



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

SPECIAL MEETING

6:00 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 December 18, 2019

- CALL TO ORDER, PLEDGE OF ALLEGIANCE
- APPROVAL OF AGENDA
- ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF:
 - Discussion concerning an attorney client communication related to legal steps for addressing an anonymous complaint
 - Possible action related to legal steps for addressing an anonymous complaint

D. APPROVAL OF MINUTES

- November 13, 2019
- November 19, 2019 – Special Meeting
- November 20, 2019 – Budget Workshop
- December 5, 2019- Special Meeting

E. 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.

F. CORRESPONDENCE

G. POINTS OF INFORMATION

H. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

I. SUPERINTENDENT'S REPORT

- G.1 Rebecca Adams, CAGE - FOIA, BOE Roles and Responsibilities (no enclosure)
- G.2 Monthly Financial Report
- G.3 BGP Building Committee Board of Education Liaison (no enclosure)
- G.4 Communications Committee Appointment (no enclosure)

J. COMMITTEE & LIAISON REPORTS

K. CHAIRPERSON'S REPORT

L. BOARD ACTION

M. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

N. POINTS OF INFORMATION

Town Council Meeting Minutes – November 12, 2019
Town Council Special Meeting Minutes – November 26, 2019
Town Council Meeting Minutes – November 26, 2019
Town Council-Rules of Procedure
Town Council Meeting Minutes-December 10, 2019

O. FUTURE

P. NEW BUSINESS

Q. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – November 13, 2019

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: none

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

Others Present: Sheila Bailey, Town Clerk

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. TOWN CLERK, SHEILA BAILEY – will swear new board members in. Determination of officers and committee membership

Ms. Bailey requested that the members stand and raise their right hands. All members complied. Ms. Bailey read the Oath of Office. All members took the Oath of Office.

Ms. Besaw motioned to nominate Ms. Lundgren for the position of Chair of the Tolland Board of Education. Ms. Moran seconded the motion. All were in favor. Motion carried.

Ms. Lundgren accepted the nomination and took the Chair position.

Ms. Howard-Bender motioned to nominate Ms. Moran for the position of Vice Chair of the Tolland Board of Education. Ms. Philbin seconded the motion.

Ms. Besaw motioned to nominate Ms. Plourd for the position of Vice Chair of the Tolland Board of Education. Mr. Marie seconded the motion.

A discussion took place.

Ms. Howard-Bender commented that even though the Republicans have a majority that they could continue in a bipartisan manner by using the skills of the Democrat members as well to take the town forward. Ms. Moran added that it would be helpful to have minority representation in leadership for caucusing purposes. It worked well she was the Vice Chair and Ms. Yudichak was the Chair. Each of them would caucus with their respective groups and then come together to meet with Dr. Willett. It sends a good message to the community. Ms. Besaw commented that she does not believe that there is any intention not to be bipartisan or to have full participation by both parties. She added that there will be good communication and the leadership team needs to work well together. Ms. Moran inquired how the minority party would be informed. Ms. Lundgren responded that she believes within the communications in the committees and via e-mails as well as speaking one on one that they will be very open. Ms. Moran noted that they may not communicate via e-mail as the Board. She asked if the Chair would reach out to members of the minority so they could caucus as there will be instances

where this will need to occur. Ms. Lundgren believes a chair and a vice chair need to be aligned on certain matters regardless of the parties and politics. She believes that Ms. Plourd brings questions and leadership to the table based on her experience on the Board. She added that in terms of history, it was not until the 2017 election that they changed to having a Republican as chair and a Democrat as vice chair. Ms. Howard-Bender responded that it is not about politics and parties, the charge of the Board is to ensure the business of the schools continues. In terms of a resource, one cannot have a more informed resource than Ms. Moran. Further, in terms of optics, this appears that the Chair is not going to listen to anyone but her contingent. We want this to work for the students. Everyone needs to work together. There is a lot of talent around the table upon which they should capitalize and listen to each other.

Mr. Holt commented that one thing he hopes everyone can agree on regardless of who gets the leadership positions is that everyone is doing this for the children and the community. He sincerely hopes they can reach across the aisle and share the experience and knowledge so it can be targeted to the issues at hand. Whatever happens in this vote, everyone still has the same mandate. Mr. Marie noted that he supports Ms. Plourd for the vice chair position because having run on the ticket with them, he has seen Ms. Lundgren and Ms. Plourd work very well together. They are on the same page on a lot of issues and in order to have effective leadership it is important to have people on the same page. He is not saying that the Democratic Party members are not qualified and it is important that they are informed in the proper way and allowed to participate but it is important to have leadership that is on the same page.

Ms. Howard-Bender commented that one of the items that Ms. Plourd was very big on was representing diversity of thought throughout her years of service. Based on Mr. Marie's comment that Ms. Lundgren and Ms. Plourd are on the same page then there will not be diversity of thought if they vote to have Ms. Plourd as vice chair. Mr. Marie responded that having the leadership on the same page will provide a good direction and will take everyone's thoughts into consideration and that being on the same page will allow them to do that.

Ms. Plourd commented that she expected this push back and 100% understands where everyone is coming from. She would likely feel the same way but agrees with Mr. Marie. They need to set leadership, Dr. Willett, and the entire Board up for success. There are plenty of opportunities for leadership and bipartisanship via different committees. She is humbled to be nominated and did not expect to be. She knew there would be pushback in terms of reaching across the aisle but the door is always open as long as it is respectful and civil. Ms. Plourd added that she believes that a lot of their business will be done in this board room and is sure that leadership will reach out to the minority representation when needed. Ms. Howard-Bender commented that she hopes all business is done in this board room.

Ms. Moran cited a previous board member who would always start a new session by stating that the letters after their names go away after the election and all of the members at the table are together for the good of the school system and the students. The role of the Board is to set policy and support the superintendent and the efforts of the district and its employees. She hopes that everyone keeps this in mind as they work together and go forward. In regard to the chair and vice chair, it is about building a cohesive board and building consensus among board members. She hopes the chair and vice chair will work on this as it should not always be a 6/3 vote. They should work toward compromise and an understanding of what they are doing together. Ms. Moran hopes this is what they know to be their duties.

Ms. Philbin commented that she agrees that leadership should be aligned but noted that the entire Board should be aligned as well. When creating a leadership team there needs to be diversity of thought and perspectives so the team can have an aligned vision. They need to represent the members of the Board as a whole and the townspeople with diverse backgrounds, thoughts, and visions and ensure everyone is represented like they did on the Town Council. Just because a team is aligned it does not mean there needs to be agreement on everything. They need to challenge each other and there needs to be representation of the majority and the minority in multiple aspects. Ms. Philbin believes they would be doing a disservice to the Board and should start 2019-21 off right and show the Town that the members are here to work cohesively, as a team, and to listen to each other. If there is not an opportunity for this they then are already setting the bar for the optics. They would be doing a disservice to the town by not utilizing Ms. Moran's expertise and long term involvement with the schools.

Ms. Griffin commented that she has full confidence that Ms. Lundgren and Ms. Plourd will do as stated by Ms. Philbin. This will not be about the letters after their names. They will do everything they can to ensure the entire Board listens to each other and comes together. Everyone is in this for the children. This is why everyone ran. It is not about Republican or Democrat but what is best for the kids. She is wholly confident that Ms. Lundgren and Ms. Plourd as the leadership will do what is best for the students of the Tolland Public Schools.

A vote was taken on Ms. Besaw's motion to nominate Ms. Plourd as Vice Chair. Ms. Lundgren, Ms. Plourd, Ms. Besaw, Mr. Holt, Ms. Moran, Ms. Philbin, and Mr. Marie were in favor. Ms. Howard-Bender opposed. Motion carried.

Committees

Each member noted their interests.

In accordance with bylaw 9080, Ms. Lundgren appointed members to the standing committees as noted in the table.

Committee	Chair	Members
Contracts & Negotiations	Ms. Besaw	Ms. Philbin, Ms. Moran
Policy	Mr. Holt	Ms. Plourd, Ms. Howard-Bender
Finance & Facilities	Ms. Griffin	Mr. Marie, Ms. Philbin, Ms. Besaw,
Communications	Ms. Moran	Ms. Plourd, Mr. Holt

C. APPROVAL OF MINUTES

- November 6, 2019

The minutes were approved as corrected with the following changes: item C, 1st paragraph, 1st line, "32 Stewart Drive" should be, "32 Stuart Drive".

D. PUBLIC PARTICIPATION

Kate Vallo, 80 Tolland Green, welcomed the Board members and thanked them for their service. She read the following, "[she] is sure that everyone sitting on this Board is doing so for the best interests of the students, families, staff, and the community as a whole. As has been the case with relatively large turnovers with boards in the past, I imagine there will be a little bit of a

learning curve overall and a period of adjustment as everyone settles into their positions and finds their rhythm in working with one another. It is with this in mind that I would like to express a little bit of surprise and concern with the Board action item listed on this evening's agenda to consider establishing a curriculum committee. I am definitely not an expert but I do have an education background and I have a fair amount of familiarity with boe agendas so I was surprised to see an action item listed prior to having this item on an agenda as a discussion item so that a group process could happen in public and a joint decision could be made about whether to move the item to action. I am feeling unsure about how the decision was made to include this item for action including whether there was bipartisan discussion about it or a group discussion at all outside of public session. I also have some concerns about the intent of the committee itself. I do not believe that both designing and implementing curriculum changes is within the Board of Education's purview and while I do agree it is the Board's responsibility to review existing curriculum and to keep apprised of current trends, there are already structures in place to accommodate this such as presentations to the whole Board which seems to me to be more efficient, effective, and frankly transparent. In short, while this newly formed Board surely brings a high level of skill and expertise in a variety of areas to the table, none of the members are experts in the area of directing curriculum and instruction except for the [educators in the room]. I hope that this is respectfully left to the professional hired to do [this]."

Amy Duff, 127 Robin Circle, expressed the same concern that Ms. Vallo brought up regarding an action item being brought forward onto an agenda without any discussion. In addition, she also has some concerns about this curriculum committee and questions regarding it. She inquired how other board members in other towns work in curriculum committees – specifically, the responsibilities and roles. Ms. Duff also inquired if the language used to describe the purpose and function and duties written with specific indicators was authored by a Board member or was it lifted from another document. She also has many concerns that a committee would design and implement curriculum changes and wants to know not only where the language came from but also why it was added. In addition, who determines the agenda and the topics? Is it the Board members, Dr. Willett, by data, by district initiatives, mandates, and/or personal choices? Ms. Duff is also curious about the time constraint that will be put on the administrators. Will this be done during the work day? Are they asking staff to come out another night to work on these committees?

Kate Vallo, 80 Tolland Green, completed her statement, "I also hope that this Board takes some time to learn about existing structures in place to support you in your roles as you seek to become informed leaders and seek to make decisions that will make efficient and effective use of our district's limited resources. Thank you again for your time and service."

George Eldridge, Fish and Game Road, thanked the members for taking positions that surely are not easy. He commented that he was not happy with the way the Board of Education and the Town Council worked together previously and hopes that this improves. He also pointed out that they have to be penny wise and pound foolish. They need to realize there is a very limited income. The State will provide less money this year and there are at least 170 homes in town with foundation issues. He assumes most of them have applied for reduced taxes so hundreds of thousands of dollars are being lost. Negotiations need to become very tight and he pointed out that most corporations ten years ago did away with their pension programs. They did not short change the workers but they changed to a defined savings plan and pensions were

eventually phased out. They need to think of a new way when they are in negotiations so they pay as they go and not have money spoken for years in advance. Mr. Eldridge is not anti-school or anti-children and noted that twenty nine thousand people have moved out of state and provided information about his own family. No one can afford to live in this town and we need to be frugal.

Jeff Schroeder, 19 Melissa Way, congratulated the members on being elected. He cited Policy 9070 and noted that the Board did not elect a secretary after electing the vice chair.

Liz Costa, 54 Josiah Lane, commented that she also takes note with the formation of a curriculum committee. With the exception of Ms. Howard-Bender and Dr. Willett, she does not know of any educator on the Board. She would like to know, and the public deserves to know, what this is about before it is brought to action. Further, she congratulated Ms. Lundgren on her new position as Chair but noted she believes Ms. Lundgren has already been dismissive. Ms. Howard-Bender asked to be the Chair of the Policy Committee and she was dismissed. Ms. Moran has the most experience with negotiations and she was dismissed as well. Further, Ms. Howard-Bender's concern regarding the minutes was dismissed. While it is the Chair's right to do this and is in Robert's Rules, there should have been more discussion about this. She hopes she will get on better terms.

Deb Goetz, 176 Kate Lane, congratulated all of the Board members and noted that she is sure they will all work together for the best for the students, staff, and community. Great choices were made for the positions of Chair and Vice Chair. She added that she believes all of them would have been great selections but this will work. Ms. Goetz noted that both the towns of Ellington and Vernon have curriculum committees on their boards of education so this is not unusual.

Jayden Regisford, 68 Old Stafford Road, commented that not having Ms. Moran as the Vice Chair is a really big loss to the Board just like the loss of Michelle Harrold from the Board. They had the choice tonight to catch it before it was lost. Losing Ms. Moran in the Vice Chair position is really detrimental.

Amy Duff, 127 Robin Circle, commented that the Ellington Board of Education has a curriculum committee. She reviewed their minutes and it appeared that it was more of an informational committee where the administrators were sharing with the Board some of the curriculum initiatives. It was not developed for Board members to develop or critique curriculum.

Sam Adlerstein, 164 Pine Hill Road, congratulated the Board members. He requested that members do their work at the table in meetings of the Board of Education. Decisions and conversations should be here. He really wants to follow the Board's work and is committed to doing so. Subcommittee items should become recommendations to the Board. This way the Town can follow along and participate. If the Board does not feel this is appropriate or is hesitant, he would like to hear this tonight. If the Board will commit to doing this he would appreciate it. Mr. Adlerstein thanked the members.

Colleen Yudichak, 12 Blueberry Hill Road, congratulated all of the Board members. She commented that having served on the Board for 5 years, and part of that time the Democrats did have control and the vice chair position was held by a Democrat, when that member

stepped down they were able to have a Republican and a Democrat in the leadership roles. Ms. Yudichak believes both political committees were pleased with this as they were able to work together and caucus. While she believes the Board will do fine, it is already a lost opportunity for bipartisanship. She added that Ms. Nuccio did a great job as Chair of the Town Council to have Mr. Jones as the Vice Chair and to show the community that they could work together.

Trisha Byam, 16 Bonair Hill Road, congratulated the members of the Board. She hopes that they will work together. When she went to the polls she voted for who she thought would work together and reach across the aisle. What she is seeing so far is not what she was hoping would be the results. She hopes it will come together. Ms. Byam added that as Ms. Duff pointed out, she has the same concerns about the curriculum committee. Just the wording that the Board is going to take part in "designing" and "implementing" curricular changes to enhance educational programs concerns her. She was a teacher for many years in another town and never knew this to be a job of the Board. Hopefully the Board will leave this to the professionals who have studied education and are trained to do so.

Ms. Lundgren entertained a motion to appoint a Board Secretary.

Ms. Plourd motioned to nominate Ms. Philbin for the position of Secretary of the Tolland Board of Education. Ms. Besaw seconded the motion. Discussion: Ms. Philbin declined the nomination. All were in favor. Motion failed.

Ms. Lundgren entertained a motion to appoint a Board Secretary.

Ms. Plourd motioned to nominate Mr. Holt for the position of Secretary of the Tolland Board of Education. Ms. Besaw seconded the motion. Discussion: Mr. Holt accepted the nomination. Ms. Lundgren, Ms. Plourd, Ms. Besaw, Mr. Holt, Ms. Moran, Ms. Philbin, and Mr. Marie were in favor. Ms. Howard-Bender abstained. Motion carried.

E. CORRESPONDENCE

- e-mail which was referred to human resources
- e-mail in regard to Board leadership

F. POINTS OF INFORMATION

Ms. Plourd commented in regard to the curriculum committee. It was not their intent to reinvent the wheel. State statutes state that boards of education have curriculum committees and cited Connecticut General Statute 10-220 "(e) Each local and regional board of education shall establish a school district curriculum committee. The committee shall recommend, develop, review and approve all curriculum for the local or regional school district."

The Board was not trying to be experts and write curriculum. It would like to be informed and if there are changes the Board would like to approve them. The wording came from the Town of Vernon. Ms. Plourd added that she is amenable to the recommendations of Policy Committee in regard to wording.

Ms. Moran motioned to add agenda item H.4., Consideration of Policy Change of Adding a Curriculum Committee. She explained that Policy 9190 lists the standing committees. Typically when there is a policy change the Board has two readings so the Board may absorb the change and the public may weigh in. She would like this item added to the agenda so there may be a robust discussion and better understanding of the goal of the committee. Ms. Howard-Bender seconded the motion. A brief discussion took place.

Ms. Lundgren commented that as an action item it will be discussed. Ms. Moran explained that traditionally an item is listed in the agenda, discussed, and a vote is taken to send it to action. The way it is currently presented, Ms. Moran feels that it skips some quality discussion that the Board would have had.

All were in favor. Motion carried.

A discussion regarding the curriculum committee took place including the verbiage. Mr. Marie commented that the committee would not dictate curriculum or policy. Ms. Griffin added that having the presentations at the last couple of Board meetings helped with the understanding of curriculum and would like to see more of these presentations. They had not been done for a couple of years. Dr. Willett will provide more information under item H.4.

Ms. Howard-Bender commented on Mr. Adlerstein's request that all decisions and work be done at the Board table and that subcommittees report to the Board in public session. She would like to commit to doing this.

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

- the student representatives are elected by the Student Council to represent the district's entire student body and keep the high school students updated on what is happening on the Board as well as to keep the Board updated with what is happening in the school system
- Coffee House, November 8th, Tolland Youth Services Community Theater held an event that went very well; there are many wonderful musicians and artists in Tolland and it is nice to see this celebrated
- Veteran's Day, November 11th, a 2-hour advisory was held; ½ of the advisory was spent making 1,000 paracord bracelets to send to soldiers overseas; an assembly took place with a program where they viewed videos and a service to honor veterans
- DECA – members went to the Tolland Senior Center for Cyber Seniors on Tuesday to help with educating seniors on using technology
- Food Drive – sponsored by the Student Council (11/11 – 11/21)
- Boys Cross Country – won the State Open and will move on to the regionals

Mr. Fisher commented for himself and Ms. Costa that as students they have hope and faith that the Board will represent the students but the student representatives are elected by the Student Council to best represent the students and will voice what they believe is in the best interest of the students as well.

H. SUPERINTENDENT'S REPORT

H.1. 2020 Board of Education Meeting Dates

Dr. Willett reviewed attachment H1.

Ms. Plourd inquired about moving the meeting time from 7:30 p.m. to 7:00 p.m. and asked for feedback. A brief discussion took place where members provided feedback. Ms. Plourd motioned to move item H.1 to item K.2 for action. Mr. Marie seconded the motion. All were in favor. Motion carried.

H.2. Transportation

Dr. Willett reviewed attachment H2 which included an explanation of policy 3020, information from discussions with the transportation advisory service and a consulting firm, comparative information, and data from the First Student proposal.

Dr. Willett explained that the proposal from First Student is favorable for the district. It addressed the changes the district sought, including addressing the age of the buses, with a reasonable increase. Further it achieves what is desired without a great disruption to the district's operations. If they act now, the district can take advantage of this offer; otherwise the district will go into the bid process. Dr. Willett explained that a deal resulting from the bid process may be similar to the one being presented or worse and would cause a great disruption in the process. Thus, if one is not going to get a radically different deal or better one, they would inherit a very large disruption to the process in making the transition. The Board does not have to act on it and may choose to go out to bid. The consulting firm provided parameters on what a deal may look like and this proposal comes in significantly better than those parameters. Dr. Willett noted that as requested he did look into a 4 and 5 year deal but it would be 4.5% and he did not recommend it. Dr. Willett explained that rather than accepting the proposal unilaterally as a waiver he has presented it to the Board for its consideration but the Board may go out to bid if it so chooses.

A discussion took place. It was noted that the last time the district went out to bid for transportation was in 2013. Dr. Willett clarified that the district used the firm Walsh Consulting. While a report was not provided, which would have been available at an additional cost, the firm verbally provided information on the market and reviewed the districts' profile. It was noted that the loss of a bus both in year one and year two is due to declining enrollment but should not have a significant effect on the amount of time students are on a bus as their software programs calculate the routes so they fall within the set parameters. The transportation contract's language was provided Shipman & Goodwin LLP.

Dr. Willett reviewed the cycle of the buses, models, and model years. The average age of the buses is reduced from 11 to 5.7 in year 1. Dr. Willett reviewed the phase in of the newer buses and added that the buses are also used for shelter. In the event of an evacuation at Birch Grove, the buses would be dispatched to the school which is part of the relationship and agreement. It was noted that all of the buses have cameras. Dr. Willett reviewed the unique transportation dynamic in Tolland including terrain and other items and explained this is why one cannot compare Tolland with other towns on an "apples to apples" basis.

A brief discussion took place regarding doing a one year extension to provide more time for Board review. Dr. Willett noted that this would be possible but the district's bargaining position would not get stronger. In regard to timing, Dr. Willett explained that if the Board does not accept the proposal this evening or at a special meeting within the next week, his recommendation is to go out to bid. He added that if the Board is not comfortable with the proposal it should go out to bid.

A straw poll was taken: Those in favor of accepting the proposal. Yay: Ms. Howard-Bender, Ms. Besaw, Ms. Plourd, Ms. Philbin, Ms. Griffin, Ms. Moran. Nay: Mr. Holt, Mr. Marie

Ms. Plourd motioned to move item H.2 to item K.3 for action. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

H.3. District Vision/Mission (session 2 November 25th) and Portrait of a Graduate work (ongoing) – no enclosure

Dr. Willett explained that this work is ongoing. The session will be in the Tolland Public Library on November 25th and will start at 8 a.m. and participants should plan that it will be an all-day session. Dr. Willett requested that Board members participate. If they are unable to participate, the Portrait of a Graduate work will be taking place over the span of the next few months. Dr. Willett noted that typically the Board will hold a session focused on setting goals. The district is working with Ed Advance and the Connecticut Center for School Change.

H.4. Consideration of Policy for the Curriculum Committee
The Board members held a discussion on this item.

Ms. Howard-Bender explained that both Ellington and Vernon have a director of teaching/learning or a director of curriculum. Tolland does not have anyone in such a position so she is hesitant to add an additional committee at this point until someone is in this role to serve as a staff liaison. The wording presented this evening in regard to the committee concerns her as someone who has served on both sides. The staff works extremely hard and is not paid as much as in other districts. If staff members leave there would be a huge hole and everyone should be aware of this. She does not agree with adding another potential commitment to an already overworked staff who believes in the students. Further, the wording makes her nervous because she does not know that they have someone who can direct the professional work needed. She agrees that they should discuss curriculum but does not want to ostracize the hard working staff.

Ms. Plourd inquired about the state statutes. Dr. Willett explained that a board may establish this but the language is that the duty is not directly imposed. The district has curriculum committees and a process for curriculum development which is managed by the Superintendent. The issue is the language, "shall work with the administrators responsible for designing and implementing". Dr. Willett respects the volunteers and expressed that the terms are the issue, and that the district has curriculum professionals. He added that there are contractual considerations as well. While there are curriculum staff and liaisons, some may not be able to meet at night without additional compensation. Dr. Willett recommended the following language, "the curriculum committee shall work with the superintendent and/or his/her designees in reviewing existing curriculum, researching trends in education, and adopting curriculum changes to enhance educational programs." This is consistent with policy 9010 and the Board's role of "adopting" rather than "designing and implementing". Ms. Lundgren cited Connecticut General Statute 10-220 (e). Ms. Moran believes that the statute refers to a board as a whole serving as a curriculum committee. Presentations by the curriculum staff serve as keeping the Board informed. The Board's role is to support the superintendent and staff.

She expressed concern about putting additional time constraints on staff and added that it may violate some contractual items. Dr. Willett added that he would be happy to work with the Board on this item.

Mr. Holt respectfully disagreed with Ms. Moran and addressed the statute which states, "each local and regional board of education shall establish a school district curriculum committee". He suggested that based on the wording, Dr. Willett is the contact and if he feels he is the best person to be the representative then it makes sense for him to be in that role. It is trusted that he would get the necessary resources for the discussions.

Mr. Marie agreed with some points regarding changing the wording from "implementing" to "adopting". He enjoyed hearing the recent presentations but the curriculum is the reason for the schools and he feels that the committee could look at it in greater depth.

Ms. Howard-Bender commented that with so much going on in the district that asking Dr. Willett to do this may be too much. Curriculum is the "stuff" of learning but they need to consider who will run it on behalf of the Board and it would need to be the Superintendent. Until there is someone in the role of director of curriculum or director of teaching/learning with an 092 or 093, she is concerned.

A survey was taken as to who would like to be on a curriculum committee. Mr. Marie, Ms. Griffin, Ms. Moran, and Ms. Howard-Bender all expressed interest. Ms. Howard-Bender volunteered to be the chair.

The policy committee will review this item, discuss the language, and bring it back to the Board for consideration.

I. COMMITTEE AND LIAISON REPORTS

CABE – the website has education law summaries that Board members may review; Ms. Moran and Ms. Howard-Bender will attend the annual CABE conference; Dr. Willett noted that the Board pays for a CABE membership and pays for members to attend such sessions.

J. CHAIRPERSON'S REPORT

Ms. Lundgren read the following, "I would like to take a minute or two and thank the Town of Tolland for this opportunity to strengthen our schools, bridging the gap within community, and ensuring the 21st century standards. We are 100% dedicated to our students, families and constitutes of this town. We need to start off with an optimistic outlook as positive changes will follow. Let's keep upbeat energy flowing in this room. Be kind and courteous to each other. We have been elected and have a responsibility to fulfill. We take on these roles freely and must now represent the full 15,000 town residents. Discussions are needed as some of the best ideas come from different people collaborating. These discussions need to take place civilly so all voices are heard. Here at this table are many different perspectives. Let's listen to understand not simply to just to reply. Time is being provided to this board from each member, let's be productive with it. Accordance with the bylaws Robert Rules will be used as a formal structure. We will hand raise and proceed in an orderly manner. Under discussion, I will relax the rules; however, if need be I will install Robert Rules again. Please remember to respect each other. "Trust but verify" is a motto I personally live by. There will be questions, lots of questions. Understanding issues are the first step in figuring out solutions. There is no one answer. Due

diligence is a huge factor when making these decisions. We need to engage the community on thoughts and experiences. I'm hoping that we can get correspondence from a variety of people. We are here to answer questions but if we don't know we will ask and find out. I am a fast learner but it will take an adjustment period. Please be kind and patient with the new members to this board. We are here to make positive changes. Thank you again as we begin this new board together. We can and will do this as we all love this town that we call home, Tolland."

K. BOARD ACTION

K.1. Establishment of a curriculum committee on the Tolland Board of Education's Standing Committees

Ms. Plourd motioned to table this item. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

K.2. 2020 Board of Education Meeting Dates

Ms. Howard-Bender motioned to approve the 2020 Board of Education meeting dates. The dates with asterisks are still on the books. Ms. Moran seconded the motion. All were in favor. Motion carried.

K.3. Transportation

Ms. Plourd motioned to endorse the Superintendent to seek a three year transportation agreement with First Student under the conditions and prices identified in Item H2. Ms. Howard-Bender seconded the motion. Ms. Howard-Bender, Ms. Besaw, Ms. Plourd, Ms. Lundgren, Ms. Moran, Ms. Philbin, and Mr. Marie approved the motion. Mr. Holt opposed. Motion carried.

L. PUBLIC PARTICIPATION

George Eldridge, Fish and Game Road, commented that he disagreed with the transportation issue. He thinks they should go out to bid. The State is losing a lot of people, a lot of students. There should be companies out there hungry for us and it might give the district a decent bid. We need to cut money somewhere. May is just around the corner. They need to cut money somewhere such as cost-saving measures or they will be in deep "doo doo". As far as eliminating some busses, it is a great idea. They have never eliminated enough busses to keep up with the declining enrollment which is more than 25% from the maximum. Mr. Eldridge commented that when he attended Ellington High School he had over an hour ride each way so adding 3-5 minutes to change the routes – "get over it". He went on to say that he can see where they may need to cut some teachers through attrition. Birch Grove had 477 students and now has 41 classrooms. That is less than 12 students per classroom. He attended school in the Hicks Memorial Center and there were 28 in his first grade class and there was no extra help with teachers. Mr. Eldridge explained that they need to find some places to "suck it up a little bit" with budgets and start thinking about where there are other things, he is not talking about "hurting the kids" but some of the class sizes need to be adjusted. Also, there have to be other places where they can cut some money.

Colleen Yudichak, 12 Blueberry Hill Road, commented that she is glad to see that the transportation item was sent through. She inquired who the chair is for the curriculum committee. *It was clarified that the committee does not yet exist.*

Jayden Regisford, 68 Old Stafford Road, commented that he did not recall who said it but that curriculum is the reason schools exist. He does not think a lot of people agree, including him. Students are the reason schools exist so every decision should be made based on students' needs, not based on curriculum. Decisions should be made based on the students, not necessarily the curriculum.

M. POINTS OF INFORMATION

Mr. Marie commented on his statement regarding curriculum. The purpose of the schools is to educate children and curriculum is how you teach and what you teach. This is what he meant.

N. 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
- Setting of graduation date
- Community Budget Workshops
- Curriculum Committee

Ms. Howard-Bender proposed inviting seniors to volunteer in the schools.

O. NEW BUSINESS - none

P. ADDITIONS/CHANGES TO THE AGENDA

This item will become item B on future agendas and be worded as follows, "Approval of the Agenda".

O. ADJOURNMENT

Ms. Plourd motioned to adjourn the meeting at 9:38 p.m. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION

51 Tolland Green
Tolland, CT 06084
Conference Room

SPECIAL MEETING – November 19, 2019

Members Present: Ashley Lundgren, Chair; Anthony Holt, Secretary; Christine Griffin, Kate Howard-Bender, Jacob Marie

Members who phoned in: Christina Plourd, Vice Chair; Renie Besaw, Karen Moran, Dana Philbin

Members Absent: None

Administrators Present: Dr. Walter Willett, Superintendent of Schools

- A. **CALL TO ORDER**
Ashley Lundgren called the meeting to order at 6:00 p.m.

- B. **SUPERINTENDENT'S REPORT**
Acknowledgement of the approval of the early submission of Site, Structure and Concrete paperwork with respect to the Birch Grove Primary School project and the School Construction Grant.

- C. **BOARD ACTION**
Ms. Howard-Bender motioned to approve the early submission of Site, Structure and Concrete paperwork with respect to the Birch Grove Primary School project and the School Construction Grant. Mr. Holt seconded the motion. Discussion occurred followed by a vote. All were in favor. Motion carried.

- D. **ADJOURNMENT**
Ms. Howard-Bender motioned to adjourn the meeting at 6:11 p.m. Mr. Holt seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Walter Willett
Superintendent

TOLLAND BOARD OF EDUCATION
Tolland Public Library
Library Program Room
Tolland, CT 06084

SPECIAL MEETING – November 20, 2019

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Renie Besaw, Christine Griffin, Jacob Marie, Karen Moran, Dana Philbin
Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

The workshop was called to order at 7:00 pm

B. Superintendents Report

Presentation by the Superintendent, Walter Willett with questions, answers and discussion for FY 2021 Budget.

C. ADJOURNMENT

The workshop was adjourned at 9:01 pm

Respectfully submitted,

Walter Willett

TOLLAND, CT BOARD OF EDUCATION MINUTES
SPECIAL MEETING
HICKS MUNICIPAL CENTER CONFERENCE ROOM C
THURSDAY, December 5, 2019 7:00 PM

Board Members Present: Ashley Lundgren, Christina Plourd, Jacob Marie, Kate Howard-Bender, Renie Besaw, Christina Griffin, Anthony (Tony) Holt, Karen Moran, Dana Philbin (Phone)

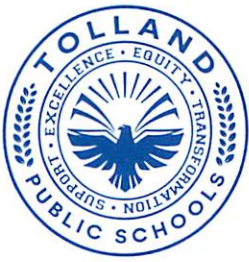
Board Members Absent: None

Others Present: Jessica Ritter

1. Call to Order: The meeting was called to order at 7:03 PM.
2. Attorney Client Communication Matter
 - Ms. Besaw motioned to enter the Executive Session at for the purpose of discussing an attorney client communication relating to legal steps for addressing an anonymous complaint and to invite Ms. Ritter to attend.
 - Mr. Marie seconded the motion.
 - All were in favor. Motion carried.
3. Adjournment:
 - Ms. Besaw motioned to adjourn the meeting at 8:34 pm.
 - Ms. Plourd seconded
 - All were in favor. Motion carried.

Respectfully submitted,

Anthony Holt



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.2

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

RE: Monthly Financial Report for November 2019

Date: December 4, 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 November 2019 is the 5th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying five months of FY 19-20 year. As with any financial report 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, 5 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 \$1.0 million will be converted to encumbrances or expenditures over the next several of months.

The attached November 2019 financial report shows an available balance of \$1,061,386 or 2.66% of the BOE's current budget. As previously stated, this amount will reduce over the next several months. It is extremely important to understand that 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 is now complete, transportation routes have been fully booked, but due to the ongoing construction throughout the town, some routes will run late, 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 transferred the 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 know 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 that remain, 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 2020.

The FY 20-21 budget cycle is underway. The Capital Improvement Plan is the first step in the planning process. The Superintendent has presented a Capital Improvements Plan to the BOE at the October 2019 meeting. The plan was forwarded to the town.

The "Initial Budget Development" for FY20-21 takes place in November and December. According to the budget calendar, the Superintendent will be presenting his budget during the January BOE meeting.

Tolland Public Schools

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

From Date: 11/1/2019

To Date: 11/30/2019

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	\$1,792,781.07	\$7,486,776.93	\$14,896,530.16	\$14,616,281.60	\$280,248.56	1.25%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$43,870.25	\$98,007.33	\$339,662.67	\$28,134.15	\$311,528.52	71.18%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$15,453.83	\$120,939.00	\$55,419.00	\$6,696.14	\$48,722.86	27.63%
0100.0000.150.00.000.1	Stipends	\$346,129.94	(\$14,568.76)	\$23,406.81	\$322,723.13	\$427,875.61	(\$105,152.48)	-30.38%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$11,783.36	\$33,073.97	\$162,487.03	\$103,651.00	\$58,836.03	30.09%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	(\$666.66)	\$286,427.45	\$281,322.55	\$245,250.00	\$36,072.55	6.35%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$368,492.65	\$2,508,922.15	\$2,342,707.79	\$2,284,342.82	\$58,364.97	1.20%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$53,345.58	\$215,385.23	\$477,838.74	\$372,932.83	\$104,905.91	15.13%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$21,701.81	\$88,828.38	\$163,056.05	\$141,455.16	\$21,600.89	8.58%
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	\$5,171.00	\$9,468.00	\$47,213.00	\$23,182.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$0.00	\$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	\$1,739.63	\$24,063.11	\$24,612.39	\$161.50	\$24,450.89	50.23%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$0.00	\$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	\$18,927.89	\$44,475.82	\$194,795.18	\$72,750.00	\$122,045.18	51.01%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,020.85	\$8,838.56	\$25,643.44	\$5,354.50	\$20,288.94	58.84%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$22,116.12	\$127,492.92	\$25,850.08	\$38,429.15	(\$12,579.07)	-8.20%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$20,067.23	\$315,512.26	\$187,363.74	\$51,157.70	\$136,206.04	27.09%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$0.00	\$34,762.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$5,419.62	\$26,439.60	\$108,640.40	\$51,294.84	\$57,345.56	42.45%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facil	\$259,450.00	\$1,227.36	\$48,190.84	\$211,259.16	\$21,747.14	\$189,512.02	73.04%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$13,875.03	\$61,521.80	\$103,734.20	\$106,632.52	(\$2,898.32)	-1.75%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$596,480.49	\$755,056.13	\$2,106,984.87	\$2,176,670.18	(\$69,685.31)	-2.43%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$0.00	\$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	\$5,239.71	\$20,128.55	\$37,776.45	\$29,287.49	\$8,488.96	14.66%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$1,843.18	\$3,842.47	\$14,157.53	\$0.00	\$14,157.53	78.65%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$714.00	\$3,647.72	\$14,757.28	\$922.00	\$13,835.28	75.17%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$414,886.57	\$1,198,052.13	\$965,229.87	\$1,749,583.59	(\$784,353.72)	-36.26%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$6,913.51	\$30,300.44	\$3,641.56	\$22,307.59	(\$18,666.03)	-54.99%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$12,533.23	\$22,500.69	\$70,493.31	\$49,816.51	\$20,676.80	22.23%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$6,898.63	\$25,762.84	\$165,689.16	\$47,872.05	\$117,817.11	61.54%
0100.0000.610.00.000.1	Instr Supplies/Mat'l's	\$367,242.00	\$48,667.55	\$126,128.93	\$241,113.07	\$85,017.07	\$156,096.00	42.50%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$20,610.32	\$1,469,295.60	\$152,514.40	\$149,780.40	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$8,222.66	\$29,018.69	\$98,843.01	\$17,679.07	\$81,163.94	63.48%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$2,430.00	\$42,163.80	\$39,513.92	\$1,725.00	\$37,788.92	46.27%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$1,227.97	\$12,813.45	\$42,472.55	\$17,378.30	\$25,094.25	45.39%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$30,849.66	\$84,735.75	\$65,472.25	\$2,616.71	\$62,855.54	41.85%
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	\$1,635.99	\$43,196.17	\$9,732.83	\$5,285.75	\$4,447.08	8.40%
Grand Total:		\$39,975,605.39	\$3,540,911.33	\$15,685,798.87	\$24,289,806.52	\$23,228,419.57	\$1,061,386.95	2.66%

End of Report

**MEETING MINUTES
ORGANIZATIONAL AND REGULAR MEETING**

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
November 12, 2019 – 7:00 P.M.**

2019 NOV 14 AM 8:14

Sheila M Bailey

Members Present: Tammy Nuccio, John Reagan, Lou Luba (telephonically via conference call); Robert Abbate, Kurt Schenher, Steven Jones, Brenda Falusi

Members Absent: none

Others Present: Michael Rosen, Town Manager; Lisa Hancock, Director of Finance; Sheila Bailey, Town Clerk; Mike Wilkinson, Director of Administrative Services; Dr. Walter Willett, Superintendent; Board of Education members: Karen Moran, Michelle Harrold, Jeff Schroeder

1. **Call to Order:** Mr. Rosen called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance:** Recited
3. **Moment of Silence:** Observed
4. **Administration of Oath of Office**
Ms. Bailey requested that the members stand and raise their right hands. All members complied.
Ms. Bailey read the Oath of Office. All members took the Oath of Office.

Ms. Nuccio motioned to allow Mr. Luba to participate in this evening's meeting telephonically. Mr. Jones seconded the motion. All were in favor. Motion carried.

5. **Election of Chairperson**
Mr. Rosen requested a motion to elect a chairperson for the Town Council.
Mr. Reagan motioned to nominate Ms. Nuccio to be the Chair of the Tolland Town Council. Mr. Abbate seconded the motion. All were in favor. Motion carried.
6. **Election of Vice-Chairperson**
Ms. Nuccio nominated Mr. Jones as the Vice Chair of the Tolland Town Council. Ms. Falusi seconded the motion. All were in favor. Motion carried.
7. **Adoption of Meeting Schedule and Set Time for Regular Meetings** (see attached)
Mr. Jones motioned to adopt the meeting schedule and times as stated in the Council's packet. Ms. Falusi seconded the motion. All were in favor. Motion carried.
8. **Adoption of Rules of Procedure** (see attached)
Ms. Nuccio noted that the Town Council will adhere to Robert's Rules as its practice for meetings. According to the bylaws, the Council will have constructive conversation. The Chair encourages debate and discussion in a respectful manner and will look to relax the rules for recognition for discussion but if a discussion goes off track they will enforce chair recognition. Additionally, in New Business an opportunity will be added for the public to have a period of time for comment before the Council votes. This is based on feedback they have received regarding the meeting structure. By doing this, the public will have a period of time to provide input that will be considered by the Town Council. Mr. Rosen clarified that there will not be an amendment to the rules or procedures as they stand. This is only to provide an opportunity for the public to speak on items as noted.

Mr. Jones motioned to adopt the Rules and Procedures as attached to the Town Council's packet. Ms. Falusi seconded the motion. All were in favor. Motion carried.

9. New Business:

- 9.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2018/2019 accomplishments, 2019/2020 goals and 2019/2020 approved budget as well as an overview of the Foundation activities over the past year.

Mr. Rosen introduced Ms. Byam and explained that this presentation to the Town Council is done annually.

Ms. Byam is the President of the Tolland Public Library Foundation Board of Directors. Ms. Byam presented an overview of the organization and its accomplishments, goals, and budget. The Foundation was created by the Tolland Town Council in 1996 to establish a vehicle for public support to the library. This non-profit foundation is run by a board of directors made up of community members and its purpose is to assist the Tolland Library in meeting its strategic needs and to establish an endowment fund for the enhancement and ongoing support of the Library to cover items that are not in the municipal budget. The initial bequest was received in 2009 in the amount of \$500K from the Eaton-Demock-King family. A follow up donation of approximately \$250K was later received as well. Other significant bequests include the following: \$6,500 (Newman's Own Foundation, 2011); \$36K (Estate of Lois Barlow-Cox-Quercy).

In regard to the structure of the Foundation, each sitting member of the Tolland Town Council is a member of the Foundation. The Town Council appoints and elects the Board of Directors, the governing board of the Foundation and possesses the power and authority to control the affairs of the funds of the Foundation.

The Foundation meets five times a year and its agenda and minutes are posted online. The next meeting will be held on the evening of November 18, 2019.

Ms. Falusi thanked Ms. Byam and all of the volunteers for all that they do. She has used a number of the items highlighted by Ms. Byam and has seen many others using the resources as well. Ms. Falusi commented that the Foundation helps make the library a gem of the community.

Ms. Nuccio inquired if the Foundation uses Amazon Smile. Ms. Byam confirmed that they do and the link is posted on the website. Mr. Rosen will arrange to provide information about the library's Amazon Smile participation and how residents may sign up for the program in an upcoming e-blast.

- 9.2 Consideration of a resolution authorizing an additional appropriation of \$715,535 for the change order for the acquisition, installation and removal of portable classrooms and certain other costs and the financing of said entire appropriation by State grants and the setting of a Public Hearing thereon for November 26, 2019.

Mr. Rosen clarified the following:

- this is for the portable/modular phase of the Birch Grove Project
- the evening's action is to set the public hearing for the next regular Town Council meeting (11/26/19)
- the packet includes a letter from the Director of the Office of School Construction & Grants, Department of Administrative Services guaranteeing the money will be funded by the State

Mr. Jones motioned that the resolution be introduced and set for a public hearing on November 26, 2019 at 7:00 p.m. in the Tolland Town Council Chambers. Ms. Falusi seconded the motion. All were in favor. Motion carried.

9.3 Consideration and action on approving the revised Human Services – Administrative Secretary II Job Description

Mr. Rosen reviewed the attachment including the red-lined changes in the job description. It was noted that these edits were shared with the union (CSEA) which did not have any comment on the changes. Mr. Rosen requested that the Town Council approve the job description as amended.

Ms. Nuccio opened the floor for public comment on this item.
Public comment: none

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised CSEA union group Administrative Secretary II (Human Services) Job Description.

Seconded by Ms. Falusi.

All in favor. Motion carried.

9.4 Consideration to accept Appointments to vacancies on various municipal boards/commissions as referred to memo from Lynn Bielawiec dated November 12, 2019.

- 9.4.a. Reappointment of Fence Viewer
- 9.4.b. Reappointment to Historic District Commission
- 9.4.c. Reappointment to Inland Wetlands Commission
- 9.4.d. Reappointment to Library Advisory Board
- 9.4.e. Reappointment to Parks & Recreation Advisory Board
- 9.4.f. Reappointment to Permanent Celebration Committee
- 9.4.g. Reappointment to Planning & Zoning Commission – Alternate
- 9.4.h. Reappointment to Tolland Public Library Foundation
- 9.4.i. Reappointment to Tree Warden & Deputy Tree Wardens
- 9.4.j. Reappointment to Veterans Recognition Commission
- 9.4.k. Reappointment to Zoning Board of Appeals - Alternate

Mr. Rosen noted that these are reappointments. New appointments will be addressed at the next meeting.

Mr. Jones motioned to endorse the slate of reappointed commission members effective November 12, 2019. Ms. Falusi seconded the motion. All were in favor. Motion carried.

The Council expressed thanks to all of the volunteers. It was noted that there are still a number of boards and commissions with openings and the public is encouraged to review the list of vacancies.

9.5 Report of the Town Manager (a written report shall be provided the 1st meeting of the month only)

Mr. Rosen highlighted the following items:

- submissions received by the Town Manager's office from department heads with updates on their departments and advising of items to inform the Town Council and/or public
- Mr. Rosen has been holding capital budget meetings with all of the departments in preparation for the December Town Council meeting where this topic will be discussed.
- The open position of Town Engineer has historically been difficult to fill. Money has been budgeted but they have decided to move the money out for this fiscal year and use these funds for engineering consulting services. The job will be posted in fiscal year 2021.
- The Recreation Department is using \$40K of the special revenue fund for gym flooring rehabilitation.
- Mr. Rosen attended the November 6th Economic Development meeting and the follow up meeting over the weekend with a business owner who is looking into locating to Tolland.
- Mr. Rosen attended a CCM meeting in Cromwell this morning where they discussed small communities and the importance of regional efforts. Mr. Rosen represented Tolland and advocated for its needs.
- The Town Council members should let Mr. Rosen and Ms. Nuccio know which liaison assignments they would like to entertain.
- It has been pointed out that the current projection system is not ADA compliant given at times the small lettering. The system will be revamped and provide better clarity among other benefits. It is being funded by a grant program received by the Town Clerk's Office.
- Upcoming Events
 - Birch Grove Groundbreaking Ceremony, November 14th, 3 p.m.
 - Government Accountability Office (GAO) will be in Tolland to conduct discussions with pre-selected homeowners affected by crumbling foundations.
 - Goal setting meeting – December 8th, 12 p.m.
 - Town Council meeting, November 26th, 6:30 p.m. will begin with an executive session

Ms. Nuccio inquired about the following:

- The Manager's Report noted that there were 55 new applications for crumbling foundations and that 17 have been repaired; what is the net number (the total number of homes currently on abatement); *Mr. Rosen will provide this information.*
- The final numbers from the re-evaluation and when they will be available; *Mr. Rosen expects this to be available in a month or so.*
- Assistance programs – the rate of participation and the last time the household guidelines and income limits were reviewed; *Mr. Rosen will speak with Ms. Bellody.*
- Holiday programs – a program for families who are struggling and if information regarding the programs' availability could be provided via an e-blast to the townspeople; she noted that Tolland Cares is assisting some families

Mr. Jones motioned to add item 9.8 Chairperson's Report to the agenda. Mr. Abbate seconded the motion. All were in favor. Motion carried.

9.6 Adoption of Minutes

9.6.a October 22, 2019 Regular Meeting Minutes

Mr. Jones motioned to adopt the minutes of the October 22, 2019 regular meeting. Ms. Falusi seconded the motion. All were in favor. Motion carried.

9.7 Correspondence to Council

- correspondence from Dari Farms regarding extending the closing date to the end of November
- e-mail from Madhu Renduchintala who expressed interest in the Board of Assessment Appeals
- three e-mails received from a resident regarding the following topics: banning the sale of sugared and artificially sweetened drinks in the schools, environmental issues impacting towns, and an upcoming webinar
- e-mail from Madhu Renduchintala asking the Town Council not to reject the two contracts on this evening's agenda
- e-mail from Liz Costa requesting that the Town Council approve the two contracts on this evening's agenda

9.8 Chairperson's Report

- Board of Education Budget Workshop, November 20th, 7 p.m., Tolland Public Library
- Senior Center Birthday Lunch, November 21st at noon
- Ms. Nuccio, effective immediately, is reinstituting Chairperson's Hour on the first Thursday of every month. It will be held at 6:30 p.m. at Town Hall. She will reach out to the State representatives and invite them to attend. All are welcome.

10. Public Listed Participation (on any subject within the jurisdiction of the Town Council) (3 minute limit)

George Eldridge, Fish and Game Road, asked the Town Council to explain the first reappointment (Fence Viewer). *This historic position is over 200 years old and was used when farmers would put up rock fences. The Fence Viewer would make the judgment if there was a dispute.* Mr. Eldridge inquired about item 9.2. He believed the State had already agreed to pay for everything regarding the portables. *Mr. Rosen confirmed that the State has agreed to do so. This item is only to set a public hearing to learn more about the change order. The State has committed to paying the \$715,535.* Mr. Eldridge inquired about the GAO meeting and if it is public. *Mr. Rosen provided clarification. The meeting is not open to the public.* Mr. Eldridge welcomed everyone to the Town Council.

Katie Murray, 8 Lisa Lane, introduced herself as the Chair of the Birch Grove Building Committee. She looks forward to working with the Town Council over the next two years as they finish building the new Birch Grove School.

11. Executive Session

11.1 Strategy for Collective Bargaining Negotiations

Mr. Jones motioned to enter executive session at 7:46 p.m. for the purpose of discussing strategy for collective bargaining negotiations and to invite Mr. Rosen, Mr. Wilkinson, Dr. Willett, Ms. Moran, Ms. Harrold, and Mr. Schroeder to attend. Ms. Falusi seconded the motion. All were in favor. Motion carried.

The Town Council returned to public session at 9:23 p.m.

The Town Council will hold a Special Meeting on November 19th in Conference Room B at 7:30 p.m. to review and finalize a decision on the contracts noted in items 12 and 13.

12. **Consideration of a resolution not to reject the Collective Bargaining Agreement between the Tolland Board of Education and the Tolland Education Association for the period July 1, 2020 through June 30, 2023**
13. **Consideration of a resolution not to reject the Collective Bargaining Agreement between the Tolland Board of Education and the Tolland Administrative Society for the period July 1, 2020 through June 30, 2023**
14. **Adjournment**

Mr. Jones motioned to adjourn the meeting at 9:24 p.m. Ms. Falusi seconded the motion. All were in favor. Motion carried.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk

P R O P O S E D

**TOLLAND TOWN COUNCIL
2019, 2020 & 2021 MEETING SCHEDULES
HICKS MEMORIAL MUNICIPAL CENTER
7:00 P.M. – COUNCIL CHAMBERS**

2019

November 12

November 26

December 10

2020

2021

January 14	July 14	January 12	July 13
January 28	July 28	January 26	July 27
February 11	August 11	February 9	August 10
February 25	August 25	February 23	August 24
March 10	September 8	March 9	September 14
March 24	September 22	March 23	September 28
April 14	October 13	April 13	October 12
April 28	October 27	April 27	October 26
May 12	November 10	May 11	
May 26	November 24	May 25	
June 9	December 8	June 8	
June 23	December 22	June 22	

**TOWN COUNCIL
Tolland, Connecticut**

RULES OF PROCEDURE

(Approved 11/08/2017)

A. ORDER OF BUSINESS:

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Proclamations
5. Public Petitions, Communications and Public Participation (on any subject within the jurisdiction of the Town Council) (2 minute limit)
6. Public Hearing Items¹
 - 7a. Reports of Boards and Committees responsible to Council
 - 7b. Reports of Town Council Liaisons
8. New Business (Action/Discussion Items)
9. Old Business (Action/Discussion Items)
10. Report of Town Manager (a written report shall be provided the first meeting of the month only)
11. Adoption of Minutes
12. Correspondence to Council
13. Chairman's Report
14. Communications and Petitions from Councilpersons
15. Public listed Participation (on any subject within the jurisdiction of the Town Council) (3 minute limit)
16. Adjournment

B. MEETINGS:

Regular meetings are held on the second and fourth Tuesday of each month.

Special meetings shall be called by the Chairperson either at his/her own discretion or upon his/her receipt of a written request by any three Councilpersons to the Chairperson. Special meetings shall require 24 hours posted notice.

¹ Each item will be handled in the following manner:

1. Report of Town Manager or other appropriate official.
2. Discussion and questions by Council.
3. Comments and questions by public.
4. Vote of public for Public Hearing items.
5. Final discussion and vote of Council.

RULES OF PROCEDURE

Page Two

Emergency meetings can be called by the Chairperson at any time in accordance with the Freedom-of-Information laws. The Vice-Chairperson may call the emergency meeting in the absence/or in lieu of the Chairperson.

C. PERSONAL CONDUCT AT MEETINGS:

It shall be the duty of the Chairperson to preserve order and require procedure in accordance with the rules of the Council; to recognize and grant the floor to members wishing to speak; to declare all votes, and if any vote be doubted, to again put the questions, and to order a vote by a showing of raised hands, or roll call if he/she so desires, or if demanded by any member.

Members of the Council shall confine their remarks in debate to the pending question, and shall avoid personalities or imputing improper motives to any member.

Members shall not speak more than once upon any question until other members who desire to speak shall have relinquished the floor.

Members of the public shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Town Council.

When recognized by the Chairperson, the elector shall stand, and give his/her name and address. Electors may speak for up to two minutes under Agenda item #5 on any topic within the jurisdiction of the Tolland Council. Electors may also speak for up to three minutes under Agenda item #15 on any action or discussion item on the agenda. When speaking electors shall avoid personalities or imputing of improper motive to any person.

Members of the Town Council, as recognized by the Chairperson, may offer points of information to clarify or correct any misstatement of facts made during the meeting.

D. PUBLIC PETITIONS AND COMMUNICATIONS:

An elector may petition the Council in writing, if practical, to include a new item on the agenda for the next regular meeting of the Council, but shall refrain from any discussion of said item except when the Chairperson, supported by a unanimous consensus of the Council present, shall suspend the rules.

E. COMMUNICATIONS/REPORTS FROM OFFICERS, BOARDS, AND COMMITTEES DIRECTLY RESPONSIBLE TO THE TOWN COUNCIL:

All reports of Committees, Commissions, and Boards shall be in writing when practical, and if a vote or ordinance is recommended, a copy of such proposed vote or ordinance shall accompany the report. The Chairperson may request the presence of any chairperson for the purpose of a verbal report if and when the need arises.

RULES OF PROCEDURE

Page Three

F. NEW BUSINESS:

Requests for new business calling for action or discussion by the Councilpersons shall be in writing and shall be filed with the Town Manager, in lieu of the Clerk of the Council, not later than the seventh day preceding the date of the next regular Council meeting, provided that this rule shall not prevent a Councilperson from introducing at a meeting a matter of new business on which he/she does not call for action at that meeting.

The Chairperson shall instruct the Town Manager what matters are to be placed on the agenda of the next Council meeting. The Town Manager shall send to all Councilpersons a copy of such agenda and in lieu of causing the publication of the agenda, the agenda shall be made available to the press.

Any Public Hearing or New Business items (Action/Discussion items) tabled at one meeting shall be listed under Old Business on a subsequent agenda. Original backup materials provided shall not be reduplicated from one meeting to the next for any items listed under Old Business.

Items for which action is expected at the meeting which the item first appears under New Business shall begin with the words "Approval of". Items for which discussion only is expected at the meeting shall begin with the words "Discussion of".

G. SUSPENSION OF RULES OF PROCEDURE:

Any of the Standing Rules may be suspended by a 2/3 vote of the members present and voting in the affirmative.

Approved by the Tolland Town Council on November 8, 2017.

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Administrative Secretary II	DEPARTMENT:	Human Services
REPORTS TO:	Director of Human Services	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 8
DATE PREPARED:	10/30/19	DATE APPROVED:	11/12/19

SUMMARY

Performs secretarial and office administrative work at a skilled and responsible level for a department or major unit with some complexity in duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Supervisor for a variety of administrative and clerical assignments; prioritizes work tasks within assignments

Plans and organizes work according to established or standard office procedures; develops and/or updates office procedures as necessary to reflect changes in municipal, state and federal program guidelines/requirements

Composes routine correspondence and other materials without instruction; types letters and reports from rough draft; types statistical and narrative reports

Provides information on subjects such as department or Town and Department services, policies, regulations, and procedures, refer residents to the appropriate staff or department for assistance

Observes strict confidentiality in maintaining restricted files and records

Organizes and prepares materials for publication such as administrative regulations, program guides, and activity schedules and newsletters; maintains and posts information on Department's webpage on Town website

Provides general support for various department programs including Dial-A-Ride; Senior Farmer's Market Nutrition Program and Tolland Fresh Voucher Program; coordinate resident use of Tolland Food Pantry

Maintains department budget books, processes department purchase requisitions and performs related bookkeeping duties

Assists with maintaining inventory of office supplies, materials, and equipment

Assists in the preparation of grant applications and any associated RFP, bid documents, financial reporting grant drawdowns and budgets

Provides secretarial services to department staff as required including notification of program cancellation, mail, copying, collating, etc.

Performs administrative tasks to support Youth Services and Senior Center

Maintains Connecticut Fair Housing Act information file and updates Fair Housing Notice Board

Gathers materials, data, and other information for review by Supervisor

Maintains documentation for the Small Cities Housing Rehabilitation Loan program including applications and invoices; assists residents with application and program inquiries

Helps prepare Department's annual budget submission and maintains Department accounts in Town's financial system (MUNIS)

SUPERVISORY RESPONSIBILITIES

The employee holding this position will exercise no direct supervisory authority

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work. Ability to type with speed and accuracy. Ability to accurately process paperwork. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Must have a working knowledge of word processing and spreadsheet office computer applications sufficient to perform all required tasks of the job. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to compose routine correspondence and reports. Ability to collect and organize information as requested.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES AND REGISTRATIONS

Notary Public preferred.

PHYSICAL DEMANDS

		Amount of Time			
		None	Under 1/3	1/3 To 2/3	Over 2/3
Stand			X		
Walk			X		
Sit				X	
Use hands to finger, handle, or feel					X
Reach with hands and arms				X	
Climb or balance			X		
Stoop, kneel, crouch, or crawl		X			
Talk or hear					X
Taste or smell		X			
Vibration		X			

LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
	X			
Work near moving mechanical parts				
	X			
Work in high, precarious places				
	X			
Fumes or airborne particles				
	X			
Toxic or caustic chemicals				
	X			
Outdoor weather conditions				
	X			
Extreme cold (non-weather)				
	X			
Extreme heat (non-weather)				
	X			
Risk of electrical shock				
	X			
Work with explosives				
	X			
Risk of radiation				
	X			
Vibration				

NOISE EXPOSURE

The position requires exposure to the following noise levels:

____ Very quiet (examples: forest trail, isolation booth for hearing test)

____ Quiet (examples: library, private office)

 X Moderate noise (examples: business office with computers and printers,
light traffic)

____ Loud (examples: metal can manufacturing department, large earth-moving
equipment)

____ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.

TOWN COUNCIL MINUTES
SPECIAL MEETING
6th FLOOR COUNCIL CHAMBERS
NOVEMBER 26, 2019, 6:30 PM

Council Members Present: Tammy Nuccio, John Reagan, Robert Abbate, Kurt Schenher, Steven Jones, Brenda Falusi

Council Members Absent: Lou Luba

Others Present: Michael Rosen, Town Manager; Michael Wilkinson, Director of Administrative Services; Patrick McHale, Town Labor Attorney

1) **Call to Order:** The meeting was called to order at 6:35 PM.

2) Labor Negotiations & Personnel Matter

Mr. Jones motioned to enter executive session at 6:36 PM for the purpose of discussing labor negotiations and a personnel matter and to invite Mr. Rosen, Mr. McHale, and Mr. Wilkinson to attend. Ms. Falusi seconded the motion. All were in favor. Motion carried.

3) **Adjournment:**

Mr. Jones motioned to adjourn the meeting at 6:51 PM. Ms. Falusi seconded the motion. All were in favor. Motion carried.

Tammy Nuccio, Chair

MEETING MINUTES

TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
November 26, 2019 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; John Reagan, Lou Luba, Robert Abbate, Kurt Schenher, Brenda Falusi

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Mike Wilkinson, Director of Administrative Services; Bev Bellody, Director, Human Services; John Littell, Fire Chief/Director of Public Safety; Rob DaBica, Fire Marshall; Tony D'Amato, Principal; D'Amato Construction Co.; Antonietta DiBenedetto, Construction Advocacy Professionals LLC; Pat Woods, Executive Director, Senior Housing – Old Post Village

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit) - none
6. **PUBLIC HEARING ITEMS**
 - 6.1 Consideration of a resolution authorizing an additional appropriation of \$715,535 for the change order for the acquisition, installation and removal of portable classrooms and certain other costs and the financing of said entire appropriation by State grants.

Mr. Rosen noted that two weeks ago the Town Council voted to add this public hearing to the agenda. It was published in the Journal Inquirer on November 18th. This item is to consider some change orders that were enumerated in the Town Council members' packets. In total, there are seven major change orders to the portable portion of the Birch Grove building project. The change orders will be 100% funded as committed by the State. Town funds will not be used to pay for the change orders.

Mr. Jones motioned to open the public hearing for item 6.1.

Ms. Falusi seconded the motion.

All were in favor. Motion carried.

Discussion:

- Mr. Abbate confirmed that the change orders were not known of beforehand.
- Ms. Nuccio confirmed that that entire appropriation would be put through the State grant. She inquired that given the speed of the project, if they are running the same risk with the budget for the construction phase. Ms. DiBenedetto, the owner's representative hired by the Town for the project, explained that at this point they are not at risk. Currently the project is in its design phase during which various cost estimates are done so they may establish a

timeframe and cost. They will not go over the \$46M threshold and Ms. DiBenedetto expects the project may come in a little under. At this point there are no risks.

- Ms. Nuccio inquired if they expect to have any more changes in the portable phase. Mr. D'Amato explained that there are two phases. The first phase is the portables facility and the second is the demolition and construction of the new school building. He explained that during phase one there was not time, due to the expeditious schedule, for the architects to create as much detail as there will be in the building phase. Much of it was designed on site. The contractor, William Scotsman, came in. While information was provided, at times it was not as clear as it could have been and some decisions had to be made in the field among the project managers, architects, and engineers. Mr. D'Amato reviewed the change order which included the following:
 - Additional topsoil: a geotechnical report was provided but more topsoil needed to be removed than originally thought
 - Additional paved areas: there were three site drawing iterations the final one of which was not available until they were about $\frac{3}{4}$ through the project so there were some changes that needed to be made given the parking concerns
 - Drainage issues: the parking lot was degrading due to an underground water issue; a curtain drain was added to solve the problem during the portables phase – this would have been done during the building phase but they addressed it since they were digging in that area for the temporary power feeders
 - Below grade sanitary connections: there was a miscommunication in the planning process regarding manifold set ups resulting in greater plumbing and trade hour costs; further, there was not sufficient height under the units so they had to be raised
 - Water booster pump: necessary due to insufficient water pressure
 - Portable classroom height change: this was due to the lack of the manifold system and over 125 different water connections that had to be addressed

Mr. D'Amato explained that the change order was not anyone's fault. It was simply due to the speed of the project. The building is also on a fast pace but planning started earlier and there are more normal processes in place. Thus, he does not expect it to end the same way as the portables phase. The latter had a hard deadline and there was not a backup plan. In turn, they did what they had to do to ensure the staff and students had the necessary facilities.

- Ms. Nuccio inquired about the additional topsoil which was removed and confirmed that they would save what they could for the field restoration and building construction.
- Ms. Nuccio inquired about the paved area around the back of the portables and confirmed that it will be removed for the field restoration.
- Mr. Reagan asked Mr. D'Amato about the process when one runs into an issue. Mr. D'Amato explained that they work closely with the Office of School Construction Grants and Review (OSCG&R) as well as other entities. When a decision has to be made it is triaged in the field, presented to the architect, relayed to the State, and then a decision is made. They managed the situation as well as possible when the issues arose. The State is intimately involved with the plan and review process and a dedicated project architect in their office is working on this project.

The floor was opened to the public for comments/questions.

- Katie Murray, 8 Lisa Lane, is the Chair of the Birch Grove Building Committee. She noted that the Committee understands this to be the final change order for the modular phase of the project. Further, the Town will hold a portion of the funds until the modules are removed and the site is restored.

A straw poll of those who approve the resolution was taken of the public in attendance. Of those who participated, 4 approved; 0 disapproved

Mr. Jones motioned to close the public hearing.

Ms. Falusi seconded the motion.

All were in favor. Motion carried.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED, by the Tolland Town Council that it hereby authorizes the following:

Approval of a resolution authorizing a supplemental appropriation of \$715,535 for a change order for the acquisition, installation and removal of portable classrooms and certain other costs and the financing of said entire appropriation by State Grants.

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

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

Katie Murray commented that last week the Birch Grove Building Committee signed off on the Site, Steel, and Concrete Early Release Package. This allows the project to continue on the aggressive timeline as well as identify how the site will look. Further, in regard to the concrete, the Committee added that pyrrhotite is prohibited. Demolition and abatement will be completed by the end of December and site work begins in January. The Committee expects to review the package for the rest of the building (excluding fixtures and technology) in January. Ms. Murray thanked the Town staff, including Ms. Samokar, Chief Littell, Mr. Rosen, and Ms. Bellody, for being responsive and willing to help ensure the project succeeds. The Committee meets the 1st and 3rd Tuesdays of every month. The next meeting is on December 3rd at 6:30 p.m. in Council Chambers. Ms. Murray confirmed that the portables are being leased. Ms. DiBenedetto noted that the State has put regulations in due to the crumbling foundations and a special inspector will be hired to do testing before the concrete is poured. Mr. D'Amato added that they are having discussions with Tilcon in Hartford, CT. They will batch the concrete and will provide certificates of origin denoting where the aggregate is from and a letter guaranteeing that the product is pyrrhotite-free. In regard to the pouring of concrete in the winter, Mr. D'Amato explained that they are experienced and use specialized equipment.

7b. REPORTS OF TOWN COUNCIL LIAISONS

Ms. Falusi attended the PZC meeting. Topics included: the Chair wants to ensure there is an efficient, transparent, and professional PZC; a public hearing for a re-subdivision was set for December 23, 2019; reports from CRCOG including one regarding Sustainable CT and a matching program; a review of zoning enforcement and procedures; enforcement matters; signage; a property recently purchased on Hartford Turnpike.

Ms. Nuccio attended the BOE meeting. Topics included: election of a Chair and Vice Chair; consideration of adding a new committee; the transportation contract (3 years) was passed

Mr. Jones and Mr. Rosen attended the Library Foundation meeting. Topics included: the budget, endowments, and upcoming projects.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex

Mr. Rosen explained that the Town has had a Payment in Lieu of Taxes (PILOT) agreement with the Tolland Housing Authority for many years. The last time the structure of the PILOT was amended was in 2007 when it was decided that the proper PILOT to the Town would be 3% of the total amount of the shelter rents paid by the tenants. Ms. Woods annually presents

to the Town Council what she believes will be the full amount; this year it is budgeted to be \$4,050.

Ms. Woods explained that there are 30 units for the elderly (62+) or disabled people. Every year she presents a budget which was provided to the Town Council. The property is not subsidized by the State or the Federal government. Residents pay 30% of their income and there are 42 people on the waiting list so Ms. Woods is confident that any vacancies can be filled. Ms. Nuccio inquired about the Comprehensive Capital Needs Assessment Schedule (2013), line 22, Outside Capital, \$ 1,107,000. Ms. Woods noted that was a five-year bond. It is not a Town entity so it does not follow its purchasing policy. Ms. Woods noted that they try to put 7% aside annually into the capital account and thanked everyone for the 3% PILOT.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2019 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall establish and place in its capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.
3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for each of the next five years.

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

8.2 Approval of a Fire Marshal Mutual Assistance Intermunicipal Agreement with the Towns of Vernon, South Windsor and Ellington.

Mr. Rosen explained that this is an opportunity for Tolland to enter into a regional and reciprocal initiative with the Towns of Vernon, South Windsor, and Ellington to designate Tolland's Fire Marshal to be a Deputy Fire Marshal for the other three Towns. Those communities' fire marshals would also be designated as deputy fire marshals in Tolland which would be great for all of the Towns.

Mr. DaBica explained the history of this item and how it will allow them to develop the talent in their respective towns so more can become professional fire marshals. It is a taxing and time-intensive job so any help would be great. Chief Littell reviewed the agreement and noted that there is no cost to the mutual aid system. Further, he added that there is no better way to build a succession plan. The Town took a proactive approach a few years ago to educate some of the career firefighters and have them take the inspector and investigator modules. It was noted that the funds to do this were taken from the assistant fire chief position. A few have completed both modules and are shadowing Mr. DaBica but the department is still short staffed. By not having the assistant fire chief position, Mr. DaBica

needs to address other items which take away from activities and inspections. With expertise, mentoring, and experience Chief Littell is building a plan so when a nearby community reaches out for assistance the resources will be in place. Mr. DaBica explained that this is a legal item.

Mr. Jones motioned to accept the following resolution:

WHEREAS, the Town of South Windsor, Town of Ellington, Town of Tolland, and the Town of Vernon believe that mutual assistance in the sharing of the expertise and services of their respective Fire Marshals and/or Deputy Fire Marshals is in the best interests of each town; and

WHEREAS, the Towns of South Windsor, Ellington, Tolland and Vernon is each willing to designate its Fire Marshal and/or Deputy Fire Marshal to act as a "Deputy Fire Marshal" in the other town; and

WHEREAS, an agreement between the Towns of South Windsor, Ellington, Tolland and Vernon providing for the services and expertise of the Fire Marshal and/or Deputy Fire Marshal of the other town has been prepared; and

WHEREAS, Section 7-148cc of the Connecticut General Statutes requires that any agreement related to the joint performance of municipal functions be approved in the same manner as an Ordinance; and

WHEREAS, Section 29-297(a) of the Connecticut General Statutes requires the appointment of a Deputy Fire Marshal to be made by the legislative body.

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council hereby:

1. Authorizes the Town Manager to execute an agreement with the Town of Vernon, Town of South Windsor, and Town of Ellington providing for mutual assistance between the four municipalities and the sharing of services and expertise of their respective Fire Marshals and/or Deputy Fire Marshals in a form satisfactory to the Town Attorney.
2. Upon the execution of said agreement, appoints the Fire Marshal of the Towns of Vernon, South Windsor and Ellington as Deputy Fire Marshal of the Town of Tolland subject to the terms of the Mutual Assistance Agreement executed by the Town Manager.

Ms. Falusi seconded the motion.

Discussion: Ms. Nuccio noted that the Town Attorney reviewed this item and she is 100% in support of it.

All were in favor. Motion carried.

- 8.3 Consideration of a resolution authorizing Michael Rosen, Town Manager, to apply for and accept, on behalf of the Town of Tolland, a grant from the Neglected Cemetery account. This action modifies language in Resolution #18-27 by updating the Town Manager's name to reflect Michael Rosen's appointment.

Mr. Rosen explained that this provides an opportunity to apply for a second year of the Neglected Cemetery grant from the CT Office of Policy and Management in the amount of \$2,500. This item updates the change of names from Mr. Werbner to Mr. Rosen. Mr. Rosen reviewed how the funds were used last year: to straighten and repair damaged headstones.

They worked with the local company Rockville Monuments. The Town would like to continue doing this work. It was noted that there are four Town cemeteries.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes the Town Manager, Michael Rosen, to apply for and accept, on behalf of the Town of Tolland, a grant from the Neglected Cemetery account, and that the Town Manager, Michael Rosen is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant.

Mr. Reagan seconded the motion.
All were in favor. Motion carried.

8.4 Appointment of Town Attorney for the term from November 6, 2019 through November 9, 2021.

Mr. Rosen reviewed this item. It is to renew the contract with Town Attorney Richard Conti of Diana, Conti & Tunila, LLP for another two year term. The contract went out of effect at the beginning of the month but Attorney Conti has continued at the same rate knowing this item would be on the agenda. Mr. Conti provided the Council with his professional background information and Mr. Rosen noted that Tolland is Attorney Conti's only municipal client. Thus, he provides a lot of attention to the Town and the Town is able to keep him on budget.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Richard S. Conti as Town Attorney for the term from November 6, 2019 through November 9, 2021.

Ms. Falusi seconded the motion.

Discussion: Ms. Nuccio confirmed that the contract is for the same rate as the previous contract.

All were in favor. Motion carried.

8.5 Appointment of Town Council Liaisons to various Boards & Commissions

Mr. Rosen explained that formal liaison assignments need to be made. The Chair set up a system by which the Council members reached out to her with their interests via e-mail. Ms. Nuccio noted that she reviewed the requests. The requests had options that were listed in order of preference. Ms. Nuccio balanced the requests with schedules and the noted preferences.

Ms. Falusi commented that she did not believe this process was transparent to the residents since decisions were already made. In turn, she believes it should go on record as to what each member wanted to do. Ms. Nuccio responded that she followed the procedure based on how this item was addressed by the previous Council. She assigned based on the requests received via e-mail and if there are any questions on the results it can be discussed.

Board/Commission	Council Liaisons Needed	Council Member(s)
Agriculture Commission	1 Council Liaison	Mr. Schenher

Birch Grove Building Committee	1 Council Liaison	Mr. Luba
Blight Review Committee	1 Council Liaison	Ms. Falusi
Board of Education	2 Council Liaisons	Ms. Nuccio Monthly rotation
Conservation Commission	1 Council Liaison	Mr. Jones
Delinquent Tax Collection Enforcement	2 Council Liaisons	Mr. Luba Mr. Reagan
Economic Development Commission	1 Council Liaison	Ms. Nuccio
Health District Representative	1 Council Liaison	Ms. Nuccio
Land Acquisition Advisory Committee	2 Council Liaisons	Mr. Schenher Ms. Falusi
Permanent Celebration Committee	1 Council Liaison	Mr. Abbate
Planning & Zoning Commission	1 Council Liaison	Ms. Falusi
Recreation Advisory Board	1 Council Liaison	Mr. Schenher
Tolland Business Forum Sub-Committee	2 Council Liaisons	Ms. Nuccio Mr. Schenher
Tolland Technology Advisory Board	1 Council Liaison	Mr. Abbate
Tolland Water Commission	1 Council Liaison	Mr. Jones
Water Pollution Control Authority	1 Council Liaison	Mr. Reagan

In regard to the Board of Education rotation schedule, the following requests were made:

Mr. Schenher	any
Mr. Luba	tbd
Mr. Reagan	Not available July or August
Mr. Jones	June and/or July
Mr. Abbate	tbd
Ms. Falusi	tbd

It was noted that there are two committees with informal liaisons:

Tolland Business Forum Sub-Committee	Ms. Nuccio & Mr. Schenher
Tolland Volunteer Vetting Committee	Mr. Jones & Mr. Luba

Mr. Luba motioned to appoint the Tolland Town Council liaisons for 2019-2021.

Mr. Jones seconded the motion.

All were in favor. Motion carried.

8.6 Consideration of a resolution to approve the necessary funds to ratify Teamsters Local 1035 Collective Bargaining Agreement for the period dated July 1, 2019 through June 30, 2022.

Mr. Rosen explained that Mr. Wilkinson has been at the bargaining table with the labor attorney. They have reached a potential settlement with the Teamsters Local 1035 unit for the next three years of their contract with the Town. It was noted that negotiations took 7-8 months to reach a proposed agreement and Mr. Wilkinson attended every meeting. The deal in place provides a 2% wage increase in each of the three years. Further, there were favorable language changes including the ability to use subcontractors during emergency situations. The Town has had difficulty reaching people during such times and this provides flexibility and is good for the Town.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the necessary funds to ratify Teamsters Local 1035 Collective Bargaining Agreement for the period dated July 1, 2019 through June 30, 2022 and authorizes Michael Rosen, Town Manager, to execute said agreement on behalf of the Town of Tolland.

Ms. Falusi seconded the motion.

Discussion: Mr. Jones noted that unscheduled emergency work would not include a situation such as a snow storm. Mr. Luba inquired as to how much the wage increases would affect the overall budget. Mr. Wilkinson responded that 1% of wages is equal to approximately \$11,000 and the total has been included in this year's budget. Ms. Nuccio commented that she appreciates the change as work can be done more quickly and it will save the Town money.

All were in favor. Motion carried.

8.7 Appointments to vacancies on various municipal boards/commissions.

- 8.7.a. Reappointment to Inland Wetlands Commission
- 8.7.b. Appointment to Board of Assessment Appeals
- 8.7.c. Appointment to Planning & Zoning Commission – Alternate
- 8.7.d. Appointment to Zoning Board of Appeals – Alternate
- 8.7.e. Appointment to Citation Hearing Officer – Inland Wetlands
- 8.7.f. Appointment to Citation Hearing Officer – Planning & Zoning

Mr. Rosen noted that the Citation Hearing Officer, Planning & Zoning and the Citation Hearing Officer, Inland Wetlands are positions assigned by the Town Manager. Mr. Rosen interviewed Mr. Keith Podrebartz and believes he will be very good for both roles. Both are volunteer positions.

Mr. Rosen noted that there was a request to reappoint H. Gregory Forbush, 18 Holly Road, to the Veterans Recognition Commission, for the term 10/31/19 – 10/31/22. Given the timely notice, Mr. Rosen recommended adding him to the slate.

Entity	Reappointment/ Appointment	Name	Term
Inland Wetland Commission	Reappointment	Lee Lafountain	11/6/19 – 11/3/21
Board of Assessment Appeals (alternate)	Appointment	Madhu Renduchintala	11/6/19-11/3/21
Planning & Zoning Commission (alternate)	Appointment	Chris Skinner	11/12/19-11/9/21
Zoning Board of Appeals (alternate)	Appointment	Claudette Morehouse	11/12/19– 11/9/21
Citation Hearing Officer – Planning & Zoning and Inland Wetlands	Appointment	Keith Podrebartz	Life term (<i>appointed by the Town Manager</i>)
Veterans Recognition Commission	Reappointment	H. Gregory Forbush	10/31/19 – 10/31/22

Mr. Jones motioned to approve the Board and Commission vacancies reappointments and appointments as amended.

Ms. Falusi seconded the motion.

All were in favor. Motion carried.

Ms. Falusi thanked all of the volunteers and invited the public to review the Council's packet as there are more vacancies.

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)

- December 8th, noon, Fire Training Center, Town Council, Goal Setting Session
 - Mr. Rosen has received goals from most of the members; the deadline to submit ideas is November 27th
 - The goals have been compiled into categories and will be prioritized and reviewed to ensure they are measurable and attainable.
- November 14th, Birch Grove Groundbreaking Ceremony, it was well attended
- Attended the Library Foundation Meeting on November 21st.
- Attended the Inland Wetlands Meeting on November 21st.
- Working on the Capital Budget which will be presented in a memo in highlight form at the December 10th Town Council meeting.

- Upcoming Events
 - November 28th, Thanksgiving (Town Offices will be closed November 28th & 29th)
 - December 2nd, Lion's Club Meeting
 - December 3rd & 4th, CT Conference of Municipalities Annual Meeting
 - December 6th, 1p.m., Ribbon cutting ceremony hosted by Access Housing at Parker Place
 - November 30th, 6:30p.m., along the Tolland Green, Tolland Fire Department Festival of Lights Parade (gathering starts at 5:30p.m.)
 - December 7th, 4:00 p.m., along the Tolland Green, Annual Holiday Tree Lighting
 - December 4th, 6:30 p.m., Tolland Senior Center, event hosted by the Tolland Conservation Commission which has teamed up with UConn's Landscape Architecture students regarding a senior park on Sugar Hill Road; students will present their proposals; question may be e-mailed to conservation@tolland.org or call 860.871.3601

11. ADOPTION OF MINUTES

11.1 November 12, 2019 Regular Meeting Minutes

Mr. Jones moved to adopt the minutes from the November 12, 2019 regular meeting. Ms. Falusi seconded the motion. Edit: Mr. Jones inquired about making online recurring donations and received a link from Ms. Byam. The following should be added at the end of item 9.1, "Online recurring donations to the Tolland Public Library Foundation may be made via PayPal at the following site: <http://tollandpubliclibraryfoundation.org/support/donate-now/> " Mr. Jones motioned to adopt the minutes of the November 12, 2019 regular meeting as amended. Mr. Schenher seconded the motion. All were in favor. Motion carried.

12. CORRESPONDENCE TO COUNCIL

- e-mail requesting that the Town Council work with Troop C to discuss having an officer attend a meeting to discuss preventative measures that can be taken to prevent car break-ins
- e-mail requesting more specifics about the goal setting meeting discussed in the Town Manager's report and if it will be recorded

A response to the first item may be found under item 14.

Mr. Rosen noted that the goal setting meeting will not be recorded. It is open to the public but there will not be a public participation component. The minutes will reflect the goals and priorities.

13. CHAIRPERSON'S REPORT

- November 30th, Torchlight Parade
- December 1st, Festival of Trees
- December 3rd, Fireman's Christmas Parade begins
- December 3rd, Ms. Nuccio will attend the CCM meeting for the Commission on Property Tax Reform
- December 4th, Wanat Property Presentation
- December 5th, 6:30p.m., Chair Hour, Town Hall Conference Room, 6th floor; Ms. Nuccio has reached out to the elected state officials who will attend a Chair Hour with her once or twice a year to discuss town and/or state issues
- December 6th, 6:30 p.m., Holiday Cheer, Hicks-Stearns Family Museum
- December 7th, 9 a.m. – 4 p.m., Stuff A Cruiser, Town Green
- December 7th, 10 a.m. – 4 p.m., Victorian Christmas, Hicks-Stearns Family Museum
- December 7th, 4 p.m., Annual Tree Lighting Ceremony with Santa & Mrs. Claus, Tolland Green

- December 9th, 7 p.m., Council Chambers, PZC, training for new members, great opportunity for Town Council members to attend as well; topics will include training for the land use boards and to understand the consideration limitations of land use applications

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

Ms. Nuccio noted that in response to the e-mail received, they are going to try to have a Resident Trooper attend a January Town Council meeting to provide an update of what they are doing in the community, where they are interacting with people, and do a presentation on what can be done to deter car break-ins and anything else that is happening in Town.

Ms. Falusi noted that CCM is hosting a Newly Elected Officials Workshop on January 11th. [<https://www.ccm-ct.org/newly-elected-workshops>]

Ms. Nuccio noted that FOIA training will be held in January.

Ms. Falusi noted that the first residents moved into Parker Place on Monday, November 25th.

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

16. **ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 8:27 p.m. Mr. Schenher seconded the motion. All were in favor. None opposed.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk

**TOWN COUNCIL
Tolland, Connecticut**

RULES OF PROCEDURE

(Approved 12/11/19)

A. ORDER OF BUSINESS:

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Proclamations
5. Public Petitions, Communications and Public Participation (on any subject within the jurisdiction of the Town Council) (2 minute limit)
6. Public Hearing Items¹
- 7a. Reports of Boards and Committees responsible to Council
- 7b. Reports of Town Council Liaisons
8. New Business (Action/Discussion Items)
9. Old Business (Action/Discussion Items)
10. Report of Town Manager (a written report shall be provided the first meeting of the month only)
11. Adoption of Minutes
12. Correspondence to Council
13. Chairperson's Report
14. Communications and Petitions from Councilpersons
15. Public listed Participation (on any subject within the jurisdiction of the Town Council) (3 minute limit)
16. Adjournment

B. MEETINGS:

Regular meetings are held on the second and fourth Tuesday of each month.

Special meetings shall be called by the Chairperson either at his/her own discretion or upon his/her receipt of a written request by any three Councilpersons to the Chairperson. Special meetings shall require 24 hours posted notice.

¹ Each item may be handled in the following manner:

1. Report of Town Manager or other appropriate official.
2. Discussion and questions by Council.
3. Comments and questions by public.
4. Straw Poll for Public Hearing items may be taken.
5. Final discussion and vote of Council.

RULES OF PROCEDURE

Page Two

Emergency meetings can be called by the Chairperson at any time in accordance with the Freedom-of-Information laws. The Vice-Chairperson may call the emergency meeting in the absence/or in lieu of the Chairperson.

C. PERSONAL CONDUCT AT MEETINGS:

It shall be the duty of the Chairperson to preserve order and require procedure in accordance with the rules of the Council; to recognize and grant the floor to members wishing to speak; to declare all votes, and if any vote be doubted, to again put the questions, and to order a vote by a showing of raised hands, or roll call if he/she so desires, or if demanded by any member.

Members of the Council shall confine their remarks in debate to the pending question, and shall avoid personalities or imputing improper motives to any member.

Members shall not speak more than once upon any question until other members who desire to speak shall have relinquished the floor.

Members of the public shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Town Council.

When recognized by the Chairperson, the elector shall stand, and give his/her name and address. Electors may speak for up to two minutes under Agenda item #5 on any topic within the jurisdiction of the Tolland Council. Electors may also speak for up to three minutes under Agenda item #15 on any action or discussion item on the agenda. When speaking electors shall avoid personalities or imputing of improper motive to any person.

Members of the Town Council, as recognized by the Chairperson, may offer points of information to clarify or correct any misstatement of facts made during the meeting.

D. PUBLIC PETITIONS AND COMMUNICATIONS:

An elector may petition the Council in writing, if practical, to include a new item on the agenda for the next regular meeting of the Council, but shall refrain from any discussion of said item except when the Chairperson, supported by a unanimous consensus of the Council present, shall suspend the rules.

E. COMMUNICATIONS/REPORTS FROM OFFICERS, BOARDS, AND COMMITTEES DIRECTLY RESPONSIBLE TO THE TOWN COUNCIL:

All reports of Committees, Commissions, and Boards shall be in writing when practical, and if a vote or ordinance is recommended, a copy of such proposed vote or ordinance shall accompany the report. The Chairperson may request the presence of any chairperson for the purpose of a verbal report if and when the need arises.

RULES OF PROCEDURE

Page Three

F. NEW BUSINESS:

Requests for new business calling for action or discussion by the Councilpersons shall be in writing and shall be filed with the Town Manager, in lieu of the Clerk of the Council, not later than the seventh day preceding the date of the next regular Council meeting, provided that this rule shall not prevent a Councilperson from introducing at a meeting a matter of new business on which he/she does not call for action at that meeting.

The Chairperson shall instruct the Town Manager what matters are to be placed on the agenda of the next Council meeting. The Town Manager shall send to all Councilpersons a copy of such agenda and in lieu of causing the publication of the agenda, the agenda shall be made available to the press.

Any Public Hearing or New Business items (Action/Discussion items) tabled at one meeting shall be listed under Old Business on a subsequent agenda. Original backup materials provided shall not be reduplicated from one meeting to the next for any items listed under Old Business.

Items for which action is expected at the meeting which the item first appears under New Business shall begin with the words "Approval of". Items for which discussion only is expected at the meeting shall begin with the words "Discussion of".

G. SUSPENSION OF RULES OF PROCEDURE:

Any of the Standing Rules may be suspended by a 2/3 vote of the members present and voting in the affirmative.

Approved by the Tolland Town Council on November 12, 2019.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM December 10, 2019 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; John Reagan, Lou Luba, Robert Abbate, Brenda Falusi

MEMBERS ABSENT: Kurt Schenher

OTHERS PRESENT: Michael Rosen, Town Manager; Bev Bellody, Director, Human Services; Lisa Hancock, Director, Finance & Records; Heidi Samokar, Director of Planning & Development

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** A moment of silence was held to commemorate the passing of Representative Tim Ackert's wife and to think kindly of the family.
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**

Ms. Falusi attended last night's PZC meeting. Attorney Ken Slater Jr., Halloran & Sage LLP, provided a comprehensive presentation and legal training which included a review of the charges of the land use commissions. Additionally, the pitfalls of social media were discussed.

Mr. Jones attended the Wanat Park Student Presentations hosted by the Conservation Commission on December 4th. The focus was ensuring ADA compliance and that the park will be geared toward seniors as dictated by the transfer of the property. Multi-generational use was discussed as well.

Ms. Nuccio attended the EDC meeting on December 4th. The Commission's officers were elected and the members discussed development goals which include: organizing a business forum for the existing businesses in town, identifying how to proactively engage prospective business owners, and marketing Tolland's image.

Mr. Luba noted that the Birch Grove Building Committee reviewed design drawings and will meet again on December 17th.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

8.1 Discussion on creating an ADA Committee/Commission on Disabilities

Mr. Rosen recommended using the nomenclature, "commission on disabilities" as this tends to be more appropriate and in line with the naming of similar commissions in other communities.

Mr. Rosen explained that the idea for this commission was driven by proponents who are in attendance this evening. Further, if the Council would like to establish a commission on disabilities (COD) at a future meeting, it will need to consider the mission of the COD which may be drawn from other communities and who will comprise the commission such as staff and/or volunteers, the number of members, and if terms will be concurrent or staggered.

Ms. Nuccio noted that this item is on the agenda this evening for the purpose of holding a discussion and invited the proponents to explain what COD would mean to them as well as the issues they are currently facing either for themselves or family members. In regard to this item, Ms. Nuccio provided an update as to where the Council currently stands. In their goal-setting meeting the COD was identified as a high priority item for this Council. The Council will need to vote and establish the commission at a future meeting and in doing so will need to undertake multiple actions including: creating a mission statement, creating the composition (to include community members and/or advocates), guidelines and bylaws, and an appointment process. Ms. Nuccio noted that this is a learning process and asked for the proponents' understanding as they educate the Council members. Ms. Nuccio added that the Council will be educated, honest, and supportive in working with them to provide help, guidance, and information in all ways possible. Ms. Nuccio provided a history of this item and added that the Council may not be able to fix all, or even most of the issues being faced, but they will look at what they can do and attempt to create pathways to addressing the items of which the Council may not have control. Further, Ms. Nuccio hopes that by having this commission they can have a collective voice at the state level in conjunction with other towns to bring awareness to these issues and hopefully find resources to help create or improve fixes at the very least and gather information that will be beneficial. Ms. Nuccio thanked the proponents for attending this evening, educating the members, and invited their participation.

Susan Lucek Hughes, 777 Tolland Stage Road, explained that the group of people who have presented this item to the Council are passionate and committed. She introduced Tolland resident Walter Glomb, the Executive Director of the Connecticut Council on Developmental Disabilities. Ms. Lucek Hughes provided information about her daughter who is in a wheelchair and will be for life. She will graduate from the Tolland School System in the spring at the age of 21. The challenges faced have ranged and changed over time. Initially, it was accessibility issues and now as she approaches graduation the challenges include job opportunities and where she will live as well as how she will afford it. Further, the social and recreation opportunities are available in town for someone her age. Ms. Lucek Hughes explained that she sees this commission as one that will bring people with multiple areas of expertise such as developers, business owners, transition educators, special education resources, parents, and the town together to look at how to address the challenges and address them as best as possible. Eventually, she would like to see the quality of life improved for everyone in Tolland. The proponents are passionate, committed, and bring a wealth of resources. They are ready to help get this going and make it a success.

Mr. Reagan commented that he is appreciative that Ms. Lucek Hughes and the other proponents are here this evening. They have his support and he hopes there is something the Council can do to assist them.

Mr. Luba noted that his family has friends and neighbors that are facing issues similar to the ones presented by Ms. Lucek Hughes. This is something that is near and dear to him and has his support. The Council is looking for suggestions from the families involved so they can focus their efforts to best support the families in need.

Kim Little, 16 Carter Drive, explained that she was an educator in Tolland for 26 years. She taught both regular and special education. Ms. Little provided information about her 28 year old daughter who born with a genetic syndrome and has an intellectual disability. Her daughter works at Big Y in Tolland but one of the challenges they are facing is housing. Ms. Little would like to see her daughter live in an apartment with a roommate but she does not see that in Tolland in terms of low income housing. Additionally, a great challenge they are facing is transportation. They live .02 miles over the line so the Hartford Transit District cannot pick her up. Ms. Little drives her to the commuter lot so her daughter can go to her second job in Storrs and explained the transportation challenges. Ms. Little noted that she is "extremely excited" that they are going to be able to discuss items that will make her daughter's life, and the lives of others in the community, better. She thanked the Council.

Walter Glomb, 53 Old Post Road, commented that he has three sons, the youngest of which is 31 years old and has Down syndrome. Mr. Glomb is an advocate for his son and others. He is currently the Executive Director of the Connecticut Council on Developmental Disabilities, an agency of the state and funded by the federal government to assist CT in improving services for people with developmental disabilities. Mr. Glomb noted that he is happy to assist the Council with the commission and is aware of what is going on in other towns and states. A wealth of information is available including scoping activities.

Ms. Nuccio explained that she has been researching other towns with CODs and has noticed that many are much larger than Tolland. They are more urban with more state resources. She asked Mr. Glomb if he can provide examples of small towns that are working with this. Mr. Glomb responded that he can bring information on this but that a COD does not have to be about town services or any special new town services. His charge is to see communities become more inclusive. He explained that Tolland already has the assets and programs in the school district, the recreational department, and other areas. The point is to create more inclusive communities with the assets that are already available in regard to policies, procedures, language, and attitudes. He added that it may be on the margin in regard to transportation services. They are currently working with the state to see if it can assist. Mr. Glomb explained this is not asking for more town funded services but looking at what is already in place and making them more inclusive, creating awareness, and reaching out to the community. Ms. Nuccio added that she is also interested in what they can do at the state level to provide a larger voice.

Mr. Abbate commented that the Council needs to be educated and may not be aware of the entire inventory of resources in regard to services in Tolland. One of the tasks of the COD would be to provide information so the services may be made better and another would be to make recommendations.

Mr. Glomb addressed the issues of housing and transportation. He explained that at the Capitol one will find a tremendous amount of resources that go to urban areas and this is one of the items his office is looking at. He added that there is more of a need in the smaller towns based on how things such as where the jobs are have evolved over time.

Mr. Rosen will look at what is being done in the surrounding communities and draft a mission statement for a proposed COD. He will present this at either the January 14th or 28th Town Council meeting.

Ms. Falusi encouraged the proponents to reach out to the Town Council with any additional information they would like to share via the e-mail address towncouncil@tolland.org. The Council members' e-mails are available online as well.

8.2 Update on Sustainable CT

Mr. Rosen explained that Tolland has been a part of Sustainable CT for nearly 2 years. Ms. Falusi, Ms. Bellody, Ms. Hancock, and Ms. Samokar are involved with this program and Mr. Rosen requested an update on the program including the challenges. He added that the program is still in infancy and there are only a few communities certified at the bronze level and fewer at the silver level.

Ms. Falusi explained that it is a volunteer program and 93 communities in CT are involved. The program assists with grassroots efforts to assist communities and there are ten areas of certification. Information may be found at following website: <https://sustainablect.org/>. Specifically, the Actions and Certifications <https://sustainablect.org/actions-certifications/> link provides greater detail. Benefits include promoting business, good energy practices, healthy living, and quality of life. Training, peer collaboration and funding via matching grants are some of the benefits. Ms. Falusi noted that the program does have challenges. The time commitment can be daunting and the town needs to accumulate points which can only be done by following the program and reporting requirements. At times this may be a significant amount of paperwork. Further, existing programs in town, which have been in place for over a year, do not qualify. Lastly, there are some points that the town will never be able to achieve.

Mr. Rosen commented that the town is eligible for a community match grant without being at the bronze or silver level as long as it is in the program. In order to maintain status in the program, they need to meet quarterly as a staff group and discuss the progress of the program and what initiatives they are working toward to earn points toward accreditation. Further, in order to attain bronze level accreditation they would need to do at least one item from each of the categories and the accreditation expires in three years. Mr. Rosen explained that the community match grant is based on a crowdsourcing model. The Council voted on this as a goal and is something the town will continue to pursue so long as the Council sees value in it. While there are many positive opportunities, the town currently has other priorities such as the POCD implementation, crumbling foundations, and the building of Birch Grove. Mr. Rosen added that the Council could consider if it would like to maintain the committee as it stands with five staff members plus Ms. Falusi as the Town Council liaison or open it up to volunteers. Further, the Council may direct the Town Manager as to what items it would like to pursue via Sustainable CT.

Ms. Nuccio asked Ms. Samokar if she believes this item has value given the necessary time commitment. Ms. Samokar explained that she is the lead staff person. The town just undertook a two year process to update the POCD and in the next two weeks she will go to the town's boards and commissions to discuss what they would like to focus on this year. If one compares all of the items the boards and commissions have said they would like to work on and the actions in Sustainable CT, a few items match but not many. Ms. Samokar encouraged the Council members to review all of the actions and see if any resonate that should be a priority. If so, she would then hold on the POCD item for a year. Ms. Samokar

added that the program works for a number of communities but it would be difficult to make it work for Tolland. Ms. Bellody explained that many of the items on the list are already being addressed and she would like to work on some other items in the community including finishing the building of Birch Grove.

Ms. Nuccio commented that she believes the POCD is the priority. She would only recommend considering anything that is in the POCD that matches with Sustainable CT. Ms. Falusi explained that there are three options: review the actions/certifications and decide what they would like to do, remain in the program to take advantage of seminars/training, cease having quarterly meetings.

Mr. Luba commented that he thinks it should be examined to see if any items on Sustainable CT align with the POCD but not fully commit at this time. If it is opened to the community for volunteers, it may take some of the burden off the staff and provide community engagement to learn what it values. Mr. Rosen added that having the Sustainable CT liaison living in Tolland is a benefit as well.

The Council members will review the information on the website but noted they need to remain focused on priorities.

8.3 Appointments to vacancies on various municipal boards/commissions

Mr. Jones motioned to reappoint the following people to the Blight Review Committee: Carol Stocks Prandy and Cliff Vachon for a term of 01/01/2020 – 01/01/2023.

Mr. Luba seconded the motion. All were in favor. Motion carried.

Mr. Jones motioned to reappoint the following person to the Ethics Commission: Marie Sauvé for a term of 12/31/2019 – 12/31/2022.

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

Mr. Jones requested that Mr. Rosen send an e-blast with commission/board vacancies to the community.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):

9.1 Amendment to Town Council Rules of Procedure (see attached)

Ms. Nuccio noted that it was brought to her attention that in the Council did not regularly adhere to the Tolland Town Council Rules of Procedures (page 1, footnote #4). Ms. Nuccio reviewed the information, including the Charter (Public Hearings, Section 4-5), which indicates that a straw poll "may" be taken. In turn, the Council discussed changing footnote #4 to read, "4. Straw Poll for Public Hearing items may be taken."

Mr. Rosen noted in the Town Council Rules of Procedure, Item 1, #13, they would like to change "Chairman's Report" to "Chairperson's Report".

It was noted that a straw poll (non-binding) may be at the Chair's discretion or at the request of a Council member.

Mr. Luba motioned to amend the Town Council Rules of Procedure as presented. Mr. Jones seconded the motion. All were in favor. Motion carried.

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

- Attended the December 6th Parker Place ribbon cutting ceremony hosted by Access Housing
- Attended the December 8th goal setting session; the minutes will be available shortly
- Spoke with liaison from Sustainable CT
- Attended the CROG Municipal Services Committee Meeting (Hartford)
- December 12th, Eastern Highlands Health District Meeting (Coventry)
- December 17th, 12 p.m., Retirement Party for Resident State Trooper Allen Beland
- December 19th, 12 p.m., Senior Center Birthday Lunch
- December 19th, meeting with the Cub Scouts
- January 14th, Town Council Meeting (6:30 p.m. Executive Session)
- Presentation of the proposed 5-year capital budget (2021-2025)
- Presentation of asset information about the Tolland Fire Department submitted by Chief Littell (potential cost of construction; year 1 of the plan funds \$100K for a scope of work design for the fire station construction project)

Mr. Jones requested site visits to learn more about the public safety and public works facility needs.

Mr. Rosen noted that the proposed 5-year capital budget includes recommendations from the Board of Education.

Mr. Rosen will present the proposed 5-year capital budget plan to the Town Council and department heads will be in attendance to answer questions. The public hearing is set for February 13, 2020. It was noted that it is a rolling 5-year plan which includes some items proposed by the previous town manager but Mr. Rosen met with each of the department heads and has included what was presented to him as needs of the respective departments. Public safety needs were prioritized.

A brief discussion of Old Cathole Road roadwork took place. It will be milled and re-done in the spring. Ms. Samokar noted that this item will not be listed in the capital budget since it was in the previous budget.

Ms. Nuccio inquired about the assessor's report which indicates that three houses are going on the 2018 grand list and the other 14 will be on the 2019 grand list. Mr. Rosen explained that those are retroactive. They do not yet have the 2020 number.

Ms. Nuccio congratulated Ms. Hancock and the town staff on the GFOA's Distinguished Budget Presentation Award.

In regard to the Administrative Secretary II position (Fire/Public Safety Department), the Town is advertising for the position on its website.

Letters to Santa Program has started. Boxes are available at: Tolland Recreation Department, Tolland Public Library, Birch Grove, TIS, and the Tolland Post Office.

It was noted that on the Town Clerk's Monthly Report, the recording fees etc. were significantly higher than previous years and is being driven by a number of items including increased activity in property sales and the associated recording fees.

An e-blast will go out to the community to inquire if anyone has photos of town events that they would like to submit and have published for credit.

11. ADOPTION OF MINUTES

- 11.1 November 19, 2019 Special Meeting Minutes
- 11.2 November 26, 2019 Special Meeting Minutes
- 11.3 November 26, 2019 Regular Meeting Minutes

Mr. Luba motioned to approve the November 19th and November 26th special meeting minutes and the November 26th regular meeting minutes.

Ms. Falusi seconded the motion.

All were in favor. Motion carried.

12. CORRESPONDENCE TO COUNCIL

- Mr. Jones received an e-mail from UCONN Professor Sohyun Park in response to his e-mail thanking Professor Park and the students for their work on the Wanat Park Student Presentations.

13. CHAIRPERSON'S REPORT

- Board of Education Liaison Schedule

Month	Council Member
January	Lou Luba
February	Lou Luba
March	Brenda Falusi
April	Brenda Falusi
May	Kurt Schenher
June	Robert Abbate
July	Steve Jones
August	Steve Jones
September	Robert Abbate
October	John Reagan
November	John Reagan
December	Kurt Schenher

- Attended the December 4th Wanat Park Student Presentations (Conservation Commission will review the information and create a management plan with short, medium, and long term solutions)
- December 6th, Town Council Chair Hour – good conversation took place
- Attended the December 6th Parker Place ribbon cutting ceremony hosted by Access Housing; openings are still available; they are looking for gently used furnishings for the common room
- Attended the December 7th Stuff A Cruiser event; it was very successful
- Attended the December 7th Victorian Christmas, Hicks-Stearns Family Museum; museum is in need of some maintenance work and they discussed fund raising opportunities
- Attended the December 7th Tree Lighting which was a wonderful event with the Madrigal Singers
- December 15th, 2 p.m., Seniors Notables Band Annual Holiday Concert, Arts of Tolland
- December 18th, 7 p.m., Board of Education Budget Workshop, Tolland Library Program Room
- December 28th, RAGE Robotics will partner with the Hartford Wolf Pack for a fundraiser
 - tickets are \$15 (\$4 from each ticket sold goes to RAGE Robotics)
 - deadline to purchase tickets is December 23rd

- January 27th, Hartford Foundation for Giving – creating their application for the advisory committee volunteers
- Reminder to read the BlumShapiro report
- Spoke to Ron Thomas at the Connecticut Conference of Municipalities (CCM) regarding the Commission on Property Tax Reform; information will be forthcoming

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Mr. Jones sent communications after the goal-setting meeting that included considering doing more public/private partnerships for the infrastructure (most notably the bridges) which are the gateways to the community to improve them aesthetically.
- Ms. Falusi would like to beautify the small brown sign on Cider Mill directing people to the Lodge. It may be a good area for an Adopt A Spot or an Eagle Scout project.
- Mr. Jones recommended possible crowdsourcing and community involvement simultaneously on a dedicated day for items such as the museum.
- Mr. Jones noted that someone reached out to him to ask if Tolland could hold a town-wide tag sale.
- Mr. Luba commented that the Town Council's goal-setting session was outstanding. They worked together to ensure they have the same goals. Mr. Jones recommended posting the goals in Council Chambers and having the members sign it to commit to the process.
- Ms. Nuccio noted that State Representatives Pat Wilson Pheanious reached out to her to learn how Tolland is doing on the Complete Count. It was noted that the 2020 Census Complete Count Committee needs to have its first meeting. (The roster will be complete soon.)
- Ms. Nuccio inquired about the status of the fire truck purchase. Ms. Hancock noted that they do not yet have any information.
- Ms. Nuccio confirmed that financials will be available in mid- January.

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

16. ADJOURNMENT

Mr. Jones motioned to adjourn the meeting at 8:41 p.m. Ms. Falusi seconded the motion. All were in favor. None opposed.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk