

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
September 26, 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 – September 12, 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 – Fischer Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

- G.1 Prevention Training and Technical Assistance Service Center-[John Daviau](#) (no enclosure)
- G.2 2019 BOE Meeting Dates
- G.3 Educational Reserve Fund Request
- G.4. Follow up to 9-25-2018 TC / BOE Meetings

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 – September 11, 2018

Town Council Meeting – September 11, 2018

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

## **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING – September 12, 2018

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary, Ms. Jane Pasini, Ms. Kate Howard-Bender, Mr. Jeff Schroeder, Mr. Bob Pagoni, and Mr. Sam Adlerstein

Members Absent: Ms. Christina Plourd

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mark McLaughlin, Business Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:30PM. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Special Meeting – August 15, 2018
- Regular Meeting – August 22, 2018

Ms. Moran motioned to approve the minutes of the August 15<sup>th</sup> Special Meeting and the August 22<sup>nd</sup> Regular Meeting. Ms. Harrold seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

Mr. Schroeder requested that the Board review sports tryouts at TMS. Some students are being cut and he expressed concern about not having kids on teams at the middle school level since this is where they can learn the most. Dr. Willett asked that Mr. Schroeder communicate with him regarding this item given that he is a Board member. Mr. Pagoni added that this is something that has been addressed in the past and while it will never be perfect, things are going well given the new advisory committee. Mr. Adlerstein noted that having kids play sports at the middle school level adds to their development and the question becomes how to make that happen. There are opportunities to improve one's skills in the recreational programs. Ms. Moran added that when this topic has been researched in the past they learned that one component that needs to be taken into consideration is staffing.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

- Freshman Orientation was a successful event
- THS Fall Semester Open House – September 13<sup>th</sup>
- THS Welcome Back Dance – September 14<sup>th</sup>
- Students have expressed concern regarding the 7AM opening time at THS. Students who arrive before 7AM are not allowed to enter the building and there is concern regarding facets including safety.

- Dr. Willett commented that he is aware of these concerns and the solutions require resource allocations. Dr. Willett shared one possible solution, posed by Ms. Fox, to have students be able to wait in the cafeteria as early as 6:45AM and to have a paraprofessional as a monitor. Dr. Willett explained that in terms of security, if the doors are open and monitors are not present then anything could happen in the building. This is part of why precautions were taken but he understands the frustration. He invited the Board members to comment if they disagreed with the proposed solution. The members were in agreement.

G. SUPERINTENDENT'S REPORT

G.1. Monthly Financial Report

Dr. Willett reviewed the report (attachment G1) and highlighted the noted considerations. The August financial report shows an available balance of \$9,795,129 or 24.71% of the BOE's current budget. Mr. Adlerstein inquired if they would need a plan to offset the salaries. Dr. Willett responded that he did not believe so and added that a large portion is the newly hired special education supervisor as was discussed and planned in prior meetings. Dr. Willett added that the desired hiring of other positions has occurred.

G.2. Donation

Dr. Willett reviewed attachment G.2.

In accordance with Policy 3050, Dr. Willett is presenting this information to the Board. He added that both very generous donations serve educational purposes.

Ms. Karen Marcham has offered to donate \$1,000 and the family of Mr. Douglas Cook would like to donate \$2,500 for a total of \$3,500 to the THS Football Team.

Dr. Willett commented that the district cannot express enough gratitude for these donations. This is amazing and they are very thankful. A brief discussion took place. It was noted that the funds would be under the oversight of the Athletic Supervisor. Ms. Yudichak commented that this is a very thoughtful donation from both families.

G.3. Policy 6011 – Graduation Requirements

Dr. Willett reviewed attachment G.3.

This item was presented for its first reading. Dr. Willett explained that the edits are predominantly housekeeping items and a few changes in language. A brief discussion took place. The Board opted not to take action on this item so as to give the public a chance to weigh in on this matter.

G.4. Strategic Prevention Framework

Dr. Willett reviewed attachment G.4.

Dr. Willett noted that Mr. John Daviau of the *Prevention Training and Technical Assistance Service Center* of the CT Association of Prevention Professionals will present at the September 26<sup>th</sup> Board meeting.

Dr. Willett added that the document, "*The Legalization of Marijuana in Colorado: The Impact*" (Volume 5, October 2017) has been posted for review. It was noted that this was not provided by Mr. Daviau but is part of the research the Board requested of the Superintendent.



Mr. Adlerstein commented that would not like to see the discussion regarding the Strategic Prevention Framework be entirely about marijuana. He would like topics to include behavioral items and how best to engage the community. Mr. Adlerstein added that he and Ms. Moran attended today's CAGE Government Relations Meeting to follow up on the proposed resolution.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – next meeting – October 1<sup>st</sup>, discussion will include the end-of-year numbers for fiscal year 17/18.

Communications – met this evening; the following items were discussed: Town Council and PTO liaison schedules, the budget preparation schedule, communication plans, a review of the working agreement, community budget workshops. Three such workshops have been scheduled: December 19<sup>th</sup>, January 7<sup>th</sup>, and January 16<sup>th</sup>. All sessions will be held at the Tolland Public Library and will begin at 7:30PM.

Town Council Liaison – Ms. Moran attended the last meeting and provided highlights. Mr. Werbner reviewed his budget projections and a discussion took place regarding possibly having an earlier discussion with the Superintendent than in years past. *Dr. Willett noted that he will speak with the Town Manager.* The Town Council discussed the 1% fund and will continue to review this item. Additionally, a discussion took place regarding having a joint meeting with the Board and the Town Council to discuss the budget.

TEPTO – Ms. Harrold attended the meeting. She noted that the sessions are very informative and would like to see more people attend. Mr. Dineen discussed some exciting schedule changes and opportunities that will be available for students.

TMS PTO – Dr. Willett highlighted that the group discussed fundraiser options.

Booster Club – Ms. Moran attended the meeting on Monday evening. Discussions included fundraising options and the first annual Eagle Scramble Golf Tournament which will be held at Rolling Meadows in Ellington, CT. Additionally, it was noted that the Project Graduation program is at risk due to a lack of volunteers and a reduction in fundraising. Ideally, the Club would like to see more parents get involved in a number of areas and have a greater attendance of students and parents alike at games.

Celebrate Tolland – September 15<sup>th</sup>, Tolland Middle School

Discovery Lab – This Lab was made possible by the Tolland Education Foundation and is at the Tolland Public Library. The grand opening is October 13<sup>th</sup> and more information can be found in the Superintendent's newsletter. Community members may sign up for slots to learn how to use the equipment which is predominantly for those ages 8+.

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION - none

K. PUBLIC PARTICIPATION

Tammy Nuccio, 71 Webber Rd, commented that she saw on social media that Tolland Football is doing a fundraiser for \$11,000 for safety equipment and this concerns her. Buying a tee or sweatshirt with the team's name is one thing but equipment should be provided by the schools. Ms. Nuccio added that the \$11,000 goal has been reached and she is concerned that parents are purchasing equipment that will stay with the district after students graduate. In regard to the number of credits, Ms. Nuccio inquired if Tolland is still significantly higher in its requirements as compared to those of the State and if there has been consideration given to reviewing if the 12 electives are necessary.

L. POINTS OF INFORMATION

- Town Council Meeting – August 14, 2018

Dr. Willett responded to Ms. Nuccio's comment and inquiry. He explained that the schools do provide equipment for the football team and will research this item. In regard to the number of credits required to graduate in Tolland, the district does have a higher requirement. In some ways it allows Tolland students to be more competitive by having more on their transcripts but he does believe another discussion regarding credits will take place in the future.

M. FUTURE

- Strategic Prevention Framework
- Mental Health Services
- Budget

N. NEW BUSINESS - none

O. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting at 8:42 P.M. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** 2019 Board of Education Meeting Dates

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

**FOR BOE MEETING:** September 26, 2018

**ITEM SUMMARY:** 2019 Meeting Dates

As per policy 9130 the Board of Education shall set a calendar of regular meetings for the ensuing year no later than the first regular meeting in November.

Attached please find the recommended Board of Education meeting dates for calendar year 2019. The calendar includes dates for proposed meetings generally on the second and fourth Wednesdays of the month with an exception for Yom Kippur.

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

Motion: Move Item G3 to action, second, discussion. Vote.

Motion: *Motion to accept the proposed Board of Education meeting dates for 2019.*

**SUPPORTING MATERIALS ATTACHED:**

2019 Meeting Dates

**TOLLAND BOARD OF EDUCATION**  
**2019 Meeting Dates**  
**7:30 p.m.**

<b>January</b>	9 23
<b>February</b>	13 27
<b>March</b>	13 27
<b>April</b>	10 24
<b>May</b>	8 22
<b>June</b>	12 26
<b>July</b>	10 24*
<b>August</b>	14* 28
<b>September</b>	11 25
<b>October</b>	10 (Changed due to Yom Kippur) 23
<b>November</b>	13 27
<b>December</b>	11 25*

\*Meetings followed by an asterisk have previously been cancelled because of past practice and could potentially be cancelled. Final determination will be made closer to the date.  
Meetings are held at the Hicks Municipal Center, Council Chambers.



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Educational Reserve Fund (1%) Fund Request

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

**FOR BOE MEETING:** September 26, 2018

**ITEM SUMMARY:** Educational Reserve Fund Request

See Financial Summary

**FINANCIAL SUMMARY:**

- 1) Twenty eight computers for the business program. Currently other lab spaces must be utilized for the business students causing conflicts with other subject areas resulting in a lack of access to computer resources. A mobile computer lab that can be utilized for both the curriculum and the general use of the classes in the business department will allow for greater opportunity for students to engage with technology in the business program.

28 computers = \$8,392.00

Extended Service = \$627.20

HPE 1620-48G Rack = \$303.10 (allows for mass software updates of entire group)

Ergoton Zip40 Charging Cart = \$1,556.10

-----  
Total: \$11,418.40

- 2) Tennant Scrubber 650 to replace faulty unit at BGP (20 years old). Current piece equipment is rusty and failing. Current unit at end of its useful life. Current unit frame replacement and battery replacement alone would cost 50% of the cost of the new unit and rest of equipment is 20 years old.

-----  
Total: \$18,397.00

***Total Request for ERF: \$29,815.40***

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

First Reading:

Move G3 to action.

*Proposed motion: We hereby authorize the Superintendent of Schools to utilize the funds in the Educational Reserve Fund to acquire the computers (1) identified in the attached quote #15818127, and the replacement Tennant T7 Unit (2) in quote #23720.*

**SUPPORTING MATERIALS ATTACHED:**

SHI Quote #15818127

Tolland BOE\_Quote\_Tennant\_T7\_23720



## Pricing Proposal

Quotation #:	15818127
Description:	Lenovo Laptops / Hp / Ergotron(2)
Created On:	Aug-17-2018
Valid Until:	Aug-31-2018

### TOLLAND PUBLIC SCHOOLS

**Adam Sher**

BOARD OF EDUCATION  
One Eagle Hill  
ATTN: ACCOUNTS PAYABLE  
TOLLAND, CT 06084  
UNITED STATES  
Phone: (860) 870-6824 X501  
Fax:  
Email: asher@tolland.k12.ct.us

### Account Representative

**Lauren McNamara**

290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 732-652-6653  
Fax: 732-537-7108  
Email: bwestsled@shi.com

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Lenovo 300e 81FY - Flip design - Celeron N3450 / 1.1 GHz - Win 10 Pro - 4 GB RAM - 128 GB eMMC - 11.6" touchscreen 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth Lenovo - Part#: 81FY000TUS Contract Name: MHEC - Technology Contract #: MC12-F05 <b>Note:</b> in stock	28	\$319.00	\$8,932.00
2 Lenovo Depot Repair + ADP - Extended service agreement - parts and labor - 1 year - for 100; 100e Chromebook; 130-15; 300; 300e Chromebook; 500e Chromebook; N24 Yoga; V110-14 Lenovo - Part#: 5PS0H71483 Contract Name: MHEC - Technology Contract #: MC12-F05	28	\$22.40	\$627.20
3 HPE 1620-48G - Switch - managed - 48 x 10/100/1000 - rack-mountable Hewlett Packard Enterprise - Part#: JG914A#ABA Contract Name: MHEC - Technology Contract #: MC12-F05 <b>Note:</b> 5 in stock	1	\$303.10	\$303.10
4 Ergotron Zip40 Charging & Management Cart - Cart for 40 tablets / notebooks - steel - black, silver - screen size: up to 15.6" Ergotron - Part#: DM40-1008-1 Contract Name: MHEC - Technology Contract #: MC12-F05 <b>Note:</b> in stock	1	\$1,556.10	\$1,556.10
Total			\$11,418.40

### Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

\*\*Please let us know if lift gate or inside delivery is needed. If so, extra fees will apply.\*\*

Please Note: Hewlett Packard Enterprise has a zero returns policy on custom build machines.

## Quote/Order-Model T7

Tolland BOE

Tolland, CT

Mike Pilver  
Hillyard RoVic  
127 Park Ave.  
East Hartford, Ct 06108-4012  
860-428-6120



Quote Date :

7/12/2018

## BUILT-IN "TENNANT VALUE" INCLUDES:

Fully Cleanable Hygienic™ Tanks  
Extremely Low 67 dBA Noise Levels  
Unmatched Solution Recovery  
One-Button Scrubbing Operation  
Economy Mode (extends run time up to 4.5 hours)  
On Board Diagnostics  
Touch Panel Controls  
Automatic:  
Squeegee Lift  
Water Shutoff

Unsurpassed Ergonomic Design  
Standard 240 AH Battery Pack (Optional 360 AH)  
Charger  
Edge & Reach Under Cleaning  
No Tool Brush / Squeegee Change  
Standard Scrubbing Brushes & Pad Drivers (Select One Type)  
Vacuum Fan In-Line Air Filter Cartridge  
Brush Shutoff When Idle  
Brush Shutoff at 80% Discharge  
Audio Back Up Alarm

**TENNANT COMPANY WARRANTY**  
3 YEARS OR 1500 HOURS ON ALL COMPONENTS, 3 YEARS LABOR  
90 DAYS TRAVEL, 10 YEARS ON DURAMER™ TANKS



## Quote Request Information

<input type="checkbox"/>	Fax (quote only)
<input type="checkbox"/>	Mail (quote,lit. specs)
<input type="checkbox"/>	Fax + Mail

## Primary Use

<input checked="" type="checkbox"/>	1 Inside
<input type="checkbox"/>	Outside

Description	Reference #	Price Each	Qty	Extended Price
<b>Base Configuration</b>				
<b>Cleaning Type</b>				
T7 Ride-On Scrubber 650 mm/26" - Disk	T7-650-D	\$16,914.00	1	\$ 16,914.00
<b>Cleaning Technology:</b> (conventional is standard, ec-H2O NanoClean™ can also operate in conventional mode) <b>Note 1A</b>				
ec-H2O NanoClean™	ec-H2ONC-T7	\$2,205.00	1	\$ 2,205.00
<b>Battery Type (Note 2)</b>				
Wet 360AH C/20 (Kit of 4 batteries)	9000815	\$461.00	1	\$ 461.00
HydroLink® Battery Watering Kit (Note 3)	9009619	\$396.00	1	\$ 396.00
<b>Charger (Note 4)</b>				
25A 115V AC 60Hz 1Ph - On-Board Charger, in lieu of standard	9001993	\$465.00	1	\$ 465.00
<b>Brushes and Pads (Note 5)</b>				
<b>650mm/26" Disk Scrubbing Brushes/Pads (2 Required)</b>				
Pad Driver	1220243	N/C	2	N/C
<b>Support (Note 6)</b>				
Ultimate Performance Guarantee (UPG)	50619	N/C	1	N/C
T7 Operator Manual (English)	331040	N/C	1	N/C
Service Manual	331045	N/C	1	N/C
Training CD, ec-H2O NanoClean (standard w/ec-H2O machine)	9006257	N/C	1	N/C
<b>Packaging (Note 89)</b>				
Pad Wrap		N/C	1	N/C

IRIS TelemetryIRIS Information Service (Note 8)

Monthly\*\*

IRIS Monthly

\$10.00

No

\*\* 12 month minimum commitment required. By default, customer will be billed monthly for 36 months but customer can cancel billing anytime after first 12 months by notifying Tennant.

Machine Subtotal	\$ 20,441.00
Discount Total	\$ 2,044.00

Select Tennant Program

MACHINE TOTAL\*

\$ 18,397.00



## Quote/Order-Model T7

## Financing

Is customer interested in financing?

Yes

If not, why?

## US Bank - Leasing Calculation Option:

Purchase Option:	Option 1	Option 2
	\$1.00	FMV Scrubber
24 Months	\$850.23	\$687.35
36 Months	\$586.04	\$504.06
48 Months	\$452.67	\$409.68
60 Months	\$373.62	\$353.08

Rates 2018  
 \*Blank Pay  
 Applicable  
 \*Quoted m  
 Actual mon  
 \*Financing

## TennantTrue

Is customer interested in service program?

Yes

Term:	36
Monthly machine usage (hrs):	25

AB Brushes ☐ No

TennantTrue:	Rate Per Unit	Hourly Labor Rate	Site Visit Charge
Hassle Free - Monthly	\$123.00		
Hassle Free - 36 Mo	\$4,251.00		
Gold - Monthly	\$106.00		
Gold - Pre Pay Full Term	\$3,663.00		
Silver - Monthly	\$66.00		
Silver - Annually	\$776.00		
Silver - Pre Pay Full Term	\$2,281.00		
Silver - Per Visit	\$376.00		
Pay As You Go		\$102.00	\$103.00
Block of Time - Weekly			
Block of Time - Bi-Weekly			
Road Runner - verify coverage area*			
On Demand		\$130.00	\$103.00

\* Verify customer current pricing prior to quote. Road Runner available in select markets in the US &amp; Canada. See map for details.

\*\*All rates and fees above reflect service for one (1) unit with the exception of Block of Time service.

## Quote Special Instructions:

## Terms and Conditions

Ask your local sales rep for estimated lead times. Verify when placing order

All orders subject to acceptance by Tennant Sales and Service Company, Minneapolis, Minnesota

Prices subject to change without notice.

Terms: Net 30 days. Subject to any applicable taxes.

Freight: Machines and accessory orders delivered FOB shipping point Frt PPD &amp; Add

Parts, supplies, detergents and floor treating material orders delivered FOB

shipping point Frt PPD

Tennant handles all loss and damage claims on behalf of customers.

All orders are subject to Tennant's General Terms and Conditions available at <http://www.tennantco.com/terms>.

Printed General Terms and Conditions are also available upon request.



## Quote/Order-Model T7

Quote Date :

7/12/2018

**Order Placement Information:** To place your order, fill in PO# and customer signatures,  
call or fax to the numbers listed below. Customer Purchase Order is required.  
If information is missing, orders will be entered and held until all information is received.

Customer Number

Cust Grp 3

Who Owns the Machine? (Sold-To Info) (Please Verify)

Company  
Address  
Name  
Phone

Tolland BOE

Tolland, CT

Where is the Machine Being Shipped? (Ship-To Info) (Please Verify)

Company  
Address  
Name  
Phone

Tolland BOE

Tolland, CT

Shipping / Carrier Instructions:

Order Special Instructions:

Customer Purchase Order No.  
(please attach copy)

Tax Exempt

Yes  
No

If Yes, attach a copy of your exemption certificate.

Requested Delivery Date

Authorized Buyer (please print)

Phone Number

Authorized Buyer Signature

Rory Nunamacher  
Tennant Representative

## Specialized Maintenance Equipment

TENNANT · 701 NORTH LILAC DRIVE · P.O. BOX 1452 · MINNEAPOLIS, MN 55440-1452 ·  
PHONE: 800-553-8033 · FAX: 763-513-2116

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Follow up discussion – 9/25 Town Council / BOE Meetings

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

**FOR BOE MEETING:** 9/26/2018

**ITEM SUMMARY:**

This item provides the opportunity for the Board of Education to have a follow up discussion with respect to the Town Council / Board of Education meeting(s) of 9/25.

**FINANCIAL SUMMARY:**

Summarized in meeting minutes.

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

Discussion with regard to the meetings of 9/25/2018.

**SUPPORTING MATERIALS ATTACHED:**

N/A

**TOWN COUNCIL BUDGET WORKSHOP MINUTES**  
**SPECIAL MEETING**  
**6<sup>th</sup> FLOOR COUNCIL CHAMBERS**  
**SEPTEMBER 11, 2018 - 6:00 P.M.**

**Council Members Present:** Bill Eccles, Dave Skoczulek, Paul Reynolds, Brenda Falusi, Tammy Nuccio and Christine Vincent

**Council Members Absent:** John Reagan

**Others Present:** Steve Werbner, Lisa Hancock, Mike Wilkinson, Karen Moran

1) **Call to Order:** The meeting was called to order at 6:00 PM.

2) **New Business:** 2019 – 2020 Budget Discussions

Steve Werbner reviewed changes in revenues, grand list and the effect of the revaluation on the mill rate. He then discussed major increases in the expenditures: Vernon legal action, Vernon sewage and plant upgrade, salaries, refuse and recycling, fuel and utilities. He then reviewed the tax impacts of these in combination. We discussed what additional information would be useful to understand the Budget process and how the Board of Education should be involved in the process. Will discuss Budget process during regular meeting.

3) **Adjournment:** Tammy Nuccio and Brenda Falusi motioned to adjourn at 6:54 PM.

---

William N. Eccles, Chairman

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM SEPTEMBER 11, 2018 – 7:00 PM

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

**MEMBERS ABSENT:** John Reagan

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Finance Director; Christopher Jordan, Assistant Finance Director; Michael Wilkinson, Director of Administrative Services; Nancy Dunn, Assistant Director – Human Services; John Littell, Fire Chief/Director of Public Safety; Doug Racicot, Operations Director, Tolland Mutual Aid

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):

**Karen Moran of 50 Merlot Way:** She asked for an update on the Town Manager search.

*Mr. Wilkinson said the Consultant is currently on hold. They have the advertisement done, which will be reviewed again once they are ready to move forward.*

Ms. Moran wanted to know if they were still utilizing the front of the Fire Training Center for advertising.

*Mr. Werbner said he will check, but believes they would go directly to Betsy at the Fire Training Center to do this.*

6. **PUBLIC HEARING ITEMS:** None.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **David Skoczulek, PCC:** They are in the process of seeking clarification from the town about the tree lighting and future events on the Green due to the construction. **Tammy Nuccio, Recreation:** Some camp enrollments have been low. After analysis, for the amount of kids that 'aged out' of the system, they had zero kids aged kindergarten and under in the programs. Also, the flyer is no longer being sent out, and it is all done electronically. She believes this should be reviewed, because of the revenue hit. They are looking at their capital improvements, and possibly adding a gym floor. They spoke about Celebrate Tolland - there will be 36 vendors this year. **Brenda Falusi, PZC:** They discussed the POCD. They interviewed various departments that will be covered in the POCD, and asked what things they would like to see added. They allowed a zoning reg change that will allow two-family dwellings by special permit. There will be a public hearing regarding wineries, breweries, cideries and distilleries on October 22<sup>nd</sup>. She said Mr. Powell questioned whether there was enough money in a fund to do turf replacement up at the high school. Also, some members of the PZC



are concerned that the questions for the Charter are not scheduled to be mailed out. Some suggested having a mailer sent out containing information about the Charter revisions. *Mr. Werbner said explanatory text will be included on a mock ballot and placed in various locations.* **Sustainable CT Group:** Some people have done great work, but some departments are short staffed and don't have the time to address to this. *Mr. Werbner commented that there is not enough money to replace the turf as of now, but it is not needed yet.* **Karen Moran, BOE:** The Working Agreement has been forwarded to the Council for them to okay. Once it is approved, Dr. Willett will make a bigger version. She agrees that conversations on the budget should be early and often.

## 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 to authorize the submission of an application for the 2018-2019 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE).

Nancy Dunn said this is a grant that they have received for at least the last 18 years. The grant money is used for prevention programs. Sometimes they collaborate with the BOE on programs; and some of the money is used for the Coffee House program. This is basically the only budget she has for programming.

David Skoczulek motioned to accept the following resolution:

**RESOLVED** that Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the **2018-2019 Local Prevention Council Grant** offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

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

- 8.2 Consideration of a resolution to appropriate \$29,000 from the Ambulance Reserve Fund to pay for an upper engine rebuild for Fire Truck 240 and the setting of a Public Hearing thereon for September 25, 2018.

Mr. Werbner read his item summary:

Fire Truck 240 is a 1990 105 foot Aerial Ladder manufactured by Pierce Manufacturing. The truck is located at Station 240 at 3 Rhodes Road. It was purchased used from the Town of Berlin in April of 2013 for \$65,000. Firematic was awarded the contract to refurbish the truck for the Town of Tolland in 2013 for \$121,434.52. Fire Truck 240 was officially placed into service in October of 2014. The old Fire Truck 240 was sold in that same year for \$72,500. Since then, we have had some minor issues and repairs. Recently during a normal return to the firehouse, Fire Truck 240 was on the highway when it experienced a mechanical failure. At that time, our Town mechanic was called. It was then discovered that the problem could not be fixed and that Fire Truck 240 would need to be towed. Fire Truck 240 was then towed to Atlantic Detroit Diesel, an engine repair facility that specializes in Detroit Diesel engines. The Town has had work done by them previously. Atlantic Detroit Diesel provided the Town with an estimate of \$29,000 for parts and labor to overhaul the top half of the engine, replace the heads, injectors and other various related components. The funding source is the Ambulance Reserve Fund and the funds are currently available for this purpose. The Ambulance Reserve fund has a balance of \$762,276.59.

Mr. Werbner added that the truck has been sitting at the repair facility for over a week on hold, because they didn't want them to do the work before they had an opportunity to discuss it with the Council. If the Council will move



forward with this item, the Department would like authorization to proceed with funds in their operating budget. The monies will get replenished if it passes at the public hearing. The truck would not have to sit for another month in the repair shop to wait for the public hearing.

Mr. Eccles confirmed that this is our ladder truck, and the only one the town has. Chief Littell said yes. Ms. Vincent asked how the Ambulance Reserve is funded. John Littell explained.

David Skoczulek motioned that the following resolution be introduced and set down for a Public Hearing on September 25, 2018 at 7:00 p.m. in the Tolland Town Council Chambers:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates from the Ambulance Reserve Fund the amount of \$29,000 for an upper engine rebuild for Fire Truck 240 within an account to be established in the Capital Projects fund.

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

The Council members agreed that the dollars can come out of the operating budget, so that the work can commence prior to the public hearing.

### 8.3 Discussion of the BOE 1% Reserve Fund.

Mr. Reynolds said he would like to take a look at this. Based upon the presentation they were given earlier from Mr. Werbner and taking a look at how the budgets are going to be, he thinks they need some flexibility on how they deal with the overall expenses and funding of the town. Ms. Vincent and Ms. Nuccio agreed with him. Tammy Nuccio thinks they can work on what the BOE provided for feedback on the language that the Council originally drafted. They can try to figure out wording on how and when it is used, and when they would ask them to come to the table. Ms. Falusi said she thinks it is fine the way it is. Mr. Skoczulek said he is not against having continued discussion with the BOE, but he doesn't know what the format will look like. In regards to what they have done thus far, he is still where he was at the end of the last meeting. He doesn't necessarily see the need to change it now. He thinks they have the control to be able to change it, but he doesn't believe there is an indicator that says they should. Mr. Eccles said the consensus is that they would like to continue the discussion with the BOE on the language surrounding the 1% fund. Given their tight schedule, Mr. Werbner offered to sit down with the Superintendent with their thoughts to see if they could draft some compromising language, although the members need give him some ideas, because he doesn't know where to go from here. Mr. Reynolds said one of the biggest concerns is the Special Education costs. Also, he would like the BOE to come and be part of the town capital project program, so that when they look at what they are going through this year, they will have a unified program. They all can commit to doing certain things and not have the capital needs get pushed off, relying on the 1% fund or some surplus from the BOE side. So, capital costs around the 1% fund and Special Education costs are Mr. Reynolds ideas. Ms. Nuccio said they do need to consider the MOE. Mr. Werbner said they need to keep in mind that they are not talking about big dollars here. With the exception of the past two years, they are talking about small amounts of money. Ms. Nuccio would like to see some language included to get people to the table. Mr. Eccles said the BOE did come to the table to talk. He is not sure what the compromising language would be. Mr. Werbner said if they could suggest a couple of things that the money shall go to, they can move forward and see how it will work. Mr. Skoczulek said he doesn't see the need to have a change right now. Mr. Eccles agreed.

Discussion on the 1% fund continued. In the end, Mr. Reynolds, Ms. Vincent and Ms. Nuccio would like flexibility built in.

It was determined that those Council members interested in seeing change, would send their ideas to Mr. Werbner, because after the lengthy discussion, he is still unsure of what they are looking to do.

8.4 Discussion of Budget Process for FY2019-2020.

Mr. Eccles said the purpose of this discussion is to figure out what it is they want to do, and when they want to do it.

Mr. Reynolds said the presentation they received tonight from Mr. Werbner and Ms. Hancock about the budget process was good. He would like to see a similar kind of analysis looking forward from the BOE. He would like really numbers, not assumptions. Ms. Nuccio said she would like to have the same conversation that they had earlier with the BOE, and have them do the same sort of plan that Mr. Werbner and Ms. Hancock did for the town. There needs to be a collaborate effort on both sides. Mr. Eccles suggested that the BOE see the presentation that Mr. Werbner gave tonight. They need to see what the impacts are right off the bat. The BOE should see Mr. Werbner's budget, and then do something similar. Ms. Falusi said Dr. Willett did an excellent job last year listing everyone's questions on-line, and answering them all so that everyone could see them. He was constantly updating the budget. That was much appreciated.

Mr. Reynolds said it would be helpful to him if he could see what grants the BOE anticipates from the State, and how their grants shift around. Mr. Eccles would like to see revenues, expenditures and a summary from the BOE.

Step #1: Mr. Werbner will ask Dr. Willett how much time he would need to put together a plan similar to the one the town gave. He will also discuss the budgeting schedule with him. Mr. Eccles said he feels comfortable with the two of them plotting and planning the path that they should take.

8.5 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner said he e-mailed the Council members regarding the overflow parking lot at TIS. As part of the reconfiguration of the TIS / Parker Elderly Housing parking area, the plan had been that the town would be responsible for installing lighting in the overflow lot, as well as repaving the surface. The surface is deteriorating so badly, that it has to be taken up and redone. They received an estimate for \$74,000, which includes repaving, installation of lights, and curbing. This could be done in two weeks, allowing the parking lot to be available in the late fall and winter. He recommends that they get the work done. Otherwise, if the Council would prefer, they could go out to bid, but the work most likely will not commence until the spring. The Council members were in agreement with getting the work done now.

11. **ADOPTION OF MINUTES**

- 11.1 August 21, 2018 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. Christine Vincent abstained.
- 11.2 August 28, 2018 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. Christine Vincent abstained.
- 11.3 August 28, 2018 Regular Meeting Minutes: David Skoczulek moved to adopt the *amended* minutes; Seconded by Brenda Falusi.

**Tammy Nuccio wanted the minutes amended to reflect that she advocated that the 5 year strategic plan get in as soon as possible.**

All in favor. None opposed.



**12. CORRESPONDENCE TO COUNCIL**

- 12.1 Correspondence from the Connecticut Siting Council re: AT&T notice of intent to modify an existing telecommunications facility located at 497 Old Post Road, Tolland; and
- 12.2 CT Town & City Pamphlet.

**13. CHAIRMAN'S REPORT:** Mr. Eccles advised that Chair Hour will be canceled for the remainder of the term due to no resident participation.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Falusi announced that a new CERT training program will be starting. She encourages residents to sign up if they are interested.

**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 8:17 p.m. All were in favor.

---

William N. Eccles  
Town Council Chair

**Michelle A. Finnegan**  
Town Council Clerk