



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

REGULAR MEETING

7:30 – 10:00 P.M.

### 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 September 11, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- August 28, 2019

C. PUBLIC PARTICIPATION (2 minute limit)

*The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in*

*consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*

D. CORRESPONDENCE

E. POINTS OF INFORMATION

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

G. SUPERINTENDENT'S REPORT

- G.1 Paraprofessional of the Year Recognition-Jen Kupferschmid
- G.2 Teacher of the Year Recognition – Lynne Bridge
- G.3 Monthly Budget Report-August
- G.4 Monthly Budget Report-June
- G.5 2020 Census Committee
- G.6 Construction Authorizations and Forms for Approval (No enclosure)
- G.7 Retail Smoke-Vape and Dispensary Establishments (No enclosure)

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

*Comments must be limited to items on this agenda.*

L. POINTS OF INFORMATION

Town Council Meeting Minutes –August 13, 2019

M. FUTURE

N. NEW BUSINESS

O. ADJOURNMENT

## TOLLAND BOARD OF EDUCATION

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

REGULAR MEETING – August 28, 2019

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

Members Absent: Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF MINUTES

- Regular Meeting – August 14, 2019  
Mr. Schroeder motioned to adopt the minutes of the August 14<sup>th</sup> meeting. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Deb Goetz, 176 Kate Lane, commented that she sent an e-mail to the Board. She inquired as to when the Board discussed the transition academy, when it was established, and how does the cost compare to when a student is outsourced. Ms. Goetz also inquired about enrollment. Specifically, she would like to know if the enrollment increase is over 18/19 or over what was expected this year, which was a decrease.

Liz Costa, 54 Josiah Lane, commented that in the last two spring semesters at THS an event was held regarding drugs. It was in cooperation with human services or school resources. Given all that is going on with vaping and the incidences of collapsed lungs, she encouraged the Board to offer the program earlier in the year. A freshman or someone has not started the activity would have an opportunity to get the information sooner in the school year.

D. CORRESPONDENCE

- e-mail from Deb Goetz as noted in item C
- e-mail from a Town Council member requesting a current BOE budget
- e-mail regarding bussing in the preschool program to alleviate traffic
- a question regarding how scholars will be recognized at graduation since class rank is no longer used
- e-mail requesting clarification on the tax stabilization fund

E. POINTS OF INFORMATION

Dr. Willett explained that recent enrollment data shows a gradually increasing enrollment in the Pre-K through 2 grades which will cycle through the upper grades in subsequent years. Those grades currently have an enrollment of about 470 with a projection of 558 by 2024-2025. He does not believe total enrollment will surpass 3,000 again through 2028 but it will start trending



up again starting in the lower grades, despite being down overall the next few years. He will post enrollment information online in the future on the budget site. The enrollment numbers reported to the state are collected on October 1<sup>st</sup>. The trends are following the projections of NESDEC and Dr. Willett explained that there is a trending down that will be replaced by a trending up.

In regard to the transition academy, the program utilizes a current special education educator. It is an excellent program for young adults aged 18-21 that provides opportunities for students and will be financially responsible for the district while keeping them in the community.

Ms. Moran noted that Ms. Costa was referring to the *Hidden in Plain Sight* program.

*Ms. Yudichak motioned to add item G1. ECS Discussion to the agenda. Ms. Moran seconded the motion. All were in favor. Motion carried.*

- F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Alexandra Costa
- Incoming Freshmen support included peer mentoring of incoming freshmen, individual tours, and a club fair
  - Peer mentors and the Student Council would be willing to assist with the *Hidden In Plain Sight* program
  - the integrated science program at THS is more world centric this year which is appreciated

G. SUPERINTENDENT'S REPORT  
G.1. ECS Discussion

Dr. Willett explained that this item was added to the agenda so the Board could discuss ecs and what transpired at last night's Town Council meeting.

Ms. Yudichak noted that the Board requested a joint meeting with the Town Council twice but was not successful. The Board would have liked to discuss what to do with the ECS funds. The Council decided that the money will be used for tax stabilization purposes and there will be multiple public hearings.

Ms. Moran commented that there was not much acknowledgment of the communications by the Council other than Mr. Werbner presenting an explanation of the perspective of Kevin Chambers at the Department of Education.

Dr. Willett explained that the attorney feels that there is a legal ground and expressed that the law is clear about educational cost sharing and the sequence of events would give the Board a legal possibility. That said, whether the State Department of Education would take this up is an entirely different story. Dr. Willett's impression is that Tolland is not the first district to have questions about this and that Mr. Werbner's statements about his conversations with Mr. Chambers are accurate. Two people can talk about a similar thing and both can be accurate from the perspective from which they are coming. Dr. Willett went on to say that the attorney's comments are accurate from the perspective of the law while Mr. Werbner's comments are accurate with respect to the State Department of Education.



Ms. Howard-Bender asked what Dr. Willett's opinion is given that he is the educational expert. Dr. Willett explained that he believes at this point it is important to offer the information the Board has to the Town Council so that everyone understands where the perspectives are coming from given the situation and desire to move forward. He stated that he "would not make any further requests for ecs right now". He recommended working collaboratively and communicating the views of the Board to the Council. He added that while the Board has options, he does not see any of those options playing out in a way that would result in an outcome that either the Board or the Town Council would find desirable.

Mr. Adlerstein commented that Dr. Willett's suggested option that Board work collaboratively with the Council really isn't an option because the Board sent a request to the Council requesting a joint meeting. He inquired if perhaps they could ask the Town Council to stop so the new town manager could be engaged.

Dr. Willett responded that the position everyone is put in with respect to ecs may feel undesirable to all. The issue is that taking an action would also have undesirable consequences. Any tension now would be exacerbated. He offered this humbly. He does not believe the legal option, which is a prerogative of the Board, would end with anything but an increased level of animosity.

Mr. Adlerstein agreed that without an alignment of the Board and Town Council there are no winners. The two entities are not working together or collaborating.

Dr. Willett explained that collaborating should be separated from the discussion. Approaching this from a legal standpoint could create more division and an unproductive situation for both elected parties. He is not trying to take away feelings anyone may have but pragmatically given the situation, both statements are true and valid and pushing it would create an undesirable situation in the long run. This should be used as an opportunity to look at the different perspectives and become knowledgeable about them moving forward.

Ms. Yudichak explained that is it not only about the money but about the partnership and working together with the Council. She would like the ecs to go to the schools. The Board's role is to support the students and if it cannot work together with the Council then there isn't a community. She is disappointed but agreed that bringing lawyers in would not help the town or its residents.

Ms. Harrold commented that she does not know how to overcome the lack of acknowledgment of each other. The Council did not acknowledge what the Board sent and that it has valid concerns regarding the legal aspect. The Council is disregarding the Board. It is disrespectful and she feels the Board is completely powerless to make decisions for the schools.

Mr. Adlerstein noted that the Board sent information not only on ecs but also the state of the schools and the direction the district will be heading in over the next few years. This issue is bigger than just this one decision. Mr. Adlerstein explained that one cannot have a narrative that the schools are fine if one just looks at the spending over the past year.

Two years ago the schools reduced over \$3.5M and over the past year the school has had to attempt to recover from this. That is the real narrative which is not being considered.

Dr. Willett commented that he has heard the perspectives. It is difficult and there are things that are being lost. He has also heard hyperbole and things which he feels are damaging. He would like to see a situation where truth can be spoken that represents different opinions but can exist together. Reductions in ecs are coming and a plan will need to be made. He has heard positive things and negative hyperbolic things; the latter of which are perilous. If FOI is weaponized, good people will want to leave. It has to stop. The bottom line is that the Board has to keep continuing to speak its truth. The Board has acted with due diligence and appropriately and in the best interest of the taxpayers.

Dr. Willett noted that there are a lot of possibilities for hope and good ways to move forward. The ecs situation is not the way to do this. It will ultimately become a maelstrom where no one will come out ok. Upcoming months have a lot of uncertainty in them with respect to the upcoming boards and he does not know that this is the kind of narrative with which to go into such a situation.

Ms. Plourd commented she is likely the only Board member who believes the tax stabilization fund is a good idea. She heard from Mr. Eccles last night that it would set the next Town Council up for success by not having to reduce the Board's budget. She sees it as the only way for the elected officials to be able to approach the Council and ask for the positions that were lost. She added that the ecs should not be used for operating costs and recommended possibly using some of the money for capital laboratory upgrades and put some money in the tax stabilization fund. The district will have a lot of needs and has holes. She sees the fund as a way for the Council to help the Board in future years.

Ms. Harrold commented that the Town has the means of using a reserve fund as a tax stabilization fund and they include \$200K in the budget. This year they used an additional \$100K and the Council balked at it so she has a difficult time believing that the money will be used to not budget as conservatively as how it has and in turn put the district in its current position. Having one more fund does not guarantee it will be used to help the Board fill the holes.

Mr. Adlerstein commented that there is already a tax stabilization fund – we have already put away over \$1M more than the Council projected two years ago. The mailer from May 2018 shows the reserve is \$7.4M but it is almost \$8.4M. One cannot talk about having a tax stabilization fund if one does not talk about the increase in the reserve. Since the holdbacks started, the Council has discussed the reduction of the unassigned reserve fund. It was at \$6.8M when the holdbacks started but it is now at \$8.3M. Mr. Adlerstein added that it is not bad to have the funds but one should have a conversation that looks at all of the information and not "cherry picking" information that makes it look like it is a good decision. Ms. Pasini added that there is a reserve fund "to the detriment of the Tolland Public Schools".

Dr. Willett explained that he understands what is being said is that the assigned and unassigned balances combined have increased and that the minimum threshold and protective mechanisms are overprotective at the expense of the schools. He commented



that some of these protections make sense but the Board over the last six years has had an average budget increase of 1.63%. It is well within the Board's purview under statute 10-222 to use funds at the end of the year to help the education system even if it is not what was specifically in the line items. The burden is to not overspend what was granted overall. He urged some people to "stop making this out to be an evil." It is the Superintendent's responsibility to plan and make it work for students. He added that the Town Council has supported the district beyond the MBR and provided .84%. The decision not to have a curriculum director was a decision made in the best interest of the students under the circumstances but it does not mean that one is not needed. What needs to stop is the rhetoric - the taking of an offensive position and suggesting that a wrongdoing is happening and that micromanaging is necessary to rectify the wrongdoing. Good things are happening and they need to move forward together even though there have been some interpersonal transgressions. This ecs situation is not a way to move forward.

Ms. Howard-Bender commented that from her perspective, employees from both sides are tired. As the representatives, what are they doing to remove barriers so those people can do what they were hired to do? Or, are more barriers being put up and if so, to what end?

Dr. Willett responded to Ms. Howard-Bender that they need to keep trying. There will be breakthroughs. He suggested looking for opportunities and while one may not agree, there is an attempt to move in the right direction and find a common ground.

In regard to the ecs decision, public hearings will be held on September 10<sup>th</sup>. A discussion took place recommending that truths and the best course of action should be said without implying wrongdoing. Mr. Schroeder added that the Council and the Board can express their positions without personal attacks or by implying that the other side is being less than truthful or competent.

A discussion took place regarding inviting the new town manager to the next meeting.

H. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – next meeting September 23<sup>rd</sup>

Negotiations – there is a tentative agreement with the administrators; negotiations with teachers are ongoing

Birch Grove Building Committee – working on approving the building design concept

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION - none

K. PUBLIC PARTICIPATION

Deb Goetz, 176 Kate Lane, thanked Dr. Willett for clarification on the enrollment numbers – this year it is still decreasing but will increase after that. Ms. Goetz inquired as to the staff difference this year as compared to last year. Her calculations came in at -.5. *Dr. Willett responded that he would have to look as there are some positions which are not finalized.* In regard to statute



10-262i, she inquired as to which subsection was being referenced. *Dr. Willett explained that the entire piece was shared with his colleagues on the town side. He is not an attorney and beyond what was provided he would not speculate.*

L. POINTS OF INFORMATION

- Town Council Meeting Minutes – August 13, 2019

Ms. Yudichak clarified that the Board is not taking any legal action against the Council. Board leadership requested information from the legal expert.

Ms. Moran commented that the convocation was great. The speeches were inspirational and came from a position of support and love.

Dr. Willett will present the teacher of the year and the paraprofessional of the year to the Board at an upcoming meeting.

Ms. Plourd spoke in regard to item N on the agenda. She feels it sounds divisive and threatening. Mr. Adlerstein explained that specific wording is required when listing the reason for an executive session.

Mr. Schroeder stated that he strongly advocates against any legal action taken by the Board on this ecs item.

Ms. Moran received the 2019 Education Law Summaries from CABE and spoke to the contents of the publication and what is asked of boards of education. She noted that there are 38 listed and all come with a price in dollars, time, and/or opportunity cost.

M. FUTURE

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

N. EXECUTIVE SESSION – For the Purpose of a discussion concerning a privileged attorney client communication regarding the authority of a Board of Education and a Town Council member. Mr. Schroeder motioned to go into executive session at 8:58p.m. for the purpose of a discussion concerning a privileged attorney client communication regarding the authority of a Board of Education and a Town Council member and invited Dr. Willett to attend. Ms. Pasini seconded the motion. All were in favor. Motion carried. '

The Board came out of executive session at 9:58p.m.

Motion: Jane Pasini/Kate Howard-Bender The Tolland Board of Education hereby authorizes its Board Chair to send a statement to the Tolland Town Council clarifying both the Board's legal obligations and its independent statutory authority to oversee school spending. Mr. Adlerstein, Ms. Howard-Bender, Ms. Pasini, Ms. Yudichak, Ms. Moran, Ms. Harrold, and Mr. Schroeder were in favor. Ms. Plourd was opposed. Motion carried.

O. NEW BUSINESS – none

P. ADJOURNMENT

Ms. Harrold motioned to adjourn the meeting at 9:58 P.M. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Paraprofessional of the Year: Jennifer Kupferschmid

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

**FOR BOE MEETING:** September 11, 2019

**ITEM SUMMARY:**

**FINANCIAL SUMMARY:** N/A

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Board recognition of the Paraprofessional of the Year:

This paraprofessional is credited by teachers as helping them have their best year ever of teaching. A truly special person, this paraprofessional is thoughtful in dealing with all aspects of a child's education. Information provided by this nominee for PPTs and meetings was stated to be consistently immensely valuable. Staff felt that it would not be right to let one more year go by without bestowing this honor upon this deserving paraprofessional.

There is no complacency to be found in this person's professional practice. Described as "loved by the children in our building" and as having a unique ability to create relationships with students in a classroom, and understand students with special needs, there is always another life to make better. This paraprofessional strives to know the students as learners, and people, and uses those insights to help students make appropriate choices and to grow.

With an unmatched work ethic, a clear professionalism, and a genuine love of students.... It is apropos that this paraprofessional become our Tolland Public School Paraprofessional of the year.

**SUPPORTING MATERIALS ATTACHED:**



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Teacher of the Year: Lynne Bridge

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

**FOR BOE MEETING:** September 11, 2019

**ITEM SUMMARY:**

**FINANCIAL SUMMARY:** N/A

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Recognition of Teacher of the Year:

The 2019-2020 Teacher of the year is described as an educator with exceptional skill and dedication. The nominee is professional, articulate, knowledgeable, and passionate about educating students. This once stay-at-home parent became deeply involved in community organizations, including the Tolland Education Foundation and Project Graduation. In addition, countless hours of this nominee's time were spent first working as a volunteer in the Tolland Public Schools.

In 2011 this accomplished nominee, with a college degree and two masters, joined the Tolland Public Schools as a Teacher. As a respected member of the staff, parents and teachers alike widely commented that the teacher's instruction contained "rigorous lessons, top-notch teaching strategies, and community service projects that help prepare students for the future."

This teacher is a natural leader, excelling at creating unique experiences for students that allow them to explore career opportunities and engage in career readiness. The community, public service, and corporate network opportunities this teacher provides helps our students prepare for the "real world." Known for motivating a diverse group of students, this teacher established a very successful club whose membership has grown to over one hundred student members and beyond. Under this teacher's tutelage students' have competed and earned awards on the state, national, and even international level. I believe being an educator is a calling. This teacher is dedicated to changing the lives of students. These students return frequently to offer accolades and thanks.

**SUPPORTING MATERIALS ATTACHED:**



## TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.  
Superintendent

**TO:** Board of Education

G.3

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

**RE:** Monthly Financial Report for August 2019

**Date:** September 6, 2019

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

Please find attached the first financial report for the FY 2019-2020 fiscal year. The month of August 2019 is the 2nd month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying two months of summer activity. As with any financial report that is generated this early in the year, 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, 2 months of expenses, encumbrances and available balances as generated through the financial software.

Since this report is exceptionally early, 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 \$6.3 million will be converted to encumbrances or expenditures over the next several of months.

The attached August 2019 financial report shows an available balance of \$6,386,032 or 15.97% 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, needs of the students and expense patterns are cyclical in nature. Health Insurances will only be booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, utility transfer will take place next month, transportation routes have not been fully booked or adjusted, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

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

In a typical year, the budget is built 18-20 months from implementation, based on the best 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 FY19-20 was approved for \$39,975,605 only .84% higher than the previous year. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past, may be returned to the town or the BOE will request the balance be transferred to the Educational Reserve Fund after final approval by the auditors. 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.



# Tolland Public Schools

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

From Date: 8/1/2019

To Date: 8/31/2019

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	\$1,832,356.47	\$2,149,326.65	\$20,233,980.44	\$19,743,051.05	\$490,929.39	2.19%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$0.00	\$0.00	\$437,670.00	\$17,370.00	\$420,300.00	96.03%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$46,878.91	\$65,517.49	\$110,840.51	\$0.00	\$110,840.51	62.85%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$0.00	\$0.00	\$346,129.94	\$480,952.61	(\$134,822.67)	-38.95%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$0.00	\$0.00	\$195,561.00	\$99,471.00	\$96,090.00	49.14%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$33,766.70	\$275,225.05	\$292,524.95	\$243,749.99	\$48,774.96	8.59%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$470,200.37	\$992,965.44	\$3,858,664.50	\$3,644,324.08	\$214,340.42	4.42%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$45,713.51	\$61,337.02	\$631,886.95	\$499,203.55	\$132,683.40	19.14%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$16,392.59	\$25,564.07	\$226,320.36	\$202,681.14	\$23,639.22	9.38%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$0.00	\$0.00	\$56,681.00	\$0.00	\$56,681.00	100.00%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$0.00	\$67,615.75	\$197,996.25	\$202,847.25	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$0.00	\$21,900.50	\$26,775.00	\$0.00	\$26,775.00	55.01%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$3,791.67	\$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	\$8,307.50	\$9,170.70	\$230,100.30	\$43,869.73	\$186,230.57	77.83%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$4,764.66	\$5,224.66	\$29,257.34	\$8,968.40	\$20,288.94	58.84%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$11,965.37	\$50,310.10	\$103,032.90	\$26,618.53	\$76,414.37	49.83%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$106,512.67	\$165,715.92	\$337,160.08	\$43,812.63	\$293,347.45	58.33%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$0.00	\$0.00	\$34,762.00	\$0.00	\$34,762.00	100.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$480.50	\$792.50	\$134,287.50	\$70,276.94	\$64,010.56	47.39%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$16,012.75	\$19,741.07	\$239,708.93	\$25,033.55	\$214,675.38	82.74%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$13,917.44	\$20,636.17	\$144,619.83	\$140,860.87	\$3,758.96	2.27%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$3,916.22	\$3,916.22	\$2,858,124.78	\$2,586,599.43	\$271,525.35	9.49%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$11,209.00	\$68,058.01	\$134,369.09	\$137,251.50	(\$2,882.41)	-1.42%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$6,211.62	\$7,507.62	\$50,397.38	\$40,229.87	\$10,167.51	17.56%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$1,269.29	\$1,849.29	\$16,150.71	\$0.00	\$16,150.71	89.73%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$2,660.72	\$2,660.72	\$15,744.28	\$2,951.66	\$12,792.62	69.51%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$121,074.46	\$160,936.46	\$2,002,345.54	\$522,577.11	\$1,479,768.43	68.40%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$6,168.37	\$7,979.24	\$25,962.76	\$19,793.86	\$6,168.90	18.17%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$584.78	\$1,082.78	\$91,911.22	\$61,440.00	\$30,471.22	32.77%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$7,996.75	\$9,899.70	\$181,552.30	\$40,902.51	\$140,649.79	73.46%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$30,978.94	\$32,587.52	\$334,654.48	\$50,057.07	\$284,597.41	77.50%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$4,464.80	\$4,464.80	\$1,617,345.20	\$192,011.20	\$1,425,334.00	87.89%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$7,849.08	\$8,544.47	\$119,317.23	\$19,655.95	\$99,661.28	77.94%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$33,623.80	\$35,417.80	\$46,259.92	\$638.10	\$45,621.82	55.86%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$3,126.81	\$3,395.55	\$51,890.45	\$2,553.31	\$49,337.14	89.24%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$12,446.15	\$14,045.05	\$136,162.95	\$29,586.55	\$106,576.40	70.95%
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	\$19,097.46	\$34,477.45	\$18,451.55	\$6,867.50	\$11,584.05	21.89%
<b>Grand Total:</b>		<b>\$39,975,605.39</b>	<b>\$2,883,739.36</b>	<b>\$4,335,449.11</b>	<b>\$35,640,156.28</b>	<b>\$29,254,123.64</b>	<b>\$6,386,032.64</b>	<b>15.97%</b>

End of Report



## 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:** Walt Willett, Ph.D Superintendent of Schools

G4.

**FROM:** Mark S. McLaughlin, Business Director 

**RE:** Monthly Financial Statement for June 2019

**Date:** September 6, 2019

This year's financial attachment is in an object format that clearly shows 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, YTD expenses, encumbrances and available balances as generated through the financial software.

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

The attached June 2019 Financial Report has an available balance of \$85,110 or .21% of the BOE's budget.

The FY18-19 Budget was approved for \$39,642,607. The BOE did anticipate spending the allocated budget by year-end in accordance with CGS 10-222. Any balances, as in the past, may be returned to the town, or the BOE can request funds be transferred to the Educational Reserve Fund upon final approval by the auditors.



# Tolland Public Schools

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

From Date: 7/1/2018

To Date: 6/30/2019

Fiscal Year: 2018-2019

☐ 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	\$21,099,418.00	\$21,489,400.83	\$21,489,400.83	(\$389,982.83)	\$0.00	(\$389,982.83)	-1.85%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$313,910.83	\$313,910.83	\$150,133.17	\$0.00	\$150,133.17	32.35%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$190,752.76	\$190,752.76	\$12,789.24	\$0.00	\$12,789.24	6.28%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$358,095.38	\$358,095.38	(\$5,526.38)	\$0.00	(\$5,526.38)	-1.57%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$171,118.96	\$171,118.96	(\$16,168.96)	\$0.00	(\$16,168.96)	-10.43%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$639,554.20	\$639,554.20	\$82,495.80	\$0.00	\$82,495.80	11.43%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$4,787,847.84	\$4,787,847.84	\$142,859.16	\$0.00	\$142,859.16	2.90%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$597,981.56	\$597,981.56	\$28,937.44	\$0.00	\$28,937.44	4.62%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$233,214.53	\$233,214.53	\$3,438.47	\$0.00	\$3,438.47	1.45%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$30,390.82	\$30,390.82	\$19,609.18	\$0.00	\$19,609.18	39.22%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$25,714.00	\$25,714.00	\$30,967.00	\$6,936.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$263,060.00	\$263,060.00	\$10,552.00	\$0.00	\$10,552.00	3.86%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$53,362.00	\$57,875.06	\$57,875.06	(\$4,513.06)	\$0.00	(\$4,513.06)	-8.46%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$63,170.04	\$63,170.04	(\$9,420.04)	\$0.00	(\$9,420.04)	-17.53%
0100.0000.320.00.000.1	Prof Educ Svcs	\$294,870.00	\$489,087.06	\$489,087.06	(\$194,217.06)	\$43,602.40	(\$237,819.46)	-80.65%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$28,482.83	\$28,482.83	\$5,999.17	\$3,273.80	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$243,287.00	\$123,176.23	\$123,176.23	\$120,110.77	\$16,393.00	\$103,717.77	42.63%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$396,206.54	\$396,206.54	\$30,917.46	\$348,614.33	(\$317,696.87)	-74.38%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$31,206.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$92,506.42	\$92,506.42	\$38,243.58	\$12,368.08	\$25,875.50	19.79%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,789.00	\$85,816.11	\$85,816.11	\$173,972.89	\$16,377.56	\$157,595.33	60.66%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$156,819.27	\$156,819.27	(\$7,855.27)	\$19,922.71	(\$27,777.98)	-18.65%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$2,484,439.51	\$2,484,439.51	\$192,023.49	\$424.00	\$191,599.49	7.16%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$204,448.02	\$204,448.02	(\$8,112.02)	\$0.00	(\$8,112.02)	-4.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$57,252.03	\$57,252.03	\$8,528.97	\$5,695.68	\$2,833.29	4.31%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$1,869.23	\$1,869.23	\$3,195.77	\$0.00	\$3,195.77	63.10%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$21,324.92	\$21,324.92	\$2,740.08	\$154.00	\$2,586.08	10.75%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$2,108,407.62	\$2,108,407.62	\$856,792.38	\$16,809.91	\$839,982.47	28.33%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$66,132.02	\$66,132.02	(\$33,325.02)	\$33,784.51	(\$67,109.53)	-204.56%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$67,522.80	\$67,522.80	\$18,479.20	\$2,237.26	\$16,241.94	18.89%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$120,782.04	\$120,782.04	\$75,869.96	\$69,042.31	\$6,827.65	3.47%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$337,120.00	\$433,524.10	\$433,524.10	(\$96,404.10)	\$107,891.64	(\$204,295.74)	-60.60%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$1,639,250.62	\$1,639,250.62	\$25,586.38	\$5,100.00	\$20,486.38	1.23%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$336,954.51	\$336,954.51	(\$124,905.51)	\$75,298.46	(\$200,203.97)	-94.41%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$538.02	\$538.02	\$11.98	\$0.00	\$11.98	2.18%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$45,238.97	\$45,238.97	\$28,480.03	\$0.00	\$28,480.03	38.63%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$56,015.44	\$56,015.44	(\$370.44)	\$16,393.25	(\$16,763.69)	-30.13%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$294,165.23	\$294,165.23	(\$145,207.23)	\$132,035.80	(\$277,243.03)	-186.12%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$4,668.56	(\$1,828.56)	-64.39%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$55,115.85	\$55,115.85	(\$5,326.85)	\$2,104.75	(\$7,431.60)	-14.93%
<b>Grand Total:</b>		\$39,642,607.00	\$38,618,368.20	\$38,618,368.20	\$1,024,238.80	\$939,128.01	\$85,110.79	0.21%

End of Report



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** 2020 Census Committee

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

**FOR BOE MEETING:** September 11, 2019

**ITEM SUMMARY:**

From the Town Council Meeting Minutes of 8/27/2019- Information from the Catherine Marx presentation on the 2020 Census:

*The U.S. Constitution requires that each decade a count be taken of America's population. The census determines how many representatives each state gets in Congress; communities rely on census statistics to plan for a variety of resident needs, including new roads, schools and emergency services; and businesses use census data to help provide more local jobs and places to shop. The census is safe and confidentiality is very important. It will take approximately 10 minutes for each household to complete. There are four ways to respond in 2020: online, phone, paper and personal visit by a census employee. She outlined the ways that people can be census ambassadors, which is a way to earn extra money and help your community. For the Tolland County, the pay is \$21.00 / per hour. She explained what the Complete Count Committee is. They realize people are busy, so they will be available to support and partner with communities. She spoke to slides showing the Response Outreach Area Mapper (ROAM), and said that Tolland is a very attentive community. The last slide showed various ways people can connect with the census via social media.*

**FINANCIAL SUMMARY:** N/A

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Town is looking for a Board of Education Representative to be on the committee.

**SUPPORTING MATERIALS ATTACHED:**

# MEETING MINUTES

## TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM AUGUST 27, 2019 – 7:00 P.M.

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

**MEMBERS ABSENT:** Christine Vincent

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services; Christopher Jordan, Assistant Finance Director; John Littell, Fire Chief/Director of Public Safety; Walter Willett, Superintendent; Catherine Marx, Census; Michael Rosen

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:**
  - 4.1 Presentation on formation of a Complete Count Committee for the 2020 Census given by Catherine Marx.

Catherine Marx gave a presentation about the 2020 Census. She said the census is very important. The U.S. Constitution requires that each decade a count be taken of America's population. The census determines how many representatives each state gets in Congress; communities rely on census statistics to plan for a variety of resident needs, including new roads, schools and emergency services; and businesses use census data to help provide more local jobs and places to shop. The census is safe and confidentiality is very important. It will take approximately 10 minutes for each household to complete. There are four ways to respond in 2020: online, phone, paper and personal visit by a census employee. She outlined the ways that people can be census ambassadors, which is a way to earn extra money and help your community. For the Tolland County, the pay is \$21.00 / per hour. She explained what the Complete Count Committee is. They realize people are busy, so they will be available to support and partner with communities. She spoke to slides showing the Response Outreach Area Mapper (ROAM), and said that Tolland is a very attentive community. The last slide showed various ways people can connect with the census via social media.

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

**Colleen Yudichak of 12 Blueberry Hill Lane:** She said the BOE met last night in preparation of item number 8.2 on tonight's agenda, and last night she sent an e-mail on behalf of the BOE to the Council. She hopes the members of the Council had a chance to read it before making a decision tonight. They would like a joint meeting before the Council finalize the ECS funds. The best thing for the community is to work together.

**Christina Plourd of 101 Metcalf Road:** She read a quote: *Some people can be given an entire field of roses and only see the thorns in it; and others can be given a single weed and only see the wild flower in it. Perception is a key component to gratitude, and gratitude is a key component to joy.* As she has said before, we are blessed to live



here. She is grateful that the BOE received a small increase this year. She would advocate for the tax stabilization account if it offsets the mill rate and enables them to have some 'asks' next year. If it truly has to go towards education by law, as was discussed in their meeting last night, she advocates for the capital budget.

**Karen Moran of 50 Merlot Way:** She did not sense anger at their meeting last night, but she sensed a lot of concern for our community. She would like the Council to acknowledge the importance of our school system, and that it is one of our biggest assets. Also, she notes that they have had an influx of students over the summer (approximately 18 @ TIS; 20+ @ THS and some additional kids in the lower grades). To her, that seems like a silver lining. It means families want to move to town, and they are buying homes in Tolland.

**Sam Adlerstein of 164 Pine Hill Road:** Regarding 8.2 on the agenda, the BOE met for 2 hours last night. They have a lot on their minds. They are not angry. They are just trying to do their jobs. They came tonight to be a resource for the Council, and they would like to elaborate on the e-mail that was sent to them last night. He suggests that the new Town Manager have an ice cream social with elected officials so that they can get together.

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

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS: David Skoczulek, Birch Grove Building Committee:** They heard from the Chief and the State Police regarding public safety. The conversation was about how to integrate them throughout the process. He advised that there will be a special meeting of the Building Committee on Thursday to discuss the scope of the design being approved. He drove through the property today and is impressed with the status of the project. It is an amazing undertaking. The amount of work that has been done to this point is staggering. **Tammy Nuccio, BOE:** They acknowledged several people for their help in getting the Birch Grove project to where it is today. They also talked about incidental expenses that were not budgeted for in the Birch Grove project (van rental and a cleaning expense). **EHHD:** They have filled the openings for the two (2) sanitarians that they had. This will help with any back log for inspections that the town may be experiencing. They are encouraging towns to do Narcan training for the employees and have the availability of Narcan in municipal buildings. *Mr. Werbner advised that Mr. Littell is in the process of doing some other training, and then was going to look into the Narcan training.* Ms. Nuccio commented that they are also promoting a new drug drop box for expired medications. We currently have one in the Town Hall at Troop C, and there is one at the Coventry Police Station. **Brenda Falusi, PZC:** There was a public hearing regarding the car wash, which was approved. It will be located across from Fieldstone Commons. It will not be seen from the road, it will blend into the environment and it will look very nice. About 8% of the water will be reused. With regard to jobs, they will be hiring. They set a date for the medical marijuana public hearing, which will be the same date as the POCD public hearing. The meeting will be held in Council Chambers on September 23<sup>rd</sup>. She also reminded about the Farm-to-Table event. You can buy your tickets up until Thursday of this week. **Karen Moran, BOE:** She spoke about the proclamation that they did regarding the Birch Grove project. The job that has been done over the summer is amazing. The attention to detail is amazing. The teachers appear to be in good spirits, and are getting ready for the little ones to arrive. She thanked everyone for helping out. **Michelle Harrold** commented that she was at Birch Grove today, and noticed that once the kids are in the building, they won't even know they are in portables.

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

- 8.1 Consideration of a resolution appointing Michael Rosen as Town Manager for an indefinite term with a start date of September 9, 2019 and approval of an Employment Agreement fixing annual compensation of \$137,500 and other terms and conditions.

Mr. Eccles said after a year-long, national search that most recently included 31 individual candidates, the Tolland Town Council chose Michael (Mike) Rosen to be the next Tolland Town Manager. Rosen's start date is September 9th. The Town previously selected Strategic Government Resources (SGR) to assist in conducting the extensive



Town Manager search that resulted in two impressive candidate pools. SGR is an executive recruitment firm based in Keller, Texas, specializing in recruiting, assessing, and developing innovative, collaborative, and authentic leaders for local governments. Candidate vetting included a comprehensive questionnaire, online interviews, informal on-site semifinalists' interviews with the Town Council, a psychometric assessment, a thorough media search, and a rigorous background investigation. Town staff provided a significant amount of support to the search.

On July 30, 2019, Mr. Rosen participated in a full-day final interview process which included a community tour, a senior staff engagement session which included the School Superintendent, a public Meet and Greet, and a formal interview with the Town Council. At the public Meet and Greet, Rosen gave an enthusiastic and well-received presentation, followed by taking informal questions from the approximately 40 residents, elected officials, staff and appointed board members who attended. The Town Council was excited to receive the opinions of all those who attended. Feedback from the day's events about Mr. Rosen was very positive, and it became very clear that he is the right fit for Tolland.

Mr. Rosen served as Assistant Town Manager for the Town of Bedford, Massachusetts, following his appointment in 2015. He previously served as Executive Assistant to the First Selectman for the Town of Greenwich, Connecticut, from 2012 to 2015. Prior to Greenwich, he served as an Intern with the County Manager's Office with Schenectady County, New York, from July to November, 2011, and in similar posts with the New York State Division of the Budget Contracts Team from January to April, 2011, and with the Department of Computing Training Services (DCTS) Professional Development Program in Albany, New York, from 2010 to 2011. He also has previous experience as an Executive Recruiter and Staffing Specialist with a private firm in New York City, New York, from 2007 to 2010. He holds a Master of Public Administration from the Rockefeller College of Public Affairs and Public Policy, University of Albany, and a Bachelor of Arts in Philosophy, Politics, and Law from Binghamton University.

Mr. Rosen signed a conditional offer letter and conditional terms and conditions documents on August 1. By Resolution, this agenda item appoints Mr. Rosen to an indefinite term starting September 9, 2019. It also approves an employment agreement with Mr. Rosen fixing his annual compensation at \$137,500 with other terms and conditions of employment that were negotiated between the parties.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council shall appoint Michael Rosen as Town Manager for an indefinite term with a start date of September 9, 2019 and approve an Employment Agreement with Michael Rosen fixing annual compensation of \$137,500 and other terms and conditions and authorizing the Tolland Town Council Chairman to execute said Employment Agreement.

Seconded by Tammy Nuccio.

The Council members thanked Mr. Werbner for all his work over the years. Mr. Eccles said they have been blessed to have such a strong manager. They wished him well in his future endeavors.

All in favor. None opposed.

Mr. Rosen spoke thanking Mr. Eccles and all those in attendance. He said it has been a long road, but he is very proud to be here tonight. It is an honor, a pleasure and privilege. The interview process was very interesting, and well done. He enjoyed the public meet and greet. He is here, and ready to get started on September 9<sup>th</sup>.

## 8.2 Consideration of a resolution establishing an ordinance for a Tax Stabilization Fund Program.

Mr. Werbner said the Town's general tax revenues are sensitive to economic conditions as well as actions taken by state and federal government. Unanticipated revenue shortfalls during a fiscal year are usually addressed through



reductions to services or increased taxes. The Tax Stabilization Fund program is established for sound financial management and fiscal accountability and enforces spending discipline by setting aside monies received that are higher than anticipated State revenues allocated to the Town after formal adoption of the Town budget for the next fiscal year. The Tax Stabilization Fund program may also reduce the Town's borrowing costs due to stronger bond ratings. The purpose of the Tax Stabilization Fund is to set aside revenue in a fund which does not lapse at the end of the municipal fiscal year, which monies would then be available when revenue is stagnant or in decline and may be expended to prevent larger tax increases and protect against the reduction of services in future years.

Allocations into the fund will come from seventy-five percent (75%) of any additional State revenue received in an amount higher than anticipated in the adopted budget for that fiscal year provided that the amount of the increase is greater than \$100,000 after taking into consideration known reductions in any other State or Non-State budgeted revenue. The remaining twenty-five percent (25%) of the additional revenue shall be allocated to the Town's Capital Non-Recurring account (CNRE) to be used for capital projects of the Town and/or the Board of Education. The aggregate balance in the Tax Stabilization Fund shall not exceed a maximum of three million dollars (\$3,000,000). The Town Council at its last meeting requested that I bring forward this item for consideration. The proposal that has been provided to the Council would have to be adopted by a public hearing.

Mr. Werbner advised that Ms. Hancock and he had a conversation today with Kevin Chambers, the key person at the State Department of Education who handles ECS, as well as enforcement of the minimum budget requirements as set out in state statutes. They went over in great detail what the situation is in Tolland. Depending upon how people understand what is occurring here, sometimes there can be different answers. If it is deemed to be more revenue than you had received in the prior fiscal year, it is a different answer than if it is actually less revenue than you had received in the prior fiscal year, but you misstated your revenue projections at the time you adopted your budget. Therefore, now you would have excess revenue, but you don't have more revenue than you had in the preceding year. The situation that Tolland actually faces is that we received \$300,000 less this year, than we did last year. This is a revenue projection problem. It is not a discussion of what do you do when you receive more ECS money than you had originally received in the year before. We are talking about excess revenue. Not additional ECS revenue. He commented that he does respect the opinion that the BOE has received from their attorney, but in speaking with Mr. Chambers they are not in violation of the NBR.

Mr. Werbner listed out their options:

Tax stabilization fund, or since this is a revenue problem, and not an expenditure problem, they could adjust the revenue portion of the budget, and increase the revenue line item for ECS by \$568,966. Which is the change in what they had budgeted versus what was actually received. The ECS line item in the budget would show the full amount of ECS, like it always does. They could then reduce the contribution from fund balance by \$300,000, and reduce by \$268,966 the amount listed for motor vehicle supplements. So, there would be a reduction in other town revenue to offset the fact that they are increasing the line items associated with the ECS grant.

**Mr. Eccles** likes the idea that whatever they do will help set up future Councils. These are hard decisions. He understands the BOE's position, and it is well stated. He agrees that the education component is a great asset to this town. It is the Council's job to balance all of the residents needs. He tends to lean towards the tax stabilization fund, but is not fully convinced. **Ms. Nuccio** is wondering if there is a combination of the suggestions that could occur. **Mr. Reynolds** would like to move forward with the tax stabilization fund. The taxpayers deserve some consideration. It puts it in a place that is visible to people. With all the unknowns, it would be good to have it somewhere. He doesn't want it to get lost. **John Reagan** said the fund makes sense to him to, given the future reductions to ECS. **Brenda Falusi** said the parents are concerned about the children's performances in the schools. She has been to a number of BOE meetings where teachers talk about early intervention. She likes to look to the future, but not just 1 – 2 years. She is looking at the 13 years that the kids are in school and wants to insure they get the best quality education that they can by addressing their needs. The families need help with some of this. She would like to see them meet with the BOE and discuss this. She doesn't think many people understand the long term impact.



After continued discussion, Mr. Werbner summarized that there would need to be a least three (3) motions:

1. Adoption of the ordinance to create the tax stabilization fund;
2. Change the line item for the ECS revenue by \$568,966.00, and reduce the line item for the fund balance, as well as change the motor vehicle supplement line item; and
3. Appropriate \$300,000 of fund balance to the tax stabilization fund with 75% going to the fund and 25% going to CNRE.

Mr. Werbner would develop the motions over the next week, before Mr. Rosen comes on board.

David Skoczulek motioned that the following resolutions be introduced and set down for multiple Public Hearings on September 10, 2019 at 7:00 p.m. in the Tolland Town Council Chambers:

1. Adoption of the ordinance to create the tax stabilization fund;
2. Change the line item for the ECS revenue by \$568,966.00, and reduce the line item for the fund balance, as well as change the motor vehicle supplement line item; and
3. Appropriate \$300,000 of fund balance to the tax stabilization fund with 75% going to the fund and 25% going to CNRE.

Seconded by Tammy Nuccio. William Eccles; David Skoczulek; Tammy Nuccio; John Reagan and Paul Reynolds were in favor. Brenda Falusi was opposed.

- 8.3 Consideration of a resolution for a supplemental appropriation of \$42,759 from the equity distribution from CIRMA to use by the Town and Board of Education. The Town's share would appropriate the funds in the amount of \$18,450 to the Capital Improvement fund for Environmental and Other Testing Project Account 20500072-722460-2155. The Board of Education's share in the amount of \$24,309 would be appropriated to the Capital Improvement fund for Birch Grove School Van Rental (Account to be determined) and the setting of a Public Hearing thereon for September 10, 2019.

Mr. Werbner commented that the CIRMA Board of Directors declared a distribution of Member's Equity to be shared among eligible members. The total CIRMA distribution was for \$42,759. The Town's share is \$18,450 and the BOE share is \$24,309. Approval of this item would appropriate the funds that we received in August, 2019 which is based on a pro-rated basis for three years of participation. The Board of Education will allocate its share in the amount of \$24,309 to partially fund the Capital Improvements Birch Grove School cost for a van rental to be used to transfer school lunches during the temporary offsite cooking facility requirements. Funding for this expense is an ineligible cost for State School Construction Grant funding which was unexpected. The van will need to be leased for two years. An account will be established once approved. The Town will appropriate its portion to the Environmental and Other Testing Project Account 20500072-722460-2155 in the amount of \$18,450. This project will provide funds to continue the environmental testing and other related analysis.

David Skoczulek motioned that the following resolution be introduced and set down for a Public Hearing on September 10, 2019 at 7:00 p.m. in the Tolland Town Council Chambers:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$42,759 from the equity distribution from CIRMA to use by the Town in the amount of \$18,450 to the Capital Improvement fund for Environmental and Other Testing Project Account 20500072-722460-2155 and to the Board of Education in the amount of \$24,309 would be appropriated to the Capital Improvement fund for Birch Grove School Van Rental (Account to be determined).

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



8.4 Consideration of a resolution to form a Complete Count Committee for the 2020 Census.

Mr. Werbner read the proposed resolution into the record. He ended by suggesting that the Town Planner be added as the 12<sup>th</sup> person on the committee. Discussion occurred regarding the timing of getting the committee formed and started with their work. Mr. Eccles said an e-blast should be sent out as soon as possible.

David Skoczulek motioned to accept the following *amended* resolution:

WHEREAS, the U.S. Constitution requires the federal government to count the population every ten years and the U.S. Census Bureau has the duty and responsibility to complete the 2020 Census; and

WHEREAS, the official population count established by the 2020 Census is used to determine representation in state and federal government which is the foundation of our country's representative democracy; and

WHEREAS, the 2020 Census numbers are also used to determine the level of federal funding for state and local jurisdictions, including the distribution of important resources for health care, education, communication, transportation, infrastructure, senior services, public safety and social services, as well as providing key data for non-profit organizations; and

WHEREAS, the United States Conference of Mayors and the International City/County Management Association recommend the establishment of a Complete Count Committee in order to increase awareness and motivate residents to respond to the 2020 Census questionnaire; and

WHEREAS, a Complete Count Committee is comprised of a cross section of local community groups with the mission to ensure that the importance of the 2020 Census is effectively communicated to as many residents as possible through locally based targeted outreach efforts; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Tolland establish a Complete Count Committee comprised of up to eleven members with representation as follows:

- One (1) representative from Social Services
- One (1) representative from Faith Based Organization
- One (1) representative from Community Based Organization
- One (1) representative from the Library
- One (1) representative from the School System
- One (1) representative from Town Council – **Brenda Falusi**
- One (1) representative from Board of Education
- Town Clerk
- Republican Registrar
- Democratic Registrar
- Town Manager or Designee
- **Town Planner**

The Town Council Representative and Town Manager shall serve as Co-Chairs.

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

8.5 Appointments to vacancies on various municipal boards/commissions.

8.5.a. Reappointment to Water Pollution Control Authority

David Skoczulek motioned to reappoint:

**John Zevetchin, 352 Shenipsit Lake Road**, new term 8/26/19 – 8/26/22

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner thanked the Council for their support over the years. He is looking forward to giving a presentation on September 26<sup>th</sup> where he will review where they have come from, where we are, and where we have to go. This is a great community that still has a lot to offer individuals to reside here and do business here. He also thanked the BOE for their acknowledgement the other night. He will be around through October 1<sup>st</sup> to offer assistance.

11. **ADOPTION OF MINUTES**

11.1 August 13, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. William Eccles abstained.

12. **CORRESPONDENCE TO COUNCIL:**

- 12.1 Multiple correspondences from residents
- 12.2 A letter from resident regarding the Senior Center

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

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Falusi said the Tolland Community Newsletter has come out. The newsletter has a bunch of on-line courses being offered, trips, sports and pre-school programs. She asks that the residents support the businesses that pay for the advertising. Mr. Eccles reminded that if you don't have access to a computer, you can visit the Library and use theirs.

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

**Michelle Harrold of 256 Mountain Spring Road:** She asked the Council members if they have read the statute pertaining to the Education Cost Share. The Board has asked several times for a meeting to discuss all of this, and that has not happened. She thinks it would be healthy to have a conversation out in the public. Why do we need another fund in this town? It is frustrating. Can't they have a conversation specifically about this?

**Kate Vallo of 80 Tolland Green:** As a resident and constituent she is seeking both accountability and transparency on an ongoing basis from the members of the Town Council. The BOE has repeatedly requested collaboration, compromise, and dialogue. Only one council member stated a position on whether or not to meet with the BOE during the course of this evening's meeting. The BOE deserves an answer to their request, whether it is yes/no. She is concerned that the Council has not had a robust public discussion regarding the legalities of the use of the additional ECS funds, aside from hearing input from the town manager. She hopes that future discussions of the Council are held with goodwill towards all boards and commissions, including a willingness and intent to engage in meaningful and public dialogue when requested.

**16. EXECUTIVE SESSION**

David Skoczulek motioned to go into Executive Session for the purpose of discussing possible sale of town land/property and pending litigation at 8:51 p.m., ending the Regular Meeting of the Town Council. Invited to attend were Tom Rallo, Gene Koss, Rick Conti, Beverly Bellody and Mike Wilkinson. Seconded by Tammy Nuccio. All in favor. None opposed.

- 16.1 Possible Sale of Town Land/Property
- 16.2 Pending Litigation

17. **ADJOURNMENT:** Brenda Falusi moved to adjourn the meeting; Seconded by John Reagan at 9:37 p.m. All were in favor.

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William Eccles, Chair

**Michelle A. Finnegan**  
**Town Council Clerk**