



TOLLAND BOARD OF EDUCATION
Tolland High School
Library
Tolland, CT 06084

REGULAR MEETING

8:30 PM

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.

2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

AGENDA October 10, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- September 25, 2019

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 – Fisher Thompson and Alexandra Costa

G. SUPERINTENDENT'S REPORT

G.1 Monthly Financial Report

G.2 Capital Budget Request

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

Town Council Meeting Minutes – September 24, 2019

Town Council Special Meeting Minutes – September 26, 2019

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – September 25, 2019

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

- Regular Meeting – September 11, 2019

Ms. Harrold motioned to adopt the minutes of the September 11th meeting. Ms. Pasini seconded the motion. Changes: item I, strike the 3rd sentence. Replace with, "They worked together but it was a little "rocky" when Ms. Yudichak took the leadership position of the Board of Education." All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

- e-mail re: recess

Ms. Harrold will compile a list of the correspondence received by the Board over the past two years. It will be available in October.

E. POINTS OF INFORMATION

Ms. Yudichak commented that both the THS and TMS Open Houses were very good and well run. Students and staff did an amazing job. Ms. Moran added that the Student Council and the National Honor Society did a great job assisting parents.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Alexandra Costa

- Celebrate Tolland – Tolland Public Schools was at the event; also in attendance were: the Student Council and RAGE Robotics; the Student Council hosted a donation box for the Betsy Brocius Fund for Graphic Arts Students
- DECA – September 12th was the first meeting, 125 students attended
- National Honor Society –an informational meeting was held last Thursday, new potential members have been contacted
- Open House was held last Thursday
- Health Science Club Meeting – was held on September 20th, multiple students attended
- Student-Managed Investment Fund – a new club
- RAGE Robotics – first meeting is this evening

- Advisory was held yesterday; sophomores and juniors discussed PSATs and signing up for Khan Academy to practice for the real SAT
- Homecoming – the entire student body will vote at lunch tomorrow
- Discovery Lab (library) has been announced at THS
- Debate – Jacob Marie, a UConn Political Science major, is planning and helping to facilitate a debate for students and those individuals running for Town Council; Mr. Dornfried is assisting with facilitating the event as well; the event is being run by the students; questions will be focused on the schools, youth, and their concerns

G. SUPERINTENDENT'S REPORT

G.1. Approval for the completion of the Portables Phase

Dr. Willett reviewed attachment G1.

Ms. Harrold motioned to move item G1 to item J1 for action. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

H. COMMITTEE AND LIAISON REPORTS

Negotiation – they have come to a tentative agreement with the teachers

I. CHAIRPERSON'S REPORT

Ms. Yudichak, Ms. Moran, and Dr. Willett met with Michael Rosen, the new Town Manager. They discussed positive items as well as some concerns. It was a great opportunity to share information. Ms. Yudichak commented that she likes that Mr. Rosen has attended multiple meetings and is being very visible to the community. Ms. Moran added that it was great to sit down with Mr. Rosen and provide input on the budget process and how they work as a Board.

J. BOARD ACTION

J.1 Approval for the completion of the Portables Phase

Ms. Harrold motioned to approve the completion of the BGP modular and to deem the project "closed", with the understanding additional work to remove the portables and bring the site back to original conditions will be done in 2021. Ms. Moran seconded the motion. A brief discussion took place regarding the project and punch lists. Dr. Willett noted that he has seen multiple lists and any items that need to be resolved will be addressed. Dr. Willett confirmed that any problems with the portables that arise, which are due to an installation issue, are the contractor's responsibility. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, inquired as to why the Board does not have add an agenda item for Birch Grove at every meeting to keep the public informed. *Dr. Willett responded that the Board is not a surrogate for the Birch Grove Building Committee which would have the most updated information. The Board acts as a body to support what is necessary in regard to paperwork and State requirements. Ms. Harrold added that as the BOE Liaison she shares information under Committee and Liaison Reports.*

L. POINTS OF INFORMATION

- Town Council Meeting Minutes – September 10, 2019

Ms. Yudichak attended the PZC meeting where the Commission discussed the POCD and medical marijuana dispensaries. She commented that the meeting was well run and those in attendance had good arguments on both sides. While the outcome was not in the favor of Board, she was happy to see that the community was respectful of each other and a lot of good information was provided.

Ms. Moran attended the PZC meeting as well. The POCD was approved and was a good precursor to the dispensary discussion. The Commission approved the medical marijuana dispensary in two zones which were commercial in nature and at the outskirts of town. The zones are located near exit 69 and at the end of route 30.

Mr. Adlerstein commented that there are no current plans to have a medical marijuana dispensary in town and the state is not giving out more licenses so this is "highly theoretical". On Monday night a land use decision was made. Mr. Kurt Schenher, a member of the PZC who is in attendance at this evening's meeting, clarified that it would require a special permit. If someone is approved by the state, he/she would need to apply for a special permit and there would be a public hearing. Mr. Adlerstein commented that robust discussions took place at the meeting and many people were in attendance. He added that it is not as straight forward as it may sound and that "medical" makes it sound as though it is part of the established medical community. Medical marijuana dispensaries are quite different. Further, a rich debate took place regarding whether the children of Tolland would be impacted. Mr. Adlerstein commented that he "was surprised that [the Commission] had to make [its] decision with just whoever shows up." Further, "whoever shows up and whoever voices their opinion the loudest kinda has the biggest impact and it might not be a bad follow up, since so much was put out there on the table" to provide expert information. He added that much of the expert information he heard was anecdotal. It is important to ensure that correct information is on the table. Mr. Schenher responded that the Commission collected information on this topic for well over a year. His decision, and not speaking for other members of the Commission, was not based on whether he agreed or disagreed with the topic but on the legal precedence and zoning.

Ms. Plourd commented that regardless of how the Board feels, medical marijuana was approved in CT and does not believe it is within the scope of the Board. Ms. Yudichak responded that the Board's role is to advocate for the students. Mr. Adlerstein commented that the medical marijuana dispensaries item was approved as a land use decision. The perspective the Board brought to the table is not what was decided but should be clarified. Just because the state has said that something is legal does not mean that Tolland has to have it and why it is important to have these discussions. Ms. Howard-Bender added that one of the Board's goals is to engage in the strategic prevention framework and if it is going to impact students then the Board should at least be aware of what is going on in regard to what is going on in town. Fisher Thompson commented that he agrees with Ms. Yudichak and in regard to advocating for the students and doing what is best for them. While there are few federal guidelines, the Board can vouch for the students and do what it believes is in their best interest. Boards of education need to pave the path for themselves. Ms. Plourd added that to fix a drug problem in town, it is not about stopping a business from coming in but giving students something to do. The drug problem, in part, comes from boredom, not a medical marijuana dispensary. Dr. Willett explained that there is confusion in regard to this issue but the damage that marijuana does to an adolescent's brain is clear. Mr. Adlerstein commented that this topic is important to the Board because it

falls in the scope of one of its eight goals. He wants the conversation to be continued from Monday evening and discuss what is applicable to the Board and how does it fit into what it does. Further, last night one message was that it was about parenting but the Board considers all of the students and how it can best provide for them. Ms. Harrold commented that she feels it is part of the Board's purview. The Board does not have a line in regard to something being too much to do for its students. They need to help them everywhere they can. Dr. Willett noted that they are currently working on a SURB (Substance Abuse and Risk Behaviors) survey with UConn which will be delivered in the spring. A high level of validity is expected and some comparatives to the ERASE survey will be possible. Ms. Moran commented that a town which banned medical marijuana dispensaries did a Just the Facts presentation about marijuana and suggested that this may be an option so that everyone in the community has the same information. As a Board, the students are a big part of its function and students should be part of the conversation. Strategic prevention is a large part of this and is something that should be discussed. Ms. Pasini added that another town looked at the state saying that medical marijuana dispensaries can be made available but asked if they should be in that town. Just because you can does not mean you should.

Ms. Yudichak inquired about signage. Mr. Schenher explained that there are state statutes as well as a strict signage policy in Tolland. Ms. Moran commented that public hearings are advertised in the Journal Inquirer and suggested that the information be sent out in the form of an e-blast as well to inform the community.

Ms. Yudichak commented that she does not believe any Board members are against helping people and Ms. Moran added they also do not want to deny people their medication. Everyone at the meeting was very respectful.

Dr. Willett noted that he and Mr. Rosen visited the schools today and met with the principals. It was a great opportunity for both of them and he expects they will have a good working relationship.

Ms. Harrold gave kudos to the staff at Birch Grove. Mr. Keithan has been amazing and flexible with keeping the students active and focused.

Dr. Willett noted that information regarding the census request is posted on the dashboard for members' consideration.

M. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Birch Grove Update

- Organization of a Vision Mission – the first session will be October 16th (3:30-5:30PM) and Dr. Willett would like at least some Board representatives to be a part of this; Board members will reach out to Dr. Willett to express interest
- Recognition of Board members
- Setting of graduation date
- Community Budget Workshops

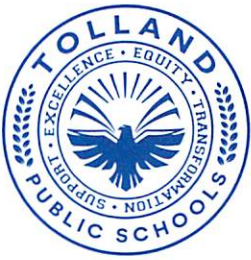
N. NEW BUSINESS – none

O. ADJOURNMENT

Ms. Harrold motioned to adjourn the meeting at 8:45 P.M. Ms. Plourd seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

G.1

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for September 2019

Date: October 3, 2019

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

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of September 2019 is the 3rd month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying three months of FY 19-20 year. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 3 months of expenses, encumbrances and available balances as generated through the financial software.

This report identifies, many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$3.4 million will be converted to encumbrances or expenditures over the next several of months.

The attached September 2019 financial report shows an available balance of \$3,459,267 or 8.65% of the BOE's current budget. As previously stated, this amount will reduce over the next several months. This available balance is a normal occurrence. Currently, the timing of budget spending for student needs and expense patterns are cyclical in nature. Health Insurances are booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, utility transfer to the town will take place in October, transportation routes have been fully booked, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

As part of the UISF agreement, the BOE will transfer the designated energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the BOE UISF reserve account.

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

The Budget for FY 19-20 was approved for \$39,975,605 only .84% higher than the previous year. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past, may be returned to the town or the BOE will request the balance be transferred to the Educational Reserve Fund after final approval by the auditors. Starting this year the educational reserve threshold has increased to 2%. It is anticipated that the district will receive the first excess cost payment in February 2020 from the state. The second payment is due in May.

The FY 20-21 budget cycle is underway. The Capital improvement Plan is the first step in the planning process for the school. The Superintendent will be presenting a Capital Improvements Plan to the BOE at the October 10, 2019 meeting.

Tolland Public Schools

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

From Date: 7/1/2019

To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$22,383,307.09	\$3,908,639.58	\$3,908,639.58	\$18,474,667.51	\$18,283,088.52	\$191,578.99	0.86%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$17,962.17	\$17,962.17	\$419,707.83	\$17,500.00	\$402,207.83	91.90%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$88,539.12	\$88,539.12	\$87,818.88	\$0.00	\$87,818.88	49.80%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$18,584.76	\$18,584.76	\$327,545.18	\$481,138.41	(\$153,593.23)	-44.37%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$21,290.61	\$21,290.61	\$174,270.39	\$103,896.00	\$70,374.39	35.99%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$285,406.59	\$285,406.59	\$282,343.41	\$242,875.00	\$39,468.41	6.95%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$1,744,196.50	\$1,744,196.50	\$3,107,433.44	\$3,090,648.78	\$16,784.66	0.35%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$110,579.48	\$110,579.48	\$582,644.49	\$449,063.99	\$133,580.50	19.27%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$45,816.98	\$45,816.98	\$206,067.45	\$183,258.18	\$22,809.27	9.06%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$0.00	\$0.00	\$56,681.00	\$32,650.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$135,231.50	\$135,231.50	\$130,380.50	\$135,231.50	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$22,323.48	\$22,323.48	\$26,352.02	\$0.00	\$26,352.02	54.14%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$7,583.34	\$7,583.34	\$49,416.66	\$47,916.70	\$1,499.96	2.63%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$12,620.70	\$12,620.70	\$226,650.30	\$83,104.73	\$143,545.57	59.99%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$6,053.31	\$6,053.31	\$28,428.69	\$8,139.75	\$20,288.94	58.84%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$60,007.47	\$60,007.47	\$93,335.53	\$42,828.60	\$50,506.93	32.94%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$224,295.51	\$224,295.51	\$278,580.49	\$50,393.62	\$228,186.87	45.38%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$0.00	\$0.00	\$34,762.00	\$0.00	\$34,762.00	100.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$9,734.36	\$9,734.36	\$125,345.64	\$64,295.08	\$61,050.56	45.20%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$20,331.55	\$20,331.55	\$239,118.45	\$27,455.55	\$211,662.90	81.58%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$31,997.18	\$31,997.18	\$133,258.82	\$136,157.14	(\$2,898.32)	-1.75%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$112,868.85	\$112,868.85	\$2,749,172.15	\$2,780,064.28	(\$30,892.13)	-1.08%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$113,808.51	\$113,808.51	\$88,618.59	\$91,501.00	(\$2,882.41)	-1.42%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$11,352.43	\$11,352.43	\$46,552.57	\$36,676.84	\$9,875.73	17.06%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$1,849.29	\$1,849.29	\$16,150.71	\$0.00	\$16,150.71	89.73%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$2,933.72	\$2,933.72	\$15,471.28	\$2,951.66	\$12,519.62	68.02%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$573,562.00	\$573,562.00	\$1,589,720.00	\$1,820,706.99	(\$230,986.99)	-10.68%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$13,899.33	\$13,899.33	\$20,042.67	\$32,685.45	(\$12,642.78)	-37.25%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$3,990.96	\$3,990.96	\$89,003.04	\$59,216.77	\$29,786.27	32.03%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$13,042.43	\$13,042.43	\$178,409.57	\$39,015.57	\$139,394.00	72.81%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$44,417.38	\$44,417.38	\$322,824.62	\$89,703.98	\$233,120.64	63.48%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$7,237.67	\$7,237.67	\$1,614,572.33	\$189,238.33	\$1,425,334.00	87.89%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$16,907.94	\$16,907.94	\$110,953.76	\$13,842.03	\$97,111.73	75.95%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$36,739.00	\$36,739.00	\$44,938.72	\$4,519.80	\$40,418.92	49.49%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$6,621.42	\$6,621.42	\$48,664.58	\$17,043.80	\$31,620.78	57.19%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$16,951.85	\$16,951.85	\$133,256.15	\$66,469.47	\$66,786.68	44.46%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,590.00	\$0.00	\$0.00	\$1,590.00	\$0.00	\$1,590.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,929.00	\$38,632.44	\$38,632.44	\$14,296.56	\$7,050.50	\$7,246.06	13.69%
Grand Total:		\$39,975,605.39	\$7,786,009.41	\$7,786,009.41	\$32,189,595.98	\$28,730,328.02	\$3,459,267.96	8.65%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Capital Budget Submission

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

FOR BOE MEETING: October 10, 2019

ITEM SUMMARY / FINANCIAL SUMMARY:

Please see the attached Tolland Public School Capital Budget Request. The document has been updated through 2026.

- The yellow represents BOE Capital Requests through FY2026.
- The brown represents the Town Council allocation following the BOE request for FY17-18 remaining funds for BOE Capital Projects (see L.Hancock Agenda Item 5-14-2019 Capital Improvement Funds included in October 18th list).
- The green represents the Town Bonded Project status FY18-20.
- The purples represents WOA (or When the Opportunity Arises) items. Currently this is where many technology projects are funded. Please see attachments for greater detail.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed motion: Move G2 to J1 for action.

Proposed motion: Motion to accept the Tolland Public Schools Capital Budget Request and authorize the Superintendent to officially submit this request to the Town manager.

SUPPORTING MATERIALS ATTACHED:

TPS CIP1 FY19-26 Capt Budget Request

New items referenced in the above document can be found under the Superintendent's page "Capital Improvement Plan" link, or at:

<http://www.tolland.k12.ct.us/cms/One.aspx?portalId=891651&pageId=24377114>

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: October 4, 2019

** BOE Proj/Town Capital Funds Carried from FY18
Town Bonded Projects FY18-20
BOE Capital Requests FY18-26

When Opportunity Arises

Dept. Priority	Project Title	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL	WOA
HIGH	TMS Paving of parking lot (excl access Rd & exit)	259,310								259,310	
HIGH	TMS New concrete front sidewalk	45,000								45,000	
HIGH	TMS Gym floor	35,000								35,000	
HIGH	TMS Gym floor	25,000								25,000	
HIGH	Dist Wide IT School Surveillance & Access Control Sys	35,000								35,000	
MEDIUM	TIS Carpet for Library and Main Office	30,350	Partially completed Summer 2019 with Achebe's Abolishment (Library only)							30,350	
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12	108,431								108,431	
MEDIUM	TMS VCT Tile replacements Multi-areas		30,000							30,000	
MEDIUM	Dist Wide BOE office Window replacement		8,400							8,400	
MEDIUM	TIS Sidewalk Connection to front of School		35,000	Increase cost of sidewalk + \$12K							
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12		108,431							108,431	
MEDIUM	Dist Wide BOE Parking lot repavement			90,000	Increase due to damaged pavement + \$37K						
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12			108,431						108,431	
MEDIUM	TMS Boiler Water Filtration System			85,000						85,000	
MEDIUM	TMS and TIS Geothermal Purge Cart			5,000						5,000	
MEDIUM	TMS CO2 Sensor Replacements			10,880						10,880	
MEDIUM	TMS and TIS Spare Geothermal CXM Units			8,600						8,600	
MEDIUM	TMS Security Panel/Burglar system				15,000					15,000	
MEDIUM	TMS Library and Main Office carpet				26,950					26,950	
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12				108,431					108,431	
MEDIUM	TIS Window Glass Replacements				16,850	none					16,850
MEDIUM	TMS, TMS, TIS Interior Lighting LED Upgrades				297,394	none					297,394
HIGH	Dist Wide Wireless Access Point Upgrades					130,800				130,800	
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12					108,431				108,431	
MEDIUM	TIS Modular Roof Replacement						45,000			45,000	
MEDIUM	TMS & TMS Computer 1 to 1 Initiative Grd 6-12						108,431			108,431	
MEDIUM	TIS Hobart HighTemp Conveyor Dishwasher & Sink Station			\$44,539	none					44,539	
HIGH	TMS Roof Replacement							5,500,000		5,500,000	
HIGH	TMS Classroom Tech Upgrades										126,122
MEDIUM	TMS STEM/Math Enhancement										50,000
HIGH	TMS Business Lab Upgrade										16,125
HIGH	TMS Music & Art Lab Upgrade										52,964
HIGH	TMS Classroom Tech Upgrades										93,000
HIGH	TMS Science Lab Tech Upgrades										56,761
MEDIUM	TMS STEM/Math Enhancement										30,000
MEDIUM	TIS Replacement Ceiling Tile (Building wide)		318,000	Bonded/Not Begun Summer 2020							318,000
CRITICAL	TMS Roof Replacement Section A-S		2,265,150	Bonded/Design phase Summer +2020 complete +13,021,231 expended to date							2,265,150
HIGH	TIS Asbestos removal & replacement of floor tiles		452,180	Bonded/Completed \$124,671,211							452,180
MEDIUM	TMS Replacement Ceiling Tile (Building wide)		318,000	Bonded/Not Begun Summer 2020							318,000
HIGH	Dist Wide School Bldg Security Upgrades	500,000	Bonded, 100% complete \$417,797.58 YTD							500,000	
HIGH	TMS Window, Exterior Doors & PCB Removal		880,000	Bonded/Current Completed Summer 2019 (window scheduled Summer 21-22 + \$221,285) spent to date							880,000
HIGH	TIS Classroom Tech Upgrades										107,590
HIGH	TIS Science Lab Tech Upgrades										34,071
MEDIUM	TMS Graphics Lab Upgrade										29,200
MEDIUM	TMS Computer Ed Labs Upgrade										75,450
MEDIUM	TMS World Language Lab Upgrade										23,640
MEDIUM	TMS Art & Music Labs Upgrade										35,173
MEDIUM	TMS Replacement Science Lab Furniture										36,380
MEDIUM	TMS Renovation of 6 Science Labs										1,060,000
MEDIUM	TMS Technology Ed Labs Upgrade										26,240
MEDIUM	TIS Computer Ed Lab Upgrade										14,818
MEDIUM	TIS Keyboarding Lab Upgrade										38,853
MEDIUM	TIS Library Lab Upgrade										24,308
MEDIUM	TMS CADD Lab Upgrade										22,728
CRITICAL	DW Cloud Native Network Project (secure&fast)										49,135
HIGH	DR Server Upgrades										15,413

BOE TOTAL CAPITAL PROJECTS w/o WOA	\$1,038,091	\$4,415,161	\$352,450	\$464,625	\$239,231	\$153,431	\$0	\$5,500,000	\$12,162,989	\$2,017,971
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BOE CAPITAL PROJECTS REQUESTED	\$138,781	\$181,831	\$352,450	\$464,625	\$239,231	\$153,431	\$0	\$5,500,000	\$7,030,349
BOE CAPITAL PROJECTS BONDED BY TOWN	\$500,000	\$4,233,330	\$0	\$0	\$0	\$0	\$0	\$0	\$4,733,330
BOE CAPITAL PROJECTS "WOA"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,017,971
** BOE Proj/Town Capital Funds Carried from FY18	\$399,310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$399,310

ALL CAPITAL PROJECTS	\$1,038,091	\$4,415,161	\$352,450	\$464,625	\$239,231	\$153,431	\$0	\$5,500,000	\$14,180,960
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Note: ** BOE Proj/Town Capital Funds Carried from FY18
Projects Funded Per L Hancock TC agenda item of 5.14.19

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM SEPTEMBER 24, 2019 – 7:00 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Lou Luba (joined as a Council member at 7:05 p.m.); Tammy Nuccio and Paul Reynolds

MEMBERS ABSENT: John Reagan

OTHERS PRESENT: Michael Rosen, Town Manager; Sheila Bailey, Town Clerk; Michael Wilkinson, Director of Administrative Services; John Littell, Fire Chief/Director of Public Safety

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): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **David Skoczulek, Birch Grove Building Committee:** They looked at the initial drawings and discussed the next step. They will be removing the lighting throughout the building, and a mercury coating from the gym floor. Everything is on time. **Brenda Falusi, PZC:** 1. Public Hearing to split one lot into two; 2. Public Hearing on the POCD (can be viewed on-line). Public comment was allowed, and the PZC decided to finalize the draft. 3. Public Hearing on medical marijuana dispensaries. A lot of people spoke on this. They approved dispensaries in three zones (locations are by North River Road; and two are on Hartford Turnpike leading out of Tolland).
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Appointment of a member to the Town Council.

Mr. Rosen commented that due to Ms. Vincent's resignation from the Council, the Republican Party identified Lou Luba to replace the vacant position for the remainder of the term.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Lou Luba as a Council member.

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

Sheila Bailey swore in Lou Luba, and he joined the other members at the Council table.

- 8.2 Consideration of a resolution to approve a Purchase and Sale Agreement between the Town of Tolland and Stephen D. Williams for the purchase of the parcel described as Wilbur Cross 22/k/020 (9.70 Acres, more or less) and authorization for Michael Rosen, Town Manager to sign the Purchase and Sale Agreement.

Mr. Rosen said a Letter of Intent was entered into with Mr. Williams, signed by Mr. Werbner. This resolution authorizes Mr. Rosen, as the new Town Manager, to have his name on the Purchase and Sale Agreement. It will also allow Mr. Williams to have access to the town's side of the parcel so that he can start grading the property. The Agreement gives Mr. Williams until May 1, 2023 to obtain Planning and Zoning Commission approval on development.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the Purchase and Sale Agreement between the Town of Tolland and Stephen D. Williams for the purchase of the Parcel identified as Wilbur Cross 22/K/020 (9.70 acres, more or less) and authorization for Michael Rosen, Town Manager, to sign the Purchase and Sale Agreement.

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

- 8.3 Consideration of a resolution authorizing Michael Rosen, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #16-62 by updating the Town Manager's name to reflect Michael Rosen's appointment.

Mr. Rosen said this updates the town manager's name from Werbner to Rosen. It also gives them the opportunity to apply for grants that help them to offset costs. Mr. Littell was in attendance to answer any questions.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Michael Rosen as Town Manager of the Town of Tolland is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

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

- 8.4 Appointments to vacancies on various municipal boards/commissions: None.
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. Rosen provided an overview of his first three weeks as the Town Manager, and spoke of upcoming events within the community. He also suggested possibly having a ribbon cutting event when the DPW opens their garage.
11. **ADOPTION OF MINUTES**

- 11.1 September 10, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the *amended* minutes with the following correction:

Page 8, item 8.2 – The correct dollar amount should be \$568,966 not \$558,966.

Seconded by Tammy Nuccio. All in favor. None opposed. Lou Luba abstained.

12. CORRESPONDENCE TO COUNCIL

- 12.1 September 10, 2019 Email from Christina Plourd re: ECS fund / tax stabilization fund (attached)
12.2 Email from Deb Goetz re: TDTC Letter to the Editor (*Journal Inquirer*)
12.3 Email from Linda Byam requesting that the Tolland Public Library Foundation Annual Meeting be moved to the November 12th agenda
12.4 Email invite from Mary-Jane Foster re: Breakfast with Champions 2019 Join Us.

13. CHAIRMAN'S REPORT: None.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms Falusi: September 29th, 12:30 – 3 p.m. is the Tolland Senior Center Open House; October 18th, 12 - 3 p.m. at the Senior Center the Conservation Commission will be teaming up with the UConn Landscape Architecture Program to generate ideas for a park for seniors. The town owns the property, which was donated. Part of the donation was to make sure that seniors were included in the use of the property. She noted that the park will not be just for seniors though.

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 Tammy Nuccio at 7:20 p.m. All were in favor.

William Eccles, Chair

Michelle A. Finnegan
Town Council Clerk

From: Christina Plourd <cplourd1228@gmail.com>
Sent: Tuesday, September 10, 2019 3:55 PM
To: Town Council
Subject: For tonight's public hearing

Hi Town Council Members!

I was going to say this at the meeting tonight, but I'm not sure I can make it with the kids. Can you please make sure it is in the minutes?

I'm speaking as a single member of the board of education and not on behalf of the board. I'm also considering what is best for the future students of Tolland since my littles represent that population. I've really done a lot of research and soul searching on what is best to do with this money. It is not "extra money". People need to stop saying we got more. We didn't get more. Governor Lamont's budget cut our ECS more than anticipated and our representatives advocated against this. So yes I agree with the BOE that this money should go to education. I also agree with the Town Council that it is not responsible to use it after the budget passed for operating expenses. I really don't understand why there is this huge war. I reached out to the chair of the South Windsor BOE. He shared with me the pros and cons of what happened with their Tax Stabilization fund. They have a great relationship with their town council and the decision was made after the rough 2017/2018 budget cycle. These dollars mitigated some of the losses. The downside is that it's been hard to advocate that they need dollars back after that year despite closing a school and reduction in staff. They also weren't allowed to set up a fund outside their

unassigned reserve. So you can budget for it, but there is no set fund. I appreciate 25% going towards unanticipated Birch Grove expenses. As far as the rest, I would be happy with either of the following solutions. The science labs on our capital budget that have a designation of "when opportunity arises" would be a tremendous asset to both teachers and students. It would help implement the Next Generation Science Standards. Roughly 200k. The other option (which is where I think you are going) is to advocate that the remaining dollars be used for tax stabilization for the needs of the schools next year so that we can handle our expected increases and fill some holes in the curriculum without a huge tax increase. Thank you as always for your time!

Take care,

Christina Plourd

SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
LIBRARY PROGRAM ROOM
SEPTEMBER 26, 2019 - 7:00 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Lou Luba and Tammy Nuccio

MEMBERS ABSENT: Brenda Falusi, John Reagan and Paul Reynolds

OTHERS PRESENT: Michael Rosen, Town Manager; Steven Werbner, Former Town Manager; Heidi Samokar, Director of Planning and Development; Scott Lappen, Director of Public Works; Barbara Pettijohn, Director of Library Services; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services; Christopher Jordan, Assistant Finance Director; Beverly Bellody, Director of Human Services; Bruce Watt, Director of Recreation

1. **Call to Order:** William Eccles called the meeting to order at 7:00 p.m.
2. **Conversation with retiring Town Manager, Steven Werbner on the successes and challenges for the Town**

Mr. Werbner gave a presentation with the use of a PowerPoint, which was entitled *A Conversation with Retiring Town Manager Steven Werbner on Tolland's Past and Present Successes and Future Challenges*. Handouts of his presentation were provided at the meeting.

He began by thanking everyone for coming. He has been with the town for 14 years, and every two years the Council adopts a set of goals. They have worked off of those goals since he has been here to make a number of changes both in the organization and the town. His goal tonight was to run through items that have been accomplished over the years, and his thoughts on what the future holds for Tolland.

Some items reviewed during the presentation are below. A full copy of the PowerPoint is available through the Town Manager's office.

When he first came to Tolland the organization was a bit scattered. There were many individual departments, and many did not talk with one another. For example, there were separate departments for Parks and Highways. After a study was done, they ended up merging the two departments, eliminating some positions. They also implemented an automated complaint response system, eliminating backlog.

There was no systematic road maintenance inventory program. Now, Tolland has a five year road maintenance program with a review of roads yearly.

They approved Public Works Specification for contractors doing work in town, which are posted on-line.

Tolland has contracted out for IT services with the Town of South Windsor, which has proven to be an excellent and cost effective relationship. What was an out date system, is now up to industry standards and properly funded on a yearly basis.

They worked with the BOE to develop the ESCO program which provided 10 million dollars to replace aged HVAC systems to be paid for over time from energy savings. They installed geo thermal systems at the elementary school, which had been an electric system previously.

They have worked closely with the BOE to address the needs of the Birch Grove School after the school was deemed inhabitable due to crumbling foundation.

They renovated and increased the size of the Library, which had been a long standing need of the town and successfully received a State grant to pay for half of the cost.

With this current Town Council, they worked with the developers to facilitate the sale of the former Standard Register building which in square feet is the town's largest single building. This will become a self-storage facility.

Big Y was built, and is one of the highest grossing stores in their chain.

They are converting the former Parker School into 36 units of elderly housing in conjunction with the Access Agency. Rentals should be available in the fall. In addition, some of Parker contains the Recreation Center.

Garbage: the town instituted single stream recycling and automated solid waste and recycling collection, which resulted in a savings of hundreds of thousands of dollars.

A study was done of our police protection needs in town, and it was decided that Tolland stay with the Resident Trooper program. Our four Resident Troopers are supplemented by constables where appropriate.

They have worked with the State Department of Transportation to try and make the interstate between exits 67 and 69 a safer traveling area. The State installed reinforced barriers along portions of the road. Tolland has requested additional warning signage in the area, as well as increased speed enforcement, but have yet to see it.

The sewer line has been extended up Route 195.

They have been pro active with contract negotiations and working out personnel issues.

Crumbling foundations: Tolland has been a leader in addressing this issue. Through Mr. Werbner's efforts, an ad hoc committee was created as part of the Capital Region Council of Governments, which Mr. Werbner chaired. Funding for testing was provided. Tolland has approximately 114 homes that have requested reduced assessments due to crumbling foundations. Currently, we have 120 CFSIC applicants of which a dozen or so are currently having work done on their foundation or have completed work in the last several months. He will continue to be involved.

Over the last 13 years, Tolland has been recognized twice by *Money Magazine* as one of the best 100 small communities to live in within the entire United States.

Future Challenges:

Tolland is scheduled, at a minimum, to lose \$300,000+ per year in ECS funding over the next 8 years. How to stabilize and hopefully reduce the mill rate will be a constant challenge to the town in future years. Tolland's mill rate is currently the 37th highest out of 167 towns listed.

The crumbling foundation issue will continue to be a problem, but it appears to be manageable. He explained how it could work in two waves. This will need to be on the forefront. This affects the eastern portion of the entire state. Home values have plummeted.

They are finding it is becoming increasingly more difficult to fill certain positions in areas such as Planning, Engineering and Finance. Succession planning will be an important aspect in the future for all town governments as applicants for certain skill positions become scarcer. He suggests that we be kind to the people that work here. We are lucky to have them.

Filling Boards/Commissions continues to be a challenge. Watching how we administer the water and sewer utilities will need to be watched.

Social media has become a major issue with government, both at state and local levels. People are not attending meetings, or asking the appropriate people questions. They are getting their information from social media. What is a good way to get information out to the people?

How to best allocate funds will be a challenge. A multi-year strategic plan that addresses both town and BOE needs may be one way to better identify base level of expenditures desired.

He spoke about the 'broken window syndrome.' That is if you allow deterioration to take place in public facilities, parks, roads, etc. it will reflect poorly on the Town. There are areas in town that need to be addressed.

Next, he reviewed some specific department issues. Some included:

Public Works: crumbling foundations at Station 140 and Crandall's Lodge, a study and design of improvements needed at four fire stations, budgeting should begin for replacement of the turf field at the high school, replacement of rolling stock needs to occur, recommends setting money aside to address removal of dangerous road side trees; maintenance of detention ponds, bond issue to stay up with road needs, culverts and bridges will need to be addressed.

Planning and Development: The personnel do an outstanding job, but staffing is needed. Everything that needs to be done can't be done by one person. Ms. Samokar needs some resources.

Recreation: The change in minimum wage will impact the department.

Library: The major issues in the Department are the minimal staffing levels and the impact that any staff outages have on the operation. The use of additional part time staff may be an option to explore.

Building Department: The crumbling foundation issue is taking considerable time; software that is currently being used is being phased out.

Human Services: Succession planning in the Department is a key issue as several key staff are nearing possible retirement.

Finance: The office continues to work on seriously delinquent real estate and personal property accounts. The Town Clerk's office could be impacted by legislative issues discussed during the last session and likely to reappear such as early voting, etc. The software in the Assessor's office will need to be replaced at an estimated cost of \$20,000.

Slides were shown outlining the general fund historical fund balance information and bond ratings; general fund financial results, estimated and adopted budget; historical budget information,

Future Budget Constraints: Losing ECS funds; we are paying now to get rid of recycling; no major building projects, which may affect the building inspection fees; limited grand list growth, impact of Vernon WPCA and union negotiated wages and other fixed costs for energy, fuel, etc.

He reviewed the various reserve funds that are in place throughout the town:

Board of Education Reserve Fund
Emergency Storm Reserve Fund
Utility Reserve Fund
Debt Service Fund
Town-Wide Property Revaluations
Capital and Non-recurring Reserve Fund
Regional health insurance program

He reviewed the Debt Management Plan. This is something that future Councils will need to work on. They will see a drop in payments associated with projects being paid off. At that point, the Council will need to consider whether they take that money which has been budgeted to lower the mill rate, or put it into pay as you go debt service. By doing the pay as you go, Tolland wouldn't need to borrow annual.

The Vernon Water Pollution Control Facility Upgrade: Tolland's share is 5.64% of the total.

He provided a FY 20-21 Budget Information Scenario: with the assumptions that he provided, the results would be: .81 mill increase or 2.25% increase in the mill rate and 2.30% overall increase in expenditures.

He showed slides relating to property assessment information, and some of the Assessor's assumptions. He asked the community not to consider these the finals. They are assumptions. Then a slide was shown outlining the scenario of the FY 20-21 with the impact of the revaluation estimate: with assumptions that were provided, the results would be: 1.88 mill increase or 5.21% increase in the mill rate and 2.30% overall increase in expenditures.

He closed by saying that he wished everyone the best of luck. He thinks that Tolland has a tremendous foundation, an unbelievably well managed community, and a tremendous staff. There are a few problems to work through, but he is confident that Tolland will be able to do that, like it has in years past.

3. Discussion

Resident: Are the reserve funds that he had listed out locked, or can the money be diverted elsewhere?

Mr. Werbner said they are locked in terms of ordinances. The only way they could be diverted would be if the Town Council voted to abolish the ordinance that created them. Only then, could the money be moved to somewhere else. There would need to be a public hearing associated with that.

Lou Luba: With recent indications from the Governor concerning teachers' pensions, do you have any projections regarding this?

Mr. Werbner said the proposal kicked around during the last session focused on communities not funding the outstanding unfunded liability, just the future costs. For Tolland, it was going to be phased in over three years at \$100,000 per year (\$300,000) at that point in time. Malloy's first proposal was much higher, because he included the unfunded portion. As of now, that fund is not getting any better, so he doesn't think it will go away as an issue. CCM is the preliminary lobbying group for the local governments. We strongly lobbied that should this come about, there needs to be something in place were municipalities would have a greater ability to be involved in the setting of teachers' wages, which are primarily controlled by the BOE.

Resident: She asked if any monies being budgeted for pay-to-play is going toward turf replacement.

Mr. Werbner said no. He said the field has become a town responsibility. The town maintains the field. Fortunately, the school uses it quite a bit, which is good, that is what was intended.

Originally, we thought we'd be able to get some municipal use of the field, which would bring in some revenue to help off-set future costs. It's been more utilized by school activities. It has been rented out though. Any revenue received has gone towards existing debt having to do with the original construction, but there has been nothing built up in the reserve.

Resident: Said 'nice job Steve.'

4. **Adjournment:** Ms. Nuccio moved to adjourn the meeting; Seconded by David Skoczulek at 8:25 p.m. All were in favor.

William Eccles, Chair

Michelle A. Finnegan
Town Council Clerk