignment of the K-12 Science Curriculum
- 1.5 Directs unit development in the Special Education program.

2. Evaluation

The Supervisor of Pupil Services evaluates the Special Education program. The Supervisor:

- 2.1 Develops and adapts evaluation procedures to determine the effectiveness of the program and makes recommendations to the curriculum committee.
- 2.2 Implements a system for the use of student data in providing for student learning.
- 2.3 Assists administrators with placement, changes, and/or modifications in science staffing. Recommends for dismissal, tenure and job assignments K-12.
- 2.4 Develops and annually updates, in a report, the status of the Special Education program, specifying areas in need of development.
- 2.5 Evaluates Special Education specialists K-12, consultants, interventionists, and other staff as directed by the Superintendent and/or her or his designee.
- 2.6 Observe science teachers in grades K-12 and provide constructive feedback on the improvement of student achievement and on the effective implementation of the Special Education curriculum.

3. Inservice

The Supervisor of Pupil Services contributes to staff development.

- 3.1 Provides leadership in identifying appropriate in-service programs. Plan and conduct staff development for science teachers in grades K-12.
- 3.2 Provides on-going support, including workshops, to increase teacher competency in the teaching of Special Education.

4. Materials

The Supervisor of Pupil Services provides support for materials acquisition and use. The Supervisor:

- 4.1 Keeps up-to-date on materials and techniques in the area of Special Education.
- 4.2 Advises teachers and school administrators in the selection of references, materials, technology, and programs.

5. Instruction

The Supervisor of Pupil Services provides instructional support. The Supervisor:

- 5.1 Conducts demonstrations and supports the use of methods and materials appropriate for Special Education instruction.
- 5.2 Serves as a resource to the Special Education Curriculum Committee and works with committees in the development, planning, revision, and evaluation of Special Education curriculum.
- 5.3 Works directly with teachers to develop and implement techniques that will improve Special Education instruction.
- 5.4 Coordinates school activities in Special Education.
- 5.5 Fosters the integration of Special Education skills into other subject areas.
- 5.6 Collaborates with other leaders to coordinate programs.

6. Budget

The Supervisor of Pupil Services provides budget support. The Supervisor:

- 6.1 Coordinates the development of the Special Education budget with administrators, teachers, and teacher leaders.
- 6.2 Provides or assures appropriate purchase order information.
- 6.3 Liaisons with other buildings in providing for the best use of funds.
- 6.4 Assures that materials are properly distributed and ready for use.

7. Communication

The Supervisor of Pupil Services communicates. The Supervisor:

- 7.1 Participates in and provides input into special services programs, when appropriate.
- 7.2 Communicates with parents and the community through formal presentations (e.g., conferences, workshops, PTO presentations), electronic documents, and/or written messages.
- 7.3 Serves as a resource to parents and the community.
- 7.4 Regularly meets with K-12 Science Specialists/Staff and the Superintendent of schools or designee to articulate program and services.
- 7.5 Forms and maintains liaisons with team leaders, grade level leaders, and department chairs.
- 7.6 Serves as a resource person on various district-wide committees.

8. Student Assessment

- 8.1 Coordinates student assessments as needed.
- 8.2 Develops or supports development of curriculum based benchmark assessments.
- 8.3 Analyzes student assessments for instructional planning.
- 8.4 Facilitates use of student benchmark data in providing for student learning, informing professional development, and informing program.

9. Other Duties

- 9.1 Any other duties as deemed necessary by the Director and/or Superintendent

II. **PROFESSIONAL RESPONSIBILITIES:**

1. Reflection and Continuous Learning

- Re-evaluates periodically their own methods of presentation.
- Continually engages in self-evaluation of the effects of their choices and actions on students and the school community.
- Demonstrates responsibility for self-growth, professional improvements, and ongoing self-evaluation.

2. Professional and Ethical Practice

- Conducts herself/himself as a professional in accordance with the Code of Professional Responsibility for Teachers (Section 10-145d-400a of the Connecticut Certification Regulations).
- Follows district policies and procedures.
- Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Demonstrates ethical behavior toward fellow teachers and co-workers.

Rev 2/14/2018

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 1% Fund

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

FOR BOE MEETING: July 25, 2018

ITEM SUMMARY:

During the Town Council meeting of July 24, 2018 the Council reviewed item 8.3 *Discussion of the Board of Education 1% Reserve Fund*. The opportunity to set up such a fund was made possible through CGS 10-248a, and was discussed by the Board of Education and Town Council in 2013. The Education Reserve Fund was established in August 2013 (2013-8-1 Special Meeting of the Board of Education and Town Council meetings including and up to August 27, 2013). The Tolland Ordinance Number 86 was adopted on August 27, 2013. Under 8-6 *Review of this chapter* the processes outlined within the sections of the chapter "shall be reviewed by the Town Council and the Board of Education every five years from date of adoption."

FINANCIAL SUMMARY:

8-27-2013 Section 8.2.A.

Unexpended funds of the school district from the prior fiscal years budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. The fund shall be accounted for on the Board of Education's general ledger and will be solely used for non-recurring or unanticipated funding needs of the Board of Education including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.

BOARD ATTORNEY REVIEW:

Reviewed

BOE ACTION DESIRED:

Discussion of Educational Reserve Fund and the proposed changes before the Town Council.

SUPPORTING MATERIALS ATTACHED:

- 1) Ordinance 86: as approved 8-27-2018 (Education Reserve Fund)
- 2) 8.3 Discussion of the Board of Education 1% Reserve Fund (with Proposed Revisions)

Chapter 8. Education Reserve Fund

§ 8-1. Purpose.

There is hereby created a Board of Education Special Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education nonrecurring or unanticipated expenditure funding needs.

§ 8-2. Contributions to fund.

- A. Unexpended funds of the school district from the prior fiscal year's budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. The fund shall be accounted for on the Board of Education's general ledger and will be solely used for nonrecurring or unanticipated finding needs of the Board of Education, including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.
- B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year-end balance, and that amount shall be confirmed by the Town's audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.
- C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Subsection A, above.

§ 8-3. Custody of fund and investments.

The Board of Education Special Reserve Funds shall be part of the Board of Education's pooled cash account or a separate cash account in the custody of the Board of Education Business Manager and Town Treasurer. The Town Treasurer or Town Finance Director, in consultation with the Board of Education Business Manager, may, from time to time, invest all or any part of the monies in said fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Board of Education Business Manager shall exercise control and administration of the Board of Education Special Reserve Fund on the Board of Education's general ledger in accordance with Board of Education policies.

§ 8-4. Use of monies from committed fund balance account.

Monies deposited into the Board of Education Special Reserve Fund shall be used solely by the Board of Education pursuant to the following:

- A. The Board of Education shall approve requests for purchases made from this fund
- B. Once the Board of Education approves the requested use of the funds, the designated Board of Education employee(s) will place the orders for the items pursuant to their purchasing and payment policies.

- C. At the end of each fiscal year, the Superintendent of Schools will provide the Town Council and Board of Education with financial reports to identify purchases made from the fund and any remaining balance.

§ 8-5. Continuity of account.

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education Special Reserve Fund shall be nonlapsing and remain within the fund for use by the Board of Education.

§ 8-6. Review of this chapter.

The processes outlined within the sections of this chapter shall be reviewed by the Town Council and Board of Education every five years from date of adoption.

AGENDA ITEM BACKGROUND

ITEM: Discussion of the Board of Education 1% Reserve Fund.

FOR COUNCIL MEETING OF: July 24, 2018

ITEM SUMMARY: The current ordinance requires a review in the month of August 2018. The marked up version I have presented to you reflects input I have received from various Council members. This draft version is distributed for discussion purposes only. The BOE has requested that a copy of this marked up version be sent to them at the same time you are receiving it and I have copied them on this distribution. While it looks like a number of edits, many are procedural to reflect actual practice and others have been made to more closely mirror the language in the CT General Statutes. The most significant change is in Section A – Contributions to the Fund – whereby the Town Council may deposit funds into the account rather than shall.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: N/A.

SUPPORTING MATERIALS:

- Draft Education Reserve Fund Ordinance
- Current CT State Statute
- Tolland's Adopted Education Reserve Fund Ordinance
- BOE 1% Non-Lapsing Fund per Town

DRAFT

Chapter 8: Education Reserve Fund

Purpose

There is hereby created a Board of Education ~~Special~~ Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education ~~non-recurring or capital and/or unanticipated special education~~ expenditure funding needs.

§. Contributions to the Fund

~~A. Unexpended funds of the school district from the prior fiscal years budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. Subject to audit confirmation of the Board of Education's available year end balance and the status of the unassigned fund balance, the Town Council may deposit into a non-lapsing account any unexpended funds of the prior fiscal year from the budgeted appropriation for education. This amount may not exceed one percent of the total budgeted appropriation for education for such fiscal year. The Board of Education shall provide a written request to the Town Council after they have approved it at their Board meeting. The Town Council shall take into consideration any potential budgetary conditions that may require the use of unassigned fund balance and/or fund balance reserve requirements prior to approving this authorization. The Town Council will further consider the needs of the Board of Education and efforts made to expend less funds than budgeted. The decision rendered by the Town Council shall state the specific reason.~~

~~The fund shall be accounted for on the Board of Education's Town's general ledger and will be solely used for non-recurring or unanticipated funding needs of the Board of Education including but not limited to Board of Education capital items, and/or unanticipated special education expenditures which shall not supplant budgeted funds, needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.~~

~~B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year-end balance and that amount shall be confirmed by the Town's Audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.~~

~~C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Section A above.~~

§. Custody of Fund and Investments.

The Board of Education ~~Special~~ Reserve Funds shall be part of the ~~Board of Education's Town's~~ pooled cash account or a separate cash account in the custody of the ~~Board of Education Business Manager and Town Finance Director or Town~~ Treasurer. The Town Treasurer or Town Finance Director, ~~in consultation with the Board of Education Business Manager~~ may, from time to time, invest all or any part of the monies in said Fund in any securities in which public funds may lawfully

be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The ~~Board of Education Business Manager~~ Town's Finance Director shall exercise control and administration of the Board of Education ~~Special~~-Reserve Fund on the ~~Board of Education's-Town's~~ general ledger. Purchases will be made in accordance with Board of Education Policies. The Board of Education Business Manager shall also maintain a ledger of the deposits and withdrawals of the fund within their records.

§. Use of monies from the Committed Fund Balance Account.

A. Monies deposited into the Board of Education ~~Special~~-Reserve Fund shall be used solely by the Board of Education pursuant to the following:

1. The Board of Education shall approve requests for purchases or other uses made from this fund pursuant to Section 8.2 A above.
2. Once the Board of Education approves the requested use of the funds the designated Board of Education employee(s) will provide a copy of the resolution authorizing the purchase to the Town's Finance staff and request the issuance of a purchase order. The Board of Education employee shall place the orders for the items once the purchase order has been processed. The purchasing process shall be pursuant to their Board of Education's purchasing and payment policies.
3. At the end of each fiscal year, the ~~Superintendent of Schools~~ Town Finance Director, after reconciliation with the Board of Education Superintendent and/or designee, will provide the Town Council and Board of Education with financial reports to identify ~~purchases made from the use of~~ the fund and any remaining balance.

§. Continuity of Account

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education ~~Special~~-Reserve Fund shall be non-lapsing and remain within the fund for use by the Board of Education.

§. Review of this Ordinance

The processes outlined within the sections of this ordinance shall be reviewed by the Town Council and Board of Education every 5 years from date of adoption or revision.

History: Adopted by the Town Council of the Town of Tolland 8-27-2013 by Ord. No. 86.

Amended: August XX, 2018

Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

(P.A. 10-108, S. 32.)

History: P.A. 10-108 effective July 1, 2010.

Chapter 8

EDUCATION RESERVE FUND

§ 8-1. Purpose.

There is hereby created a Board of Education Special Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education nonrecurring or unanticipated expenditure funding needs.

§ 8-2. Contributions to fund.

- A. Unexpended funds of the school district from the prior fiscal year's budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. The fund shall be accounted for on the Board of Education's general ledger and will be solely used for nonrecurring or unanticipated finding needs of the Board of Education, including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.
- B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year-end balance, and that amount shall be confirmed by the Town's audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.
- C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Subsection A, above.

§ 8-3. Custody of fund and investments.

The Board of Education Special Reserve Funds shall be part of the Board of Education's pooled cash account or a separate cash account in the custody of the Board of Education Business Manager and Town Treasurer. The Town Treasurer or Town Finance Director, in consultation with the Board of Education Business Manager, may, from time to time, invest all or any part of the monies in said fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Board of Education Business Manager shall exercise control and administration of the Board of Education Special Reserve Fund on the Board of Education's general ledger in accordance with Board of Education policies.

§ 8-4. Use of monies from committed fund balance account.

Monies deposited into the Board of Education Special Reserve Fund shall be used solely by the Board of Education pursuant to the following:

- A. The Board of Education shall approve requests for purchases made from this fund
- B. Once the Board of Education approves the requested use of the funds, the designated Board of Education employee(s) will place the orders for the items pursuant to their purchasing and payment policies.
- C. At the end of each fiscal year, the Superintendent of Schools will provide the Town Council and Board of Education with financial reports to identify purchases made from the fund and any remaining balance.

§ 8-5. Continuity of account.

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education Special Reserve Fund shall be nonlapsing and remain within the fund for use by the Board of Education.

§ 8-6. Review of this chapter.

The processes outlined within the sections of this chapter shall be reviewed by the Town Council and Board of Education every five years from date of adoption.

BOE 1% Non-Lapsing Fund

Town	Allowed Use	Spending Authorization	Funding	Comments
Avon	Has not adopted			
Bloomfield	Capital			
Branford	did not adopt			
Chaplin	Capital or emergency can not increase MBR	BOF	Year end transfer recommended by BOE approved by BOF	Limit in fund of 2% of current approp
Coventry	CNRE in previously in 6 yr CIP Town Council		Year end transfer recommended by BOE approved by TC	Accumulated limit in fund of 3% of current FY approp.
Ellington	Has not adopted			
Farmington	Has not adopted			
Glastonbury	Operating Expense, Capital Projects, Maintenance Expense	BOE	Year end transfer authorized by BOE	
Manchester	Has not adopted			
Mansfield	Capital repair/maint	Town Council	Year end money	
Milford	unfunded CIP	BOE	Year end money	
North Branford	Capital	Town Council	Year end unexpended	
Norwich	did not adopt			
Plainville	Has not adopted			
South Windsor	Special Education	BOE	Year end money	
Stamford	?			
Suffield	Has not adopted			
Union	has not adopted - community opposition			
Vernon	CNRE previously in CIP	Town Council	Year end transfer recommended by BOE approved by TC	
Westbrook	CNRE	Board of Finance	Year end Balance Annual Appropriation	

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Communications Brainstorming

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

FOR BOE MEETING: July 27, 2018

ITEM SUMMARY:

In preparation for the presentation on August 22, 2018 with regard to communications, a brief brainstorming session is encouraged to develop questions and to discuss what the Board of Education would like covered.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Discussion / Brainstorming

SUPPORTING MATERIALS ATTACHED:

None attached.

**TOWN COUNCIL MEETING MINUTES
SPECIAL MEETING**

**HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
JUNE 26, 2018 - 6:00 P.M.**

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair (*arrived at 6:13 p.m.*); Brenda Falusi; Tammy Nuccio; John Reagan; Paul Reynolds (*arrived at 6:23 p.m.*) and Christine Vincent

MEMBERS ABSENT: None.

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

1. **Call to Order:** William Eccles called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited, and a moment of silence was observed.

2. **Public Hearing**

2.1.1 Discussion and action on the Draft Report of the revisions to the Town Charter recommended by the Charter Revision Commission

Christine Vincent motioned to open the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

Keith Randino of 56 Garnet Ridge Drive: He would like to see a bifurcation of the referendum, one for the town side and one for the BOE side. There is a case known as *BOE v. Naugatuck, Et Al.*, which decided it was legal, and there are 39 towns as of 2011 that have a bifurcated referendum. He wondered if the Council would be willing to send it back to the Committee for discussion.

Michael Pascuzzi of 55 Aveberry Lane: He supports the referendum as it currently is. He is against adding any strings to it. If you do, it could be manipulated by any party. The system works as it is.

Sue Errickson of 3 Benjamin Lane (Co-Chair of the Charter Revision Commission): She let the Council know that their next meeting is July 19th. She suggested that they could have a workshop prior to that meeting if one is needed.

Tammy Nuccio motioned to close the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

Mr. Eccles said their goal tonight is to make it through all the suggested changes. It was determined that they were going to take each change and either agree to it, or reject it. If a change is rejected, they will come back to it and have further discussion on it. If the Council has changes, the town staff will provide language back to the Council that will then be sent to the Commission. Even though the Council may accept a change, that doesn't necessarily mean that they agree with it, it just means that it will be sent to the voters.

Mr. Werbner said the Council will have one opportunity at the end of the process to determine what they want to go on the ballot. So, accepting something tonight doesn't necessarily mean it has to be on the ballot.

Mr. Eccles read through the sections with changes. Each Council member stated whether they accepted or rejected the change. If a section is not listed below, the Council agreed on the changes. The sections in which one or more Council member rejected are as follows:

C3-1 – Staggered Terms – TC

C3-2 – Staggered Terms – BOE

C5-2 – Appointments by TC – Terms

C6-1 – Town Manager – Appointment

C9-7 – Obligation of the Council

C9-14 – Expenditures and Accounting

Since some publications reflected tonight's special meeting starting at 6:30 p.m., the public hearing was re-opened for the benefit of those who arrived late to the meeting.

Christine Vincent motioned to reopen the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

Deb Goetz of 179 Kate Lane: With regard to C9-10, since the Council accepted all the proposed changes, would they be considering any of their own changes?

The Council said no.

Keith Randino: He reiterated his comment that was made above for those Council members who arrived after 6:00 p.m.

Brenda Falusi motion to close the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

The Council members went back to their review of the proposed changes to the Charter. The following was rejected:

C9-16 - Borrowing

Discussion on the rejected items:

C3-1 and C3-2

There shall be a Town Council consisting of seven (7) members who shall be elected, four (4) members to four-year terms and three (3) members to two-year terms; all of whom shall serve without compensation. At each biennial municipal election there shall be elected two (2) members to four-year terms and three (3) members to two-year terms. ~~At each biennial municipal election there shall be elected seven (7) members to the Town Council, who shall serve for two (2) years without compensation.~~ No member of this Council shall hold any other elective or, compensated, appointive

There shall be a Board of Education consisting of nine (9) members who shall be elected, six (6) members to four-year terms and three (3) members to two-year terms; all of whom shall serve without compensation. At each biennial municipal election there shall be elected three (3) members to four-year terms and three (3) members to two-year terms. ~~At each biennial municipal election there shall be elected nine (9) members to the Board of Education, who shall serve for two (2) years without compensation.~~ No member of this Board shall hold any other elective or, compensated, appointive position or be an employee under the government of the Town including the school

Mr. Eccles said anything that requires a four year term is a non-starter for him. Tammy Nuccio agreed. She said she thinks it would be too hard to find people to commit to four years. Mr. Reagan rejects it also. Mr. Skoczulek understands the intention behind it. Ms. Falusi doesn't have a preference either way, but because there was so much input from the residents, she feels it is right to let them vote. She agrees that it could allow the residents to clear the slate if they wanted to. She agrees that some people may not want to sign up for four years, but there are slots for two year terms. The PZC does have four year terms and they have been successful in finding people. She said there would be less people to look for. She likes the idea that some people would have some history regarding the policies, etc. She thinks that the residents should be able to vote on it. Dave Skoczulek added that the learning curve argument doesn't hold much water with him. It takes time to get up to speed, but not two years. People should be coming to meetings prior to being elected so that they know what the key issues are. Mr. Eccles said even though the PZC has had success, it is two different Boards. Mr. Reynolds said having two year terms keeps government closer to the people. Christine Vincent said there are challenges to get people to serve. She is willing to keep it in and let the voters decide. Mr. Reagan said to leave it the way it is. He likes to have the ability to decide for himself whether he would like to run again. Discussion continued.

C3-1: Rejected (5 rejected/2 accepted) – Majority rules.

C3-2: Rejected (5 rejected/2 accepted) – Majority rules.

Mr. Eccles did mention that there was a change buried in both sections. The word 'compensated' has been removed. All members accepted that change.

C5-2

Upon board recommendation, the Town Council may remove any member from any appointed board, commission, committee, or agency who serves without compensation as follows: (i) upon such member's unexcused absence from three consecutive meetings of the board, commission, committee, or agency, whether regular or special meetings; or (ii) upon such member's unexcused absence from fifty percent or more of the meetings, whether regular or special meetings, of the board, commission, committee, or agency within a calendar year, unless otherwise provided by the CT General Statutes.

Mr. Skoczulek suggested sending this back to the Charter Committee to add language based upon recommendations made by Attorney Diaz. The section was accepted as it was written, but the Council requested additional language to allow for removal due to cause be added.

C5-2: Accepted with provision by all Council members.

C6-1:

~~must become a resident within a length of time deemed reasonable by the Council. The Manager shall devote his full time to the duties of his office and during the term of office shall reside in Tolland.~~ The compensation, residency and terms of employment of the Manager shall be fixed by the Council and shall not be ~~changed decreased~~ except at the beginning of a fiscal year by a vote of the Council taken at least one (1) month prior to that date.

Mr. Eccles said he believes this allows the town the flexibility that may be needed in the future. Tolland may need to have a town manager that is shared with another town, or is part-time dependent on the needs of the town and the needs of the fiscal climate that we are in. He would like the future Council's to have this option. Ms. Nuccio likes the town manager in town. They would have skin in the game. Mr. Eccles agrees with her, but if the best option is someone who lives out of town, it would be great if they had the option. Ms. Vincent said she would hope that a professional would have skin in the game no matter where they lived. Mr. Reynolds likes the flexibility. It helps with the sharing of a manager in the future.

C6-1: Accepted by all Council members

C9-7

raised by taxation. The budget shall become effective when passed at the Annual Budget Referendum and an official copy shall be filed with the Town Clerk. ~~Within ten (10) days a~~ After the Annual Budget Referendum, the Council shall at its next scheduled meeting, fix the rate in mills, which shall be levied on all taxable property in the Town for the ensuing fiscal year. The resolution

Ms. Nuccio doesn't disagree with the proposal, but would like some language incorporated such as 'at the estimated mill rate or lower'. Mr. Eccles said the purpose of the budget referendum is to set the budget, not the mill rate. The mill rate is dependent on the budget and a lot of other factors. He doesn't think this is the place to fix this. The change would be in the language on the Referendum. Language could be added about the possibility of the need to change the mill rate.

C9-7: Accepted by all Council members

Mr. Reynolds commented that some of the paragraphs in the Charter are rather large. It was determined that staff would go through and break apart the paragraphs.

C9-14

purchasing policy. No voucher, claim or charge against the Town shall be paid until the same has been audited by the Manager or the Manager's designee, ~~his agent~~ and approved by the Manager or the Manager's designee for correctness and validity in accordance with the Town's purchasing policy.

~~request transmitted by~~ The Manager may make unencumbered appropriation transfers between departments for up to 3% of the department budget from which the funds will be transferred. ~~the Council may by resolution transfer any unencumbered appropriations, balance or portion thereof from one department, commission, board or office to another.~~ No transfer shall be made from any appropriations for debt service and other statutory charges. ~~The Council, by resolution, may make~~

Mr. Werbner said the designee in this whole section is really the Finance Director based upon processed things. It is a financial policy decision in terms of spending more money than is appropriated.

C9-14 – Accepted by all Council members

C9-16

manner as provided for the adoption of ordinances. If the amount of any resolution authorizing the issuance of general obligation bonds, any such bond issue or issues, or issuance of notes in anticipation of such bonds, independently or combined with a resolution or resolutions previously adopted in the same fiscal year, the total of which shall exceed seven ~~five~~ percent (~~75~~) of the current tax levy in any fiscal year, said resolution for such bond issue or issuance of ~~or issues or issuance of~~ bond anticipation notes, shall be approved by a referendum vote of the registered voters. Any

Ms. Nuccio would like to see this stay at 5%. Going to 7% makes the number higher where they wouldn't need to go to referendum. Mr. Reynolds agrees with Ms. Nuccio. With tighter times coming up, the people should have more of a say. Mr. Reagan believes in the interest of transparency, leaving it at 5% is a good idea.

C9-16 – The 5% to 7% change was rejected by all Council members. They would like to keep it at 5%. All other changes were accepted.

Council discussed Mr. Randino's suggestion regarding bifurcating the budget between the Town and the BOE:

Mr. Eccles said he sees this dividing the town. Ms. Nuccio said we are one town and it should be one budget. Mr. Skoczulek thinks there are a lot of tweaks that can be made to the referendum process, but there are a lot of people who do not want change. Mr. Reynolds would like to keep the budget process the way it is. Mr. Eccles thanked the resident for his input.

Ms. Nuccio had requested information regarding on-line petitioning vs. pen and paper. Attorney Vianca Diaz said it would be up to the Town Clerk to decide. The exception would be changes to the Charter. Those need to be pen and paper.

3. Public Participation

Bob Pagani of 27 Barbara Road: He commented that he has been on the BOE for 15 years. When he first came onto the Board, there were eight new members. He is in favor of staggered terms. It takes too long to get people up to speed. It takes away from the efficiency of the Board. He doesn't think the Council's decision was a good one.

- 4. Adjournment:** David Skoczulek moved to adjourn the meeting; Seconded by Christine Vincent at 7:36 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM

JUNE 26, 2018

(IMMEDIATELY FOLLOWING THE 6:00 PM SPECIAL MEETING)

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: Steven Werbner, Town Manager; Lisa Hancock, Finance Director; Michael Wilkinson, Director of Administrative Services; Michele Manas, Collector of Revenue

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:43 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:**
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **John Reagan, WPCA:** No big maintenance items on the horizon, they discussed their budget. **Tammy Nuccio, BOE:** They discussed their end of year balance and the money left over (\$1.1m). They are requesting that a portion of the overage (\$393,000) be put in the 1% fund; they would like to break out \$543,000 for capital projects, and the balance to stay in the fund. They saw a large savings in the Special Ed costs, which Dr. Willett believes will be sustainable for next year. **Brenda Falusi, PZC:** Discussion regarding wineries, breweries, distilleries, cideries and medical marijuana dispensaries occurred. How can Tolland be at the forefront for these types of things? There was discussion on signs as well.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
To view agenda item attachments, you may visit: <https://www.tolland.org/town-council>
 - 8.1 Consideration of a resolution appropriating \$1,290,606 for Capital Projects and authorizing the issuance of bonds and notes less any grants or other sources of funds received by the Town for said projects and the setting of a Public Hearing thereon for July 10, 2018.

Mr. Werbner said this agenda item is required to introduce a resolution and set a Public Hearing for capital projects that together total \$1,290,606. The debt issuance for each project will be reduced by any existing allocated funds, donations or grant proceeds as they relate to the projects. The projects include:

- Appropriating \$773,484 for certain pavement improvements

- Appropriating \$100,000 for salt shed tarp acquisition
- Appropriating \$417,122 for heavy machinery and equipment acquisition

David Skoczulek motioned that the following resolution be introduced and set down for a Public Hearing on July 10, 2018 at 7:00 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED, by the Tolland Town Council that it hereby appropriates as follows:

A resolution appropriating \$773,484 for certain pavement improvements, appropriating \$100,000 for salt shed tarp acquisition, and appropriating \$417,122 for heavy machinery and equipment acquisition, and authorizing the issuance of up to \$1,290,606 bonds and notes to finance the appropriations. A copy of the full text of the resolution is recorded following these minutes.

Seconded by Tammy Nuccio. All in favor. None opposed.

8.2 Consideration and action on the Suspense Tax List for June 30, 2018.

Michelle Manus said this is something they do yearly. They put the accounts in suspense, and then they turn them over to Rossi Law Offices for collection. Mr. Werbner said Tolland's list is very small compared to other communities.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the June 30, 2018 Suspense List in the amount of \$15,625.07.

Seconded by Paul Reynolds. All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions.

David Skoczulek motioned to accept the following appointments:

8.3.a. Appointment to Housing Authority

David Young, 49 Merrow Road, term 07/01/18 – 06/30/23

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

David Skoczulek motioned to accept the following appointments:

8.3.b. Appointment to Board of Education

Katherine Howard-Bender, 103 Goose Lane, term 07/01/18 – 11/06/19

Seconded by Brenda Falusi. 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 read a memo he sent to the Council members earlier today into the record regarding the unaudited end-of-the-year preliminary financial status:

At this point in time, any assumptions I am making on end of year balances I am not incorporating any savings from the BOE. I have heard that some money may be turned back to undesignated fund balance from the BOE but I do not have a specific figure to use at this point.

Deb Goetz asked how much we assumed we would receive this fiscal year in ECS payments and how much we actually received. We had assumed \$10,172,654. We received \$9,340,930. That is a difference of \$831,724.

At this point our total short fall in revenues is \$886,295.

On the town side we are estimating expenditure savings of \$329,263. Thus at this point we would need to use \$557,032 from fund balance or \$157,032 more than assumed. This figure may be somewhat misleading because \$290,000 of the savings will be coming out on July 1 to help fund the additional Resident Troopers.

In terms of fund balance on a budgetary basis we will have gone from a high of \$8,153,976 in FY 2016-17 to an estimated amount of \$6,906,945 in FY 2018-19. Unassigned fund balance on a GAPP Basis has on a percentage basis gone from 12.27% to 11.00% over the same time period. You will recall if we get below 10% then according to our fund balance policy restrictions come into play in terms of use.

All these numbers will change if there is any turn back from the BOE. He will revise those numbers, but they won't have a final audited amount until sometime later in the Fall.

11. **ADOPTION OF MINUTES**

- 11.1 June 12, 2018 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Christine Vincent. All in favor. None opposed.
- 11.2 June 12, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:**

- 12.1 CT Siting Council
- 12.2 CCM
- 12.3 Note from George Battle, Deputy Commissioner, Division of the State Police thanking Chief Littell and his organization for their generosity after the loss of Trooper First Class Kevin Miller

13. **CHAIRMAN'S REPORT:** Nothing to report.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

Ben Christensen of 97 Virginia Lane: He thanked the Council for their work on the Charter Revision. With regard to banning plastic bags in town, many towns have banned them. He provided some statistics on that. He asked if there has been any talk on this. Mansfield is voting on it this summer.

Mr. Eccles said it is an idea worth considering. It was decided that this topic would be put on a future agenda.

Deb Goetz of 176 Kate Lane: The BOE had a lot of money left over. They repeatedly said that they held onto \$800,000+ because they were afraid of hold-backs. So, they did not hire all those positions. She understands that and doesn't blame them. But, they held onto that money. There was a shortfall in the ECS, so why is the money coming from the fund balance? Why doesn't it come from what they put aside? They are spending their money on things that are in a five year plan.

Mr. Eccles said he understands where she is coming from. The Town Council is basically powerless to do anything differently than what the Board has decided to do.

16. **ADJOURNMENT:** David Skoczulek moved to adjourn the meeting; Seconded by Christine Vincent at 8:11 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JULY 10, 2018 – 7:00 PM

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; John Reagan and Christine Vincent

MEMBERS ABSENT: Tammy Nuccio and Paul Reynolds

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

1. **CALL TO ORDER:** William Eccles 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)

Maria Capasso of 97 Burbank Road: She is concerned about public safety, mostly having to do with speeding. She advised that her dog got struck by a car last week on Burbank Road. Although, she takes full responsibility for not having her pet on a leash, the driver was speeding. She understands that the town has two devices that they use. She would like to see those on the road, and speed signs posted on Burbank Road. She would like to see more enforcement of speeding in the town.

Mr. Eccles commented that there has been some correspondence between the Town Manager's office and Public Safety, as well as the Public Works Dept, about potential signage on Burbank Road and the use of the extra speed monitoring device.

Sue Errickson of 3 Benjamin Lane: She extended an invitation to the Council members to attend the next Charter Revision meeting. She raised a concern regarding a revision to the Charter, specifically Sec. C9-4: instead of the reference to April 11th, the date should be February 24th.

Attorney Diaz commented that the wording says 'on or before April 11'. So, it can be done before April 11th. No corrections will be made. The wording will remain the same.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution to dissolve the Tolland Economic and Community Development Corporation.

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

Mr. Werbner said the TECDC was formed in 2002 for a specific purpose. However, the town did not move forward with acquiring that parcel of land. In recent years, the TECDC has been a duplicate of the EDC. Since there is no need for an entity to acquire and develop land for the town, the TECDC voted on June 7, 2018 to dissolve in accordance with State Statutes.

Christine Vincent 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 Tolland Economic and Community Development Corporation (TECDC) was formed in 2002 to develop a parcel of land that the Town intended to acquire for business development,

WHEREAS, the Town did not acquire said property,

WHEREAS, the Town has an established Economic Development Commission to carry out economic development in Tolland,

WHEREAS, the board of directors of the TECDC has determined its service is no longer necessary to carry out economic development,

WHEREAS, pursuant to Connecticut General Statutes 33-1171 and Article VI of the TECDC's By-Laws, on June 7, 2018 the board of directors approved the dissolution of the TECDC effective June 30, 2018 and directed the President to file a certificate of dissolution with the Secretary of State,

AND FURTHER, Section C4-4 of the Town Charter vests exclusive power in the Town Council to abolish boards and commissions by ordinance,

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby abolishes the Tolland Economic and Community Development Corporation.

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

- 6.2 Consideration of a resolution appropriating \$1,290,606 for Capital Projects and authorizing the issuance of bonds and notes less any grants or other sources of funds received by the Town for said projects.

Mr. Werbner said this is the appropriation that is included in the adopted budget, within the capital section of the budget, for capital projects that together total \$1,290,606. The debt issuance for each project will be reduced by any existing allocated funds, donations or grant proceeds as they relate to the projects. The projects include:

Appropriating \$773,484 for certain pavement improvements

Appropriating \$100,000 for salt shed tarp acquisition

Appropriating \$417,122 for heavy machinery and equipment acquisition

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

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

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED, by the Tolland Town Council that it hereby appropriates as follows:

A resolution appropriating \$773,484 for certain pavement improvements, appropriating \$100,000 for salt shed tarp acquisition, and appropriating \$417,122 for heavy machinery and equipment acquisition, and authorizing the issuance of up to \$1,290,606 bonds and notes to finance the appropriations. A copy of the full text of the resolution is recorded following these minutes.

Seconded by Brenda Falusi. William Eccles; David Skoczulek; Brenda Falusi; John Reagan and Christine Vincent were all in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Brenda Falusi, PZC:** They continued discussion on wineries, breweries, distilleries, cideries and medical marijuana. They also accepted the zone change for religious institutions to go into the Industrial Park. **Sam Adlerstein, BOE:** There are some capital items that the Board would like the Council to act on. They would like to have collaborative discussion with the Council regarding the 1% fund and future budgets.

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

To view agenda item attachments, you may visit: <https://www.tolland.org/town-council>

8.1 Discussion and action on the Draft Report of the revisions to the Town Charter recommended by the Charter Revision Commission.

Mr. Eccles, Ms. Vincent and Ms. Falusi compared their changes against the draft revisions, and all agreed that everything appeared to be in order. Mr. Wilkinson did draw their attention to the revised / added wording in Section C5-2, which has to do with removal of a member from a Board, Commission, Committee or Agency. The Council members agreed that the new language reflects their intent appropriately.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council hereby submit the recommended changes back to the Charter Revision Commission on July 11, 2018

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

Mr. Eccles reviewed the final Charter Revision dates and deadlines:

TBD July 19, 2018	Meet and confer with Commission regarding Town Council recommendations.
August 10, 2018	Final Report submitted to Town Council by this date. (If Town Council submits its recommended changes to the Commission before July 11, 2018, date must be amended. See Conn. Gen. Stat. § 7-191(c)).
September 6, 2018	Submit amendments for November 2018 ballot by this date.
September 24, 2018	Charter amendments must be published in newspaper at least once by this date. See Conn. Gen. Stat. § 7-191(d). (If Town Council submits its recommended changes to the Commission before July 11, 2018 or if Final Report is submitted to the

Town Council prior to August 10, 2018, date must be amended. See Conn. Gen. Stat. § 7-191(c)).

**** August 14, 2018 and August 28, 2018 are possible dates for Town Council approval and for submitting for the 2018 ballot.**

- 8.2 Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

Mr. Werbner said these are items that the BOE has determined are obsolete. They are requesting permission to discard the items.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

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

- 8.3 Consideration of a resolution authorizing the Town Manager to enter into a contract with the Connecticut State Library for a Historic Documents Preservation Grant for FY 2018/2019.

Mr. Werbner said this is a state grant to restore and preserve approximately 53 original linen and paper maps.

David Skoczulek motioned to accept the following resolution:

RESOLVED that Steven R. Werbner, Tolland Town Manager, is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

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

- 8.4 Appointments to vacancies on various municipal boards/commissions.

A resignation letter was received from Linda Palmer – Agriculture Commission (eff. 7/9/18).

David Skoczulek motioned to accept the following appointments:

- 8.4.a. Reappointments to Agriculture Commission

Sarah Farrell, Term 7/9/18 – 7/9/21

Stephen Lundgren, Moving from Alternate to Member (taking Member Slot of Linda Palmer),
Current Term 7/9/16 – 7/9/19

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 had nothing to add to his written report.

11. ADOPTION OF MINUTES

- 11.1 June 20, 2018 Shared Services Ad Hoc Committee Minutes: These minutes have been submitted, but cannot be approved due to the number of members present at the meeting.
- 11.2 June 26, 2018 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed.
- 11.3 June 26, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Two Letters from the Connecticut Siting Council regarding modifying existing telecommunications

13. CHAIRMAN'S REPORT: Mr. Eccles apologized to the public for missing his last Chairman's Hour.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: Mr. Skoczulek mentioned an article in the J.I. about Enfield's town manager search. They only received three candidates, and no one was really happy with the candidates they got. They believe the residency requirement was one issue having an effect on the search.

Mr. Eccles said there will be a joint meeting with the BOE and TC to discuss the working agreement and goals on August 21st. He also advised that the Charter Revision Commission's last meeting will be July 19th at 7:00 p.m. in the Library Program Room.

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

16. ADJOURNMENT: David Skoczulek moved to adjourn the meeting; Seconded by Christine Vincent at 7:39 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk