

## TOLLAND BOARD OF EDUCATION

REGULAR MEETING

7:30 PM

### VISION STATEMENT

*To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.*

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### AGENDA

April 8, 2020

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- March 11, 2020

D. 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.*

E. CORRESPONDENCE

F. POINTS OF INFORMATION

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

H. SUPERINTENDENT'S REPORT

- H.1 Monthly Financial Report
- H.2 Nurses Contract
- H.3 Tolland Continuity of Learning Program (no attachment)
- H.4 COVID-19 Impacts (no attachment)
- H.5 April Break

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

- K.1 Policy 5040 – Transportation (Second Reading)
- K.2 Policy 6011 – Graduation Requirements (Second Reading)
- K.3 2020 – 2021 School Calendar (Second Reading)

L. PUBLIC PARTICIPATION (2-minute limit)

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

M. POINTS OF INFORMATION

Town Council Meeting Minutes – March 10, 2020  
Town Council Special Meeting Minutes – March 11, 2020  
Town Council Special Meeting Minutes – March 12, 2020  
Town Council Meeting Minutes – March 24, 2020

N. FUTURE

Dr. Willett will set up:

- School rounds / tours / starting with TIS (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding By Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

O. NEW BUSINESS

P. ADJOURNMENT

# **TOLLAND BOARD OF EDUCATION**

Tolland High School Library

1 Eagle Hill

Tolland, CT 06084

**REGULAR MEETING – March 11, 2020**

**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:** none

**A. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

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

**B. APPROVAL OF THE AGENDA**

Ms. Plourd motioned to approve the agenda as presented. Ms. Besaw seconded the motion. All were in favor. Motion carried.

**C. APPROVAL OF MINUTES**

- February 26, 2020

Ms. Plourd motioned to approve the minutes of the February 26<sup>th</sup> meeting. Ms. Besaw seconded the motion. Changes: none. Ms. Lundgren, Ms. Plourd, Mr. Holt, Ms. Griffin, Ms. Howard-Bender, Ms. Moran, and Ms. Philbin were in favor. Ms. Besaw and Mr. Marie abstained. Motion carried.

**D. PUBLIC PARTICIPATION - none**

**E. CORRESPONDENCE**

Mr. Holt reviewed the correspondence:

- e-mail – inquiring about homework exemptions
- e-mail – follow up questions concerning the Joint Town Council/BOE meeting
- e-mail – inquiring about opportunities for individuals to donate to specific requests
- e-mail – recommending that the school year start on September 2<sup>nd</sup> due to Labor Day
- e-mail – containing an excerpt from the June 2009 TMS Falcon News showing an example of how teachers used to be able to request donations
- email – containing efficiency ideas based upon amendments to Policy 5040

**F. POINTS OF INFORMATION**

- Ms. Plourd noted that Dr. Willett has been working diligently on having a plan in regard to the Coronavirus.
- Dr. Willett spoke in response to Ms. Plourd's comment. He explained that there is a website dedicated to the TPS response to the Coronavirus and a TPS response plan will

be coming out on Monday. The site is a great resource and if there are any questions the public is welcome to reach out to the central office.

- Mr. Holt has communicated with the writer of the e-mail regarding ideas for efficiency.

#### G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

- Footloose Musical, March 13<sup>th</sup> and 14<sup>th</sup>
- Mental Health Week: March 16<sup>th</sup> – 20<sup>th</sup>
  - Monday – pajama day; Tuesday – guest speaker; Wednesday – Zen day; Thursday – therapy dogs; Friday – colored clothing day
- DECA State Competition – March 4<sup>th</sup>, it was a very successful event for Tolland students with 21 students qualifying for Nationals

#### H. SUPERINTENDENT'S REPORT

##### H.1 Brandon Elliott – Recognition, Coach of the Year (no enclosure)

Dr. Willett welcomed Brandon Elliott, the Head Boys Cross Country Coach. Mr. Elliott is one of the most amazing Boys Cross Country coaches Tolland has ever had. He has been coaching since 2008 and has 9 conference championships, 5 state championships, and sent dozens of runners to the New England Cross Country Championships. Mr. Elliott, along with Mr. Watt, created a summer running club and that has an average of 40-50 runners per year. In 2008, Mr. Elliott had 16 runners on his team; this past fall he had 43. Dr. Willett presented Mr. Elliott with a token of the district's appreciation. The Boys Track Team was also recognized.

Mr. Todd Zenczak commented that Mr. Elliott is amazing and has created a culture in Tolland. His teams look forward to practice and when the season is over they continue to run. It is an honor to work with him.

Mr. Elliott thanked everyone and noted that it is an honor to be recognized this evening and work with the athletes. He has been a teacher in Tolland for over 15 years and a coach for more than 12 of those years. It is a great experience to work with students both in the classroom and on the field.

##### H.2 Recognitions

Dr. Willett explained that they are going to continue the practice of recognitions throughout the coming months. The administrators and teachers submit many requests for recognition.

This evening, Dr. Willett highlighted the following:

- Teachers of the Year Anthea Groton and Sheri Barna will be doing a presentation at this year's Teacher of the Year Symposium.
- Eastern Regionals – Dr. Willett congratulated all of the TMS musicians who participated in this weekend's Eastern Region Music Festival. The musicians always represent Tolland well. Everyone is thankful for all of the students and appreciative of all they have achieved.
- Invention Convention: Dr. Willett congratulated all of the hard-working students that participated in the second Invention Convention held at TMS. The TMS Invention judges, Mrs. Grande, Mr. Ruede, Ms. Estevez, Mr. Fay, Mr. Schnieder



and Mrs. Matson were extremely impressed with the creative talents and problem-solving skills students displayed in their inventions. Five TMS student inventors were chosen to represent Tolland at the Connecticut State Invention Convention at Gampel Pavilion on May 2<sup>nd</sup>. Congratulations go out to Alex Blanchard, Wilsey Zahner, Jake Viegard, Aashvi Shah and Audrey McKown for being selected to continue on to the next level of the competition.

- Model UN: Model UN attended a conference at Clark University. The team of delegates did an excellent job debating several topics including the North Korean Missile Crisis, Human Rights in Venezuela, protecting tropical forests and worker's rights. Congratulations go out to Callum Smith who won the Award for Best Researcher as well as Audrey McKown and Jasmine Haskell who won the Award for Best Speaker and Marena Morales who won the Best Delegate Award. It was a great day for Tolland.
- Students in Mrs. Ekstrom's Algebra 1 AB course were invited to participate in Scholastic's "The Hardest Math Problem Student Contest". Students compete for a chance to win a laptop loaded with Microsoft Office Home and Student Office products and a \$5,000 contribution to a 529 college savings account. Eighth grader, Sulan Zhang, submitted a correct solution and has advanced to the second challenge. Dr. Willett congratulated Ms. Zhang and wishes her the best of luck as she prepares her second entry.
- Girls Indoor Track - Tianna St.Louis was awarded All-CCC, All-State, All-New England and Peyton Bornstein was awarded All-State.

### H.3 Monthly Financial Report

Dr. Willett reviewed attachment H.3.

The February 2020 financial report shows an available balance of \$1,175,690 or 2.94% of the BOE's current budget.

### H.4 Education Reserve Fund - Technology

Dr. Willett reviewed attachment H.4.

In the development of the BOE 2020/2021 budget, certain technology items were taken out with the intention of acquiring these items through the utilization of the Educational Reserve Fund established under Chapter 8 of Ordinance 86.

Ms. Besaw motioned to move item H.4 to item K.1 for action. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

### H.5 Policy 5040 – Transportation (First Reading)

Dr. Willett reviewed attachment H.5.

The changes reflect the most recent recommendations from Shipman & Goodwin LLC. Mr. Holt explained that Committee's intention is to review a number of the policies which need to be upgraded due to statutes and legal constraints.

Ms. Howard-Bender added that many of the changes were clarifications and language to ensure alignment with the guidance provided by Shipman & Goodman LLC.

### H.6 Policy 6011 – Graduation Requirements (First Reading)

Dr. Willett reviewed attachment H.6 which includes the current Policy 6011 and recommended edits.

This item was presented for a first reading.

A brief discussion followed.

#### H.7. 2020-2021 School Calendar

Dr. Willett reviewed attachment H.7 including the advantages of the proposed calendar. A brief discussion took place. Dr. Willett explained that the start date is based on contractual obligations (teachers cannot return before the last week of August) and if school was to start closer to Labor Day it would push the end of the school year out to potentially as late as June 18<sup>th</sup> which could present challenges if there is inclement weather or other issues. Discussions took place regarding the benefits and disadvantages of starting earlier vs. later and vice versa.

#### I. COMMITTEE & LIAISON REPORTS

- Policy – met yesterday; discussed the 2020-2021 school calendar
- Communications – met earlier today; discussions included: committee goals, a review of policy 1000, the district calendar of events, and HB5433, an act concerning the creation of a special education excess cost cooperative; May 7<sup>th</sup>, Community Workshop – Mastery Based Learning; the March committee meeting has been cancelled
- Town Council – items addressed included a presentation by Lockton, the State of Emergency due to the Coronavirus, and the setting of two public hearings
- CABE Day on the Hill – Ms. Moran attended today's event and presented an overview.
- Birch Grove Building Committee – Ms. Philbin noted that they have started pouring the footings.

#### J. CHAIRPERSON'S REPORT

Ms. Lundgren noted that she is looking forward to attending the Footloose play this weekend. She added that she would like to showcase Tolland's talents on the back wall of Council Chambers and feature an Artist of the Month. Additionally, Ms. Lundgren would like to have students come in to lead the Pledge of Allegiance. This would provide an opportunity to have students excited and involved.

##### J.1 Curriculum Committee Appointments

Ms. Lundgren noted that the Curriculum Committee will meet on the first Thursday of the month at 3:30 p.m.

The following appointments to the Committee were made: Kate Howard-Bender, Chair; Christina Plourd, Christine Griffin, and Jacob Marie.

#### K. BOARD ACTION

##### K.1 Education Reserve Fund - Technology

Ms. Plourd motioned to approve the requested use of funds out of the Board of Education Educational Reserve Fund for the items identified in item H.4 that total \$9,444 to be transferred on or within a week of July 1, 2020 in fulfillment of section 8.4 of Article 8 in Ordinance 86. Mr. Marie seconded the motion. All were in favor. Motion carried.

#### L. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, commented in regard to Covid-19. In regard to planning, Tolland has a lot of employees in either the gig or hourly economy. She is concerned about those who will not be receiving a paycheck. There should be a consideration for a food drive or cash drive that will

support families who will not have a paycheck. Further, there needs to be an understanding of what this will do to kids who are on reduced or free lunch. Additionally, consideration should be made for those who are caring for their parents and children. Ms. Costa noted that CIAC cancelled the tournament and she would like to see recognition for the Tolland Basketball team which is number one in Division 3. In regard to the musical, she recommended holding the performance. Perhaps the students could see Footloose on Thursday/Friday or Friday/Monday and have parents only attend on Friday and Saturday. This way they could space seating.

**M. POINTS OF INFORMATION**

Town Council/Board of Education Joint Meeting Minutes – February 24, 2020

Town Council Meeting Minutes – February 25, 2020

Fisher Thompson noted that Mr. Fields has been working very hard on the play for a long time to ensure it can be the best it can be.

Dr. Willett noted that he has been trying to figure out how to navigate the situation in regard to the Coronavirus and a lot of hard work has been done. He will put out information in regard to the Coronavirus in the next few days. The plan will articulate what will happen under various circumstances. It is possible that if there is a school cancellation due to Covid-19 that some staff will still be working. Dr. Willett is also looking at some structures for mental health resources. Dr. Willett added that the Governor has issued a special state of emergency that contains parameters with little flexibility. While some disappointing situations may result, the idea is to prevent community spread. If the latter is not mitigated, the medical system will be overwhelmed. Dr. Willett noted that he will try to find the best solution for the community.

Ms. Plourd commented that while she understands items are mandated, she asked that the district's employees be protected with the same diligence as is used to protect the students. She wants everyone to stay safe and healthy. If staff goes to work and does not feel safe, she wants the staff to let Dr. Willett know.

Ms. Philbin commented in regard to Covid-19. She is appreciative of the text messages that have been sent and that Dr. Willett is actively speaking with other superintendents. In a situation like this there is chaos and panic as well as concerns regarding mental health and jobs from a lack of knowledge. She encouraged Dr. Willett to continue to keep open the channels of communication. One of her concerns is those jobs in the district which cannot be done remotely. They need to be cognizant of those who will not be paid if they do not physically go to their place of employment.

Ms. Philbin provided an update to the conversation that took place at the joint Town Council/BOE meeting in regard to the BOE budget and Birch Grove moving expenses. The following items are not in the construction budget: miscellaneous expense to occupy the building, \$15K; moving labor expenses, \$14K; vehicle rental, \$4.5K; packing materials, \$11K, additional snow removal, \$4.3K. The items listed will not be eligible for state reimbursement. Ms. Philbin noted there is \$20K in the budget for moving expenses (items separate from what is listed) which will be eligible for reimbursement. The Board has budgeted for costs involved in occupying the building and is being proactive to ensure costs which are not reimbursable will be covered.

**N. FUTURE**

Dr. Willett will set up:

- School rounds/tours (briefings/tours/debriefings) (TMS will be next)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding by Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

**O. NEW BUSINESS - none**

**P. ADJOURNMENT**

Ms. Plourd motioned to adjourn the meeting 9:17 p.m. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk



## TOLLAND PUBLIC SCHOOLS

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

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.  
Superintendent

**TO:** Board of Education

H.1

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

**RE:** Monthly Financial Report for March 2020

**Date:** April 1, 2020

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

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of March 2020 is the 9th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying ninth month of the 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, 9 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, Instructional supplies, unemployment compensation, equipment/computers, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$1,015,023 will continued to be converted into encumbrances or expenditures over the next several of months.

The attached March 2020 financial report shows an available balance of \$1,015,023 or 2.54% 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 complete, transportation routes have been fully booked and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

Considering the worldwide pandemic, the current school budget will be impacted both positively and negatively. Currently the Federal Govt, State Govt, Local Govt are all working to shake out the current and long-term impact of the virus on our budgets. Most of the financial world has been rocked by the devastation of this virus. Since the Federal Govt has signed a Stimulus CARES Act into place for an unprecedented \$2.2 Trillion dollars, the trickle-down impact and relief that we in Tolland will feel is still unknown. If the virus continues to increase, all preventative measures will also remain in place. The continued impact from this virus will change how we track, spend, monitor and educate our students.

It is still unknown what guidance the State Dept of Education will issue as we approach the end of the year. The funding aspects of our budget such as ECS funds, Excess Cost funds, PTP funds, Food Service revenues, Federal and State Grants are all subject to availability and distribution of funds. There should be some BOE funds unspent and available on June 30 2020. Currently, we do not know the amount of those funds or the true impact on the school budget. The Superintendent will be the focal point to distribute that information when it becomes available.

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, contracts, 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%. The district received the first excess cost payment in February 2020 from the state. The school district received \$723,223. These funds are used to offset Special Education tuition and transportation costs. The second payment is due in May 2020.

On February 12, 2020 the BOE voted and approved a school budget of \$40,590,408. The Budget was then forwarded to the town.

# Tolland Public Schools

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

From Date: 3/1/2020

To Date: 3/31/2020

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	\$1,774,899.53	\$15,365,124.81	\$7,018,182.28	\$6,772,758.24	\$245,424.04	1.10%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$32,810.61	\$244,479.08	\$193,190.92	\$0.00	\$193,190.92	44.14%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$14,113.04	\$178,344.71	(\$1,986.71)	\$0.00	(\$1,986.71)	-1.13%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$76,570.93	\$236,002.94	\$110,127.00	\$204,333.43	(\$94,206.43)	-27.22%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$0.00	\$41,253.97	\$154,307.03	\$98,471.00	\$55,836.03	28.55%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$416.67	\$532,760.78	\$34,989.22	\$0.00	\$34,989.22	6.16%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$391,755.83	\$3,686,234.89	\$1,165,395.05	\$1,070,004.30	\$95,390.75	1.97%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$51,068.83	\$437,049.67	\$256,174.30	\$168,654.79	\$87,519.51	12.62%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$19,858.51	\$177,039.77	\$74,844.66	\$62,550.26	\$12,294.40	4.88%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$19,026.25	\$19,026.25	\$973.75	\$0.00	\$973.75	4.87%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$8,383.00	\$25,593.55	\$31,087.45	\$7,056.45	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$67,615.75	\$270,463.00	(\$4,851.00)	\$0.00	(\$4,851.00)	-1.83%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$120.00	\$24,584.61	\$24,090.89	\$660.00	\$23,430.89	48.14%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$13,195.00	\$47,168.34	\$9,831.66	\$52,248.40	(\$42,416.74)	-74.42%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$39,163.86	\$138,877.91	\$100,393.09	\$138,546.21	(\$38,153.12)	-15.95%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$363.15	\$11,495.26	\$22,986.74	\$2,797.80	\$20,188.94	58.55%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$10,969.43	\$165,990.92	(\$12,647.92)	\$28,450.16	(\$41,098.08)	-26.80%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$17,224.11	\$407,997.18	\$94,878.82	\$93,996.88	\$881.94	0.18%
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	\$6,171.12	\$50,167.58	\$84,912.42	\$50,306.36	\$34,606.06	25.62%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$15,483.57	\$83,720.54	\$175,729.46	\$57,077.91	\$118,651.55	45.73%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$14,320.14	\$117,952.23	\$47,303.77	\$55,202.09	(\$7,898.32)	-4.78%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$391,468.86	\$1,769,197.82	\$1,092,843.18	\$964,791.44	\$128,051.74	4.47%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$34,220.50	\$196,083.51	\$6,343.59	\$0.00	\$6,343.59	3.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$2,709.15	\$43,709.78	\$14,195.22	\$16,995.63	(\$2,800.41)	-4.84%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$0.00	\$10,434.47	\$7,565.53	\$0.00	\$7,565.53	42.03%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$202.00	\$5,849.72	\$12,555.28	\$4,873.81	\$7,681.47	41.74%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$303,063.97	\$1,357,707.83	\$805,574.17	\$968,487.13	(\$162,912.96)	-7.53%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$1,807.27	\$45,553.16	(\$11,611.16)	\$12,535.59	(\$24,146.75)	-71.14%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$3,775.34	\$39,096.67	\$53,897.33	\$35,069.37	\$18,827.96	20.25%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$4,836.83	\$55,718.61	\$135,733.39	\$52,658.01	\$83,075.38	43.39%
0100.0000.610.00.000.1	Instr Supplies/Mat'l's	\$367,242.00	\$17,501.72	\$224,263.10	\$142,978.90	\$73,556.84	\$69,422.06	18.90%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$0.00	\$1,517,132.36	\$104,677.64	\$101,943.64	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$13,792.75	\$62,085.71	\$65,775.99	\$14,029.02	\$51,746.97	40.47%
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	\$483.80	\$52,922.60	\$28,755.12	\$789.58	\$27,965.54	34.24%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$969.16	\$18,234.43	\$37,051.57	\$11,986.23	\$25,065.34	45.34%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$2,549.89	\$83,598.67	\$66,609.33	\$11,015.26	\$55,594.07	37.01%
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	\$660.99	\$47,882.09	\$5,046.91	\$2,676.00	\$2,370.91	4.48%
<b>Grand Total:</b>		<b>\$39,975,605.39</b>	<b>\$3,351,571.56</b>	<b>\$27,825,560.52</b>	<b>\$12,150,044.87</b>	<b>\$11,135,021.83</b>	<b>\$1,015,023.04</b>	<b>2.54%</b>

End of Report

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** July 1, 2020 – June 30, 2023 Nurse Contract

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

**FOR BOE MEETING:** April 8, 2020

**ITEM SUMMARY:**

Tolland ranked 8 and 9 of 15 districts in Tolland County for 2019-2020 Nurse's compensation (depending on whether nurse was LPN or RN respectively). Nurse compensation maximum in FY20 was \$43,920 and \$48,565. These professionals are among the most modestly compensated in the Tolland Public School District.

**FINANCIAL SUMMARY:**

The Nurse's will receive the following increases in this bargaining unit agreement:

FY21 3.9%

FY22 3%

FY23 3%

The Nurse Coordinator is provided a stipend of \$6,000, \$6250, and \$6500 for each year respectively.

Longevity is rewarded at:

10 to 14 years of service @ \$300

15 to 19 years of service @\$375

20 to 29 years of service @\$425

30+ years @\$600

Insurance is competitive at 16.5% employee contribution each year

Dental and Life insurance at 18% employee contribution each year

**BOARD ATTORNEY REVIEW:**

Reviewed.

**BOE ACTION DESIRED:**

1. Discussion – first reading
2. Motion to move to action (if so desired)
3. Motion to accept the bargaining unit agreement for the Tolland Nurses to take effect July 1, 2020 and extend through June 30, 2023.

**SUPPORTING MATERIALS ATTACHED:**

**2020-6-1-2023-6-30 Nurses Contract**



**THE TOLLAND BOARD OF EDUCATION**

**AND**

**THE TOLLAND SCHOOL NURSES' AGREEMENT**

**July 1, 2020 – June 30, 2023**

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## **ARTICLE 1**

### **Recognition**

The Tolland Board of Education (hereinafter referred to as the "Board") recognizes the Tolland School Nurses' Association (hereinafter referred to as the "Association") as the sole and exclusive representative of all school system nurse employees for purposes of collective bargaining with respect to wages, hours and other conditions of employment within the meaning of the Connecticut Municipal Employee Relations Act.

## **ARTICLE 2**

### **Professional Negotiations**

- A. The Board and the Association agree to commence negotiations in good faith prior to the expiration of this agreement, in accordance with state statute, to secure a successor agreement relative to all matters concerning salaries and other conditions of employment. The agreement so negotiated shall bind and ensure to the benefit of the Board and all members of the Association and shall be reduced to writing and signed by the Board and Association.
- B. During negotiations, the Board and the Association shall exchange relevant data, points of view and proposals and counter-proposals with respect to salaries and any other conditions of employment about which either party wishes to negotiate. Either party may, if it so desires, utilize the services of outside consultants. Either party may call upon professional and lay representatives to assist in negotiations.

## **ARTICLE 3**

### **Severability**

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of the Agreement shall remain in full force and effect.

## **ARTICLE 4**

### **Holdover**

In the event that the Board and the Association shall fail to secure a Successor Agreement, this Agreement will remain in effect for a period not to extend beyond the date of the execution of the Successor Agreement,

## **ARTICLE 5**

### **Grievance Procedures**

#### ***A. Purpose***

The purpose of this procedure is to secure at the lowest possible administrative level; equitable solutions to problems that may arise in connection with this Agreement that affect the welfare and/or working conditions of nurses. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent permitted by law.

#### ***B. Definitions***

1. A grievance shall mean a complaint by a bargaining unit member that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement affecting the employee.
2. "The aggrieved" shall mean the person or persons making the claim, including their designated representative as provided for therein, any person or persons who might be required to take action or against whom action may be taken in order to resolve the problem.

#### ***C. Time Limits***

1. Since it is important that a grievance be processed as rapidly as possible the number of days indicated at each step shall be considered a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a nurse does not file a grievance in writing within ten (10) days after he/she knew or, under normal circumstances should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved nurse at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

#### ***D. Procedure***

##### ***1. Level 1 Principal***

A nurse with a grievance will first discuss it with his/her immediate supervisor (School Nurse Supervisor/Coordinator) with the object of resolving the matter informally. If the aggrieved is not satisfied with the resolution, a written grievance will be submitted to the building principal.

If a grievance has not been settled through normal administrative channels for resolving a problem, the aggrieved may submit a written grievance to the principal.

- a. If the grievance involves interpretation of the provision of this Agreement, the principal and/or the aggrieved may request an interpretation of the language in question by the current Board chief negotiator and the Nurses' Association chief negotiator.
- b. The principal shall hold a grievance meeting with the grievant within five (5) working days after receipt of the written grievance. The principal shall respond within the five- (5) working days after the grievance meeting is held. The principal's response must be in writing.
- c. In the event the aggrieved is not satisfied with the disposition of the grievance or in the event that no decision is rendered to the aggrieved within five (5) working days, the aggrieved may proceed to the formal written Level 2 of the grievance.

## **2. Level 2 — Superintendent of Schools**

- a. The aggrieved may submit a grievance to the Superintendent of Schools. This grievance must be submitted in writing and must be filed no later than seven (7) working days after the written response was received at Level 1.
- b. The Superintendent shall, within seven (7) working days after receipt of the Level 2 grievance, meet with the aggrieved.
- c. The Superintendent shall, within seven (7) working days after the hearing, render a decision and the reasons therefore, in writing to the aggrieved.

## **3. Level 3 — Board of Education**

- a. If the aggrieved is not satisfied with the disposition of the grievance at the Level 2, he/she may, within seven (7) working days after receipt of the disposition, file the grievance with the Board of Education.
- b. The Board of Education shall, within twenty (20) working days after receipt of the grievance, meet with aggrieved for the purpose of resolving the grievance.
- c. The Board shall, within twenty (20) working days following the grievance meeting, render its decision and the reason therefore in writing to the aggrieved.

## **4. Level 4 — Arbitration**

- a. If the aggrieved nurse is not satisfied with the disposition of his/her grievance at Level 3, he/she may, within five (5) working days after receipt of the decision, request in writing to the president of the Association that his/her grievance be submitted to arbitration.
- b. The Association may, within five (5) working days after receipt of such request, submit the grievance to arbitration. The Association shall notify the Board of such submission.
- c. The Board and the president of the Association shall, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator, the State Board of Mediation and Arbitration shall immediately be called upon to select the single arbitrator.
- d. The arbitrator selected shall confer with the representatives of the Board and the Association, and shall hold such further hearings with the aggrieved nurse and other parties in interest, as he/she shall deem requisite.
- e. The arbitrator shall render his/her findings of fact, reasoning, and conclusions in the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding provided the arbitrator shall not usurp the function of the Board or proper exercise of its judgment and discretion under law and this Agreement.
- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

## **E. Rights of Nurses to Representation**

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation
2. Any party in interest may be represented at any level of the Grievance Procedure by a person of his/her own choosing except that he/she may not be represented by a representative or by an officer of any nurse organization other than the Association. When the Association does not represent a nurse, the Association shall have the right to be present and state its views at all stages of the procedure.
3. The Association may, if it so desires, call upon the professional services of the State of Connecticut Coordinator of School health Services for consultation and assistance at any stage of the procedure.

## ***F. Miscellaneous***

1. The individual nurse of the Association shall prepare the statement of the grievance.
2. All records dealing with the processing of a grievance shall be filed in a central filing system separate from the personnel file.
3. When required for consultation with an Association member and/or the administration on matters covered by this article, the president of the Association shall receive release time providing that he/she makes arrangements for his/her health room to be covered and notifies the building principal of the arrangements.
4. The Association president and nurse involved in a grievance or negotiations hearing will be granted adequate release time if the hearing cannot be scheduled outside regular working hours.
5. The Association may represent the aggrieved.

## **ARTICLE 6**

### **Employment Year**

- A. The employment extends for a period of one hundred ninety (190) working days, beginning (3) days prior to the opening day of school for the students. One hundred and eighty three are academic days for students and four of these days are to be used as determined by the School Principal for use either before the school year begins for students or immediately after the last day of school for students.
- B. Nurses working in a professional capacity beyond the one hundred and ninety (190) days as described in Section 6A above, will be paid on a per diem rate based on the nurse's regular step of the preceding year. The length of the working day shall be the same as during the school year.

## **ARTICLE 7**

### **Nurses' School Day**

- A. The nurses' normal school day shall consist of seven (7) hours and thirty (30) minutes, beginning approximately one-half (1/2) hour before classes begin and one-half (1/2) hour after classes end. Included in the Nurses' normal school day will be a twenty-five (25) minute, but not to exceed thirty (30) minute duty free lunch.
- B. In the event that special or unusual circumstances cause the school day to be terminated early, nurses will be allowed to leave one-half (1/2) hour after the students are dismissed.
- C. The school day and the school year shall not be increased during the life of this contract. If a proposal is made to lengthen the school day and/or year, the Board and the Nurses' Association will negotiate a salary increase commensurate with the extension.

## **ARTICLE 8**

### **Duty Free Lunch**

- A. Nurses have a duty-free lunch period of at least twenty-five (25) minutes, but not to exceed thirty (30) minutes. Administrators of the schools where employees are scheduled to be at lunchtime shall provide a relatively

uninterrupted period. Nurses who have their lunch period interrupted by serious pupil and/or staff needs may take compensable time after providing the needed service.

- B. It is understood that nurses are free to leave the school during their lunch period as long as another RN has agreed to cover the building and the name and phone number of such nurse has been left with the building principal, secretary, or the staff member covering the Health Room.

## **ARTICLE 9**

**Holiday and Vacation Schedule:** Registered Nurses work 190 days per contract. Holidays are not included.

The LPN's shall be paid for the following 12 Holidays:

Labor Day	Christmas
Columbus Day	New Year's Day
President's Day	Martin Luther King Day
Thanksgiving	Good Friday
Memorial Day	Day preceding Christmas
Independence Day (4th of July)	Floater Holiday

**NOTE:** Either above Holidays, or days celebrated as such will be considered the holiday. Should school be scheduled on any of the 12 days, they would require the LPN to work with no alternative day off.

## **ARTICLE 10**

### **Staff Meetings**

- A. Staff meetings shall be those meetings that are scheduled by the nurse supervisor, which require attendance of all nursing staff, for a maximum of eight (8) per school year.
- B. Staff meetings shall commence at 4:00 pm and last approximately 60 minutes in duration.

## **ARTICLE 11**

### **Sick Leave**

- A. Nurses shall be entitled to fifteen (15) working days of sick leave with full pay per year. Unused sick leave shall be accumulated to one hundred and fifty (150) days, so long as the nurse remains in continuous service of the Board of Education. Leaves taken under the provision of this contract shall not be considered breaches of continuous service.
- B. Absences of five (5) continuous sick days shall require proof of medical condition by an appropriate medical authority.
- C. Any nurse with two hundred (200) accumulated sick leave days is entitled to fifteen (15) additional sick leave days which, if unused may not be accumulated.
- D. In individual cases taking into account personal hardship, the nature of illness, the circumstances involved and the service record of the nurse concerned, the Board upon recommendation of the Superintendent, may grant an additional extension, not exceeding one hundred eighty (180) days beyond the specified limits. Payments



shall be made during the period on the basis on the nurse's regular salary less current single per day rate for substitutes for the period granted.

- E. A nurse will be granted up to eight (8) days of accumulated sick leave per school year for critical illness or injury of a member of the nurse's immediate family. Immediate family shall be defined as the nurse's spouse, children, stepchildren, parent, sibling, grandparent, stepparent or spouse's parent.

## **ARTICLE 12**

### **Personal Days, Professional Days and Short Term Leaves of Absence**

All nurses will be entitled to the following:

- A. Bereavement Leave** — five (5) days, not accumulative, per year.  
May be used in the event of a death in a Nurse's immediate family or any other person domiciled in the Nurse's household at the time of said death. Immediate family shall be defined as the Nurses' spouse, children, stepchildren, parent, sibling, grandparent, stepparent or spouse's parent. If the death is someone other than immediate family or person domiciled in the household, then one bereavement day can be used.
- B. Recognized Religious Holidays** — three (3) days, not accumulative, per year.  
May be used provided a written notice is given to the building administrator and nurse supervisor at least two (2) weeks in advance.
- C. Personal days** — three (3) days, not accumulative, per year.
- May be used for personal, legal, household or family matters, which require absence during school hours. Personal days will not be used for personal entertainment. Recognizing the necessity for continuity in instruction, the nurse will make every effort to avoid the use of personal days abutting a vacation day or holiday.
  - The nurse requesting use of personal time must submit to the Superintendent, a completed request form at least five (5) working days prior to the date requested. In case of an emergency, when prior notice to the Superintendent is impossible, notice must be given as soon as possible and the Superintendent may grant approval after the fact. A request form must still be provided upon return.
  - The Nurse will indicate on the Personal Day Request form, the general category for the personal day: personal, legal, household or family matter.

### **D. Professional Days**

In accordance with Department of Public Health Code 10-212-5: Continuing qualifications as school nurse requires that such nurse participates in at least ten hours of professional development programs or activities approved by the local or regional board of education in each two-year period.

- Nurses requesting a professional day shall submit a completed Request for Professional Leave

Form to the Building Principal and Superintendent. The Superintendent within five (5) working days of the request shall give a written notice of approval or disapproval.

2. The Board agrees, upon the recommendation of the Superintendent, to reimburse the nurse for fees, meals, lodging, and transportation expenses when attendance at conventions and conferences or observation of an activity in another school system will contribute to the effectiveness of the instructional program. Fees shall be paid or reimbursed upon receipt of all required documentation and with sufficient notice to the Business Office.

#### **E. Crisis Leave**

All Nurses will be entitled to a Crisis Leave of up to thirty (30) days without pay upon approval of the Superintendent. A Crisis Leave will be defined as any event, which would prevent the nurse from effective job performance. A Crisis Leave may be extended under the provisions of Article 17.

### **ARTICLE 13**

#### **Parenthood Leave**

##### **A. Pregnancy and Childbirth Leave**

1. Disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth and recovery there from, shall be treated as temporary disabilities for all job related purposes. (The term "Temporary Disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes).
2. Accumulated sick leave shall be available for use during the period of such disability.
3. Disability leave beyond any accumulated sick leave shall be available, for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
4. Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

##### **B. Childrearing Leave**

1. Any qualified professional employee shall be entitled, upon written request of the Superintendent, to an extended leave without pay for the purpose of childrearing of a natural, adopted, or foster child apart from any childbirth disability leave with pay. Such leave may extend for up to one (1) full school year excluding the year in which the leave commences.
2. Childrearing leave shall be subject to the following provisions:
  - a. Employees requesting leave shall submit written notice, not less than thirty (30) days prior to the anticipated date of ending performance of duties.
  - b. Childrearing leave in accordance with B.1. above will end at the beginning of a new school year.
  - c. Employees who have been granted childrearing leaves of absence shall notify the Superintendent in writing on or before February 1<sup>st</sup> of their intentions to resume work at the beginning of the ensuing school year.

- d. Any person employed by the Board of Education to fill the position of any qualified professional employee on leave shall be notified in writing by the Superintendent at the time of employment that his/her contract will terminate at the conclusion of the school year.
- e. Employees may maintain their insurance coverage at their own expense during the period covered by the childrearing leave.

#### **ARTICLE 14**

##### **Military Leave**

Any nurse who leaves the Tolland School System in order to fulfill his/her military obligation shall be reinstated upon return in accordance with sec. 10-156c and 10-156d of the State Statutes as currently amended

#### **ARTICLE 15**

##### **Jury Duty/[National or State Emergency]**

Any nurse who is called for jury duty or national or state emergency shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member for jury duty shall receive his/her regular salary minus any compensation received for jury duty. Adjustments to payroll will be based upon proof of service and/or compensation.

#### **ARTICLE 16**

##### **Sabbatical Leave**

The Superintendent shall determine availability of suitable substitutes and determine leave on this availability, and shall review and approve worthwhile programs subject to the following conditions:

- A. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than January 30<sup>th</sup> of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of January 30<sup>th</sup> shall be waived at the discretion of the Superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable. Requests should include date by which notice of approval or disapproval is required.
- B. The nurse shall be eligible for an initial-sabbatical leave after at least six (6) consecutive full school years of active service in the Tolland School System. A second sabbatical may be granted after another six (6) year period.
- C. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid at one-half (1/2) of his/her base rate. In this instance "full annual base rate" shall be defined as that salary from which retirement is deducted.
- D. The nurse, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event that the nurse shall not elect to return, the nurse shall reimburse the Board fully for all sabbatical payments made by the School Board.
- E. The nurse returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service nor accrual of seniority toward longevity benefits.
- F. A sabbatical leave shall be subject to the recommendation of the Superintendent and approval by the Board of Education. Notice of approval or disapproval will be given in writing as soon as possible, but not later than the date specified in the request.

## **ARTICLE 17**

### **Extended leaves of Absence**

- A. Upon the recommendation of the Superintendent, The Board of Education may approve a leave of absence for a nurse for up to one (1) year. A two (2) year leave of absence may be granted for Government Service such as the Peace corps, VISTA, or other international or domestic nursing or service opportunities.
- B. Intent to return to the school system from a leave of absence must be made in writing to the Superintendent of Schools by February of the preceding school year.
- C. A nurse may be granted, with the approval of the Superintendent, a leave of absence for critical illness or severe injury in the immediate family (spouse, child, parent, sibling, parent of spouse, stepparent, or grandparent of either) or a person of intimate familiar relationship.
- D. A request for any leave of absence shall be given an answer in writing within ten (10) school days following the next regular Board meeting after the request is submitted.
- E. All leaves of absence will occur from July 1<sup>st</sup> to June 30th. Emergency leaves other than those stated above will be considered by the Board of Education.
- F. Extended leaves of absence are unpaid.
- G. Insurance benefits may be continued during leaves of absence, if approved leave is in compliance with requirements imposed by the insurance carrier(s) for such leaves of absence, with the full premium cost paid by the employee except as otherwise required by any applicable statute concerning family and medical leave,

## **ARTICLE 18**

### **Severance Pay**

- A. Upon retirement or death of a nurse hired before July 1, 2004, who has had twenty (20) or more years total school nursing experience, at least fifteen (15) of which are in such service in the State of Connecticut, and the last ten (10) of which are in the Tolland Public Schools, such nurse or his/her beneficiary shall be paid fifteen (15) percent of his/her last year's salary over and above his/her regular compensation.

## **ARTICLE 19**

### **Probationary Period**

- A. All employees shall be subject to a probationary period of ninety (90) working days and shall have all rights except the right to grieve during this probationary period. During the probationary period, it shall be the responsibility of the school principal, after consultation with the nurse supervisor, for the evaluation of performance, and if performance is deemed unsatisfactory, issue a recommendation to the superintendent for termination.
- B. Any nurse transferring from another position (i.e. paraprofessional) within the school system shall have a probationary period of 30 working days in this new position.
- C. All new nurses who are hired will be eligible for insurance benefits the first day of the month following the completion of thirty (30) working days.

## **ARTICLE 20**

### **Seniority**

- A. Seniority, according to this Agreement, shall consist of length of actual service with the Tolland Board of Education. Employee's earned seniority shall not be lost because of absence due to illness or authorized leave of absence but shall not continue to earn, accrue, or accumulate during absence, unless employee is on sabbatical leave
- B. Seniority shall be deemed broken only by the following:
  - discharge for just cause
  - retirement except credit for service shall be restored if any employee returns to service within five (5) years of retiring.
  - Voluntary resignation provided that seniority shall be reinstated if the employee is rehired within one (1) year.
- C. All new employees will have no seniority rights during their probationary period.
- D. A copy of this seniority list will be given to the Union President on October 1<sup>st</sup> of each year.

## **ARTICLE 21**

### **Termination and Recall**

#### **1. Procedure**

Should a staff reduction become necessary, seniority shall be the governing factor. In such cases, an employee with the least seniority shall be laid-off first. The Board shall give the affected employee(s) thirty (30) calendar days written notice of layoff. Laid-off permanent employees with the most seniority shall be rehired first providing the employee recalled is qualified to fill the vacancy as determined by the coordinator of health services. Laid-off employees will be retained on a recall list for a period not to exceed two (2) years. Any employee who refuses recall or does not respond within a period of fourteen (14) calendar days shall lose all further recall rights.

#### **2. Definition of Seniority**

Seniority, according to this Agreement, shall consist of length of actual service with the Tolland Board of Education. Employee's earned seniority shall not be lost because of absence due to illness or authorized leave of absence but shall not continue to earn, accrue, or accumulate during absence, unless employee is on sabbatical.

## **ARTICLE 22**

### **Evaluations**

1. Written evaluations of a nurse's performance shall be done once a year by his/her nursing supervisor and reviewed and approved by the building principal (with prior input from the nurse's building principal.)
2. The nurse shall review this evaluation with the nurse supervisor. The required signature indicates that the nurse has seen and discussed the evaluation. It does not necessarily mean that the nurse is in agreement with the report.
3. No complaint from a parent shall be used in the evaluation process unless the nurse has been informed in writing of the complaint at the time it occurs. The nurse shall be provided with a copy of the parent complaint if used in the evaluation process
4. No nurse shall be given a written reprimand, denied an increment, or suspended without pay without just cause. If a nurse is to be formally disciplined or otherwise of his professional advantage by the Board or its agents, he/she shall be entitled to receive a statement of reasons in writing.

## **ARTICLE 23**

### **Staff Salaries**

- A. The 2020-2021 pay increase will be 3.9%; the 2021-2022 pay increase will be 3%; the 2022-2023 pay increase will be 3%.
- B. All newly employed RN'S and LPN'S will start at a base salary per Appendix A attached.
- C. Holders of School Nurse Certification shall receive a stipend of one thousand five hundred dollars (\$1500) each year of contract.
- D. Nurse Coordinator stipend shall be \$6,000 in 2020-2021; \$6250.00 in 2021-2022 and \$6,500 in 2022-2023.
- E. The Tolland School Board will accept earned degrees from accredited Universities.
- F. Substitute Nurses shall be paid \$200.00 per day or \$100.00 for 1/2 day.

## Longevity

- A. In addition to the employee's regular salary, employees with ten (10) to fourteen (14) years of service shall receive a longevity payment of three hundred dollars (\$300). Employees with fifteen (15) to nineteen (19) years of service shall receive a longevity payment of three hundred seventy-five dollars (\$375). Employees with twenty (20) to twenty-nine (29) years of service shall receive a longevity payment of four hundred twenty-five dollars (\$425). Employees with thirty (30) or more years of service shall receive a longevity payment of six hundred dollars (\$600).
- B. Longevity payments to be paid in a lump sum on the anniversary date of employment.
- C. Years of service shall be computed from the anniversary date of employment.

## ARTICLE 24.A

### Insurance Benefits

A high deductible/HSA plan with vision shall be the core insurance plan. For any nurse who remains enrolled in the PPO Plan as set forth in Appendix B, the Board will pay the same total dollar amount toward the premium cost for the PPO Plan as the Board pays toward the premium cost for the High Deductible/HSA Plan for a nurse enrolled at the same coverage level. The nurse shall pay 100% of the difference between the Board's total dollar premium contribution and the total premium cost for the PPO Plan.

The Board shall implement a high deductible/HSA plan including the following components:

	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Annual Deductible (Individual/Aggregate Family)</b>	<b>\$2000/4000</b>	<b>\$4000/8000</b>
<b>Co-insurance</b>	<b>N/A</b>	<b>20% after deductible up to co-insurance maximum</b>
<b>Co-Insurance Maximum (Individual/Aggregate Family)</b>	<b>N/A</b>	<b>\$4000/8000</b>
<b>Cost Share Maximum (Individual/Aggregate Family)</b>	<b>\$2000/4000</b>	<b>\$4000/8000</b>
<b>Lifetime Maximum</b>	<b>Unlimited</b>	<b>Unlimited</b>

The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each nurse who elects coverage under the high deductible/HSA plan. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the Board's payroll dates. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed nurses. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individual upon their separation from employment. If the high deductible /HSA plan is implement after the start of the calendar year, the Board's contribution toward the funding of the deductible shall be pro-rated for that year.

Nurses shall be responsible for paying the following percentages of the premium costs for the high deductible/HSA plan:

	Individual	Two-Person	Family
2020-2021	16.5%	16.5%	16.5%
2021-2022	16.5%	16.5%	16.5%
2022-2023	16.5%	16.5%	16.5%

**Nurses hired after June 30, 2017 who elect to receive health insurance shall participate in the high deductible/HSA plan.**

#### **Article 24.B – Insurance Benefits**

B. For each participating nurse, the Board shall pay the percentages set forth below toward the costs of family coverage or individual coverage, (whichever is applicable) for the following insurance:

1. Full Service Dental Plan with Rider A.
2. Life and AD&D coverage equal to one and one-half times annual base salary.

The Nurses will pay the following percentages of the cost for the Dental and Life Insurance Plans:

	Individual	Two-Person	Family
2020-2021	18%	18%	18%
2021-2022	18%	18%	18%
2022-2023	18%	18%	18%

C. The Board shall have the right to change the carriers and/or plans for the health, dental and life insurance benefits described in the article, provided that the new carriers and/or plans provide an overall level of benefits which, when considered as a whole, provides a level of benefits comparable to the existing carriers and/or plans. The Board also reserves the right to self-insure some or all of the health, dental, and life insurance benefits. The Board will consult with the Association before changing carriers and will arrange for information sessions with affected employees prior to implementing any change.

D. The Board shall provide information to each nurse on insurance premiums and benefits upon the issuance of a new contract.

E. Employees may change insurance benefits once per year except in circumstances such as death, divorce, etc.

F. Nurses may participate in the Board established Section 125 plan for pre-tax treatment of health insurance premiums, unreimbursed medical expenses and dependent care expenses.

#### **II. Other Insurance**

- A. Compensation shall be paid to a nurse for personal property damage sustained during or as a direct result of performance of their employment in the Tolland Public Schools, unless such damage was due, in whole or in part, to the nurses negligence. The compensation shall not exceed the deductible amount included in a nurse's homeowners or automobile insurance or \$200, whichever is less. In order to be eligible for compensation, the nurse must have filed a written report with the local law enforcement agency.



- B Malpractice Insurance — The Board agrees to reimburse each individual member of the Association 50% of his/her malpractice insurance coverage or \$100 whichever is less (24 hour —365 days a year).

### III. Retiree Insurance Coverage

- A. A retiree may continue to maintain coverage as elected above under a sub-group established by the Board of Education. The Board shall pay fifty percent (50%) of the cost of the coverage for nurses who retire with thirty (30) years of service in the Town of Tolland, or thirty-five percent (35%) of the cost with twenty-five (25) years service, or twenty-five percent (25%) of the cost of coverage for nurses who retire with twenty (20) years of service in the Town of Tolland. Benefits will be paid for a period not to exceed ten (10) years. After the ten-year period, a retiree may continue to participate in the group coverage at his/her own expense. The provision shall not apply to nurses hired after June 30, 2017.
- B. Life insurance coverage upon retirement is fifty percent (50%) of the coverage just prior to retirement. A retiree, who meets the criteria in Section III (A) above, may have this benefit paid for a period not to exceed ten (10) years or up to age seventy (70), whichever comes earlier. At age seventy (70), life insurance coverage will be terminated. This provision shall not apply to nurses hired after June 30, 2017.

IV. The Patient Protection and Affordable Care Act ("PPACA"); Public Law 111-48) has set forth and codified under the Internal Revenue Code 4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2020. Should any federal statute or regulation pertaining to IRC 4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will re-open the "Insurance Benefits" Section, Article 24, for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

## **ARTICLE 25**

### **Part-Time Nurses**

The provisions of this Agreement shall be applicable to part-time nurses except as follows: Article 7: Hours will be established between the nurse coordinator and the nurse as necessitated by scheduling and approved by the Superintendent.

1. Article 7: Hours will be established between the Nurse Coordinator and the Nurse as necessitated by scheduling and approved by the Superintendent.
2. Article 11: If a nurse is subsequently employed full-time, his/her sick leave accumulated, as part-time nurse will be adjusted accordingly (e.g., thirty (30) days accumulated at half time will become fifteen (15) days.
3. Article 12: Section A: Part-time service will be credited as such. Section B: Accumulated sick leave will be adjusted as in 2 above.
4. Article 16: Part-time service will be pro-rated as such
5. Article 24: Nurses will be paid at the ratio of the time assigned in minutes to the total time in the nurse's workday in minutes as defined in Article 7.
6. Article 26: Not eligible for Insurance Benefits.
7. Any nurse meeting the requirements of the Master Plan will be eligible for retirement benefits. The Master Plan is the same as the Adoption Agreement and the current eligibility is all full time non-certified employees and all part-time employees scheduled to work 1080 hours or more per school year. This is subject to change as per BOE agreement with written notice to the Union.

## ARTICLE 26

### Licensed Practical Nurses

- A. Any LPN (Licensed Practical Nurse) hired will be part of the school nurse's contract.
- B. A LPN pay scale will be hourly.
- C. All LPN's will work under the direct supervision of the RN assigned to that building.
- D. The LPN's normal school day shall consist of seven (7) hours per day, beginning and ending as determined by the Nurse Supervisor and building Principal.

## ARTICLE 27

### Special School Programs

The school nurse position for school activities that occur beyond the school day/year, i.e. summer school programs, field/school trips that require a RN, will be offered to the present school nurse staff. The nurse will be paid a pro-rated hourly rate based on his/her present salary scale. If nurse coverage must be offered to nurses not on staff, the nurse will be paid a pro-rated hourly rate based on the starting salary for a school nurse.

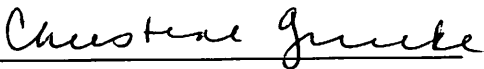
## ARTICLE 28

### Duration

The provisions of this Agreement shall be effective as of July 1, 2020 and shall continue and remain in force and be effective to and including June 30, 2023.

If the State passes any laws or regulations requiring mandatory further education, certification, or examination of school nurses, this contract will be reopened at the request of either party.

Should additional state funds designated for support personnel become available during the duration of this Agreement, the salary portion of the Agreement shall be opened for upward salary increases.



President Tolland School  
Nurses Association

3.9.20

Date

\_\_\_\_\_  
Tolland Board of Education

\_\_\_\_\_  
Date

## Appendix A

### Nurses

	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>
Base Pay RN	\$45,633.22	\$47,002.22	\$48,412.29
Base Pay RN/BS	\$47,909.53	\$49,346.82	\$50,827.22
Base Pay RN/MS	\$48,794.74	\$50,258.58	\$51,766.34
Base Pay Nurse Practitioner	\$50,181.04	\$51,686.47	\$53,237.06

### Licensed Practical Nurses

	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>
Base Pay	\$24.14	\$24.86	\$25.61

## Appendix B

The Traditional plan will include the following elements:

<b>In-network services</b>	
Office visit co-payment	\$25
Urgent care co-payment	\$30
Emergency room Co-payment	\$100
Outpatient surgery co-payment	\$125
In-patient hospitalization co-payment	\$200
<b>Out-of-network services</b>	
Deductibles	\$250/500/750
80/20 Co-insurance, subject to the following out-of-pocket maximums	\$1250/2500/3750
Cost-share maximums	\$1500/3000/4500

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** April Break Determination

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

**FOR BOE MEETING:** 4-8-2020

**ITEM SUMMARY:**

Proposed: *Modification of the April recess in the 2019-2020 calendar as follows:*

- Friday, April 10<sup>th</sup> (Good Friday) through Monday April 13<sup>th</sup> off (no-school).
- A four day weekend (Friday April 10<sup>th</sup> through Monday April 13<sup>th</sup> )
- April 14, 15, 16 the TPS are “in-session” for the Tolland Public Schools Continuity of Learning Program. Staff are working, and students are working in their virtual classes with staff. These are school days.
- Staff work through April 17<sup>th</sup> as per the typical schedule for the Continuity of Learning Program.

**Considerations:**

1. COVID-19 spread is expected to rise dramatically during these middle weeks of April. Students that are working with educators virtually during this time are less likely to congregate together in contexts outside the home. Parents/guardians who are working will have something that is engaging their children during this time that will hopefully keep the kids’ minds off of what will be in the media during these weeks. From a community physical health, and mental health perspective, this approach can take the edge off of what could be a very tough time. Granted, this will mean for parents/guardians of younger children that they will be “on” helping them – but the hope is this may serve as a positive for the children in keeping their minds engaged and on something other than the current crisis.
2. Students have lost a significant amount of instructional time. Under these circumstances, it makes sense to recover these three days for instruction.
3. This will help as a justification to end our school year on June 18<sup>th</sup> or 19<sup>th</sup>. The action will help make up some of the days lost of the regular school year and although the district is not required (due to the state waiver) to have 180 days, this will recover some of the lost instructional days

**FINANCIAL SUMMARY:**

No significant impact.

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Motion to move to action:

Motion to approve the adjustments to the 2019-2020 school calendar as specified in agenda item H.4 of the 4/8/2020 meeting of the Board of Education. Second. Discussion. Vote.

**SUPPORTING MATERIALS ATTACHED:** None

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Policy 5040 - Transportation

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

**FOR BOE MEETING:** April 8, 2020

**ITEM SUMMARY:**

Additions in **bold font and yellow** highlight, ~~strikeouts in blue or strikeout font~~. The changes reflect the recommended updates of legal advisors and state/federal requirements.

**FINANCIAL SUMMARY:**

Adherence to policy and state transportation requirements requires the allocation of funds to a transportation agreement and to cover any state and/or federal requirements

**BOARD ATTORNEY REVIEW:**

**Legal Considerations:**

10-186

Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.

10-187

Appeal from finding of hearing board.

10-220

Duties of boards of education.

10-220c

Transportation of children over private roads. Immunity from Liability.

10-221c

Development of policy for reporting complaints regarding school transportation safety.

10-273a

Reimbursement for transportation to and from elementary and secondary schools.

10-280a

Transportation for students in non-profit private schools outside school district.

10-281 Transportation for pupils in nonprofit private schools within school district.

14-275

Equipment and color of school buses.

14-275b

Transportation of mobility impaired students.

14-275c

Regulations re: school buses and motor vehicles used to transport special education students.

**BOE ACTION DESIRED:**

Second reading requested.

Upon second reading or at the discretion of the board, movement to an action item.

Motion to approve the changes to Policy 5040 as documented in the Board of Education meeting dated \_\_\_\_\_.  
Second.

Discussion.

Vote.

**SUPPORTING MATERIALS ATTACHED:**

Policy 5040 Students – Transportation Draft

TOLLAND PUBLIC SCHOOLS  
Tolland, Connecticut

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BOARD POLICY

REGARDING: Transportation

Number: 5040  
Students

Approved: ~~2/28/01~~

Revised: ~~5/13/09~~

Revised: ~~3/23/11~~

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I. Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. The superintendent of schools shall administer the operation so as to:

~~1. provide for the safety of students.~~

~~2. supplement and reinforce desirable student behavior patterns.~~

~~3. assist disabled students appropriately.~~

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;

2. provide for appropriate supervision for students while on school transportation, consistent with the Board's student discipline policy; and

3. assist disabled students by providing appropriate specialized transportation when required by law.

4. enrich the instructional program through carefully planned field trips as recommended by the staff.

II. Definitions

1. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the **assigned** bus stop at public expense, whether by use of



publicly owned equipment or by contract. Such transportation shall be over public roads approved **and maintained** by the municipality **or the State of Connecticut** or private roads approved pursuant to C.G.S. Section 10-220c.

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Tolland Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions--Guidelines" that affects the safety of pupils walking to **and or** from school and/or **to or from** a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.
9. "Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration, or their designee where students can safely wait for purposes of embarking or disembarking a school bus.



**8-10.**-"Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

### **III. Provision of Transportation**

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient **for the school district.**

~~Resident public and eligible private school students living outside of the following limits, based on the most direct route from the students' home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas, will be furnished transportation by the Board of Education.~~

<u>Age/Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
4-6	1 1/4 miles
7-12	1 1/2 miles

**In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.**

<u>Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
4-8	1 1/2 miles
9-12	2 miles

Students living within the stated limits will receive transportation when, in the opinion of the **Board Superintendent of Schools**, it is in the best interests of the district to provide transportation.

#### IV. Access to bus stops/transportation

Parents and/or guardians assume responsibility for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and the provision of supervision that is appropriate to the student's age, maturity and conditions **along the walking route and/or** at the bus stop at all times. Given that bus pick up times may vary, the board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

#### V. Hazardous Conditions

1. Any walking route to either the bus stop or the school which is in excess of the guidelines stated above.
2. ~~A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:~~
  2. **Except as provided in Paragraph 8 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:**
    - a) For pupils under age ten, or enrolled in grades K through 3:
      - (i) The absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection **and a pupil is expected to cross the street.**
    - b) For pupils over age ten, or enrolled in grades 4 through 12:
      - (i) the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school **and such pupils are expected to cross the street;**
    - c) For all pupils:
      - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or



crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop;

- (ii) For all pupils, the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which hazardous or attractive to children.

3. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

- a) For pupils under age ten, or enrolled in grade K through 3:
  - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from schools;
  - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
- b) For all pupils:
  - (i) the presence of man-made hazards including attractive nuisances, as stated in 2(c)(i) above; OR
  - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
  - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; ~~and~~ OR
  - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.

4. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the

track; and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:

- a) a crossing guard is present; OR
- b) for pupil under age ten, an automatic control bar is present at crossings; OR,
- c) for pupils over age ten, a bar or red flashing signal light is operational.

5. For pupils in grades K through 4, the following conditions shall be deemed hazardous:

- a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; ~~and~~ OR
- b) any area adjacent to a roadway, sidewalk, or bridge, **along a designated walking route to or from school and/or to or from a designated bus pick-up area**, having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier.

6. ~~For pupils in grades K through 8, the following condition shall be deemed hazardous:~~

- ~~a) walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset.~~

**For pupils in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.**

7. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

8. **It shall not be a "hazard" or "hazardous condition" for a pupil whose residence abuts a public street, road or highway to (1) wait for the bus on the private property where the pupil resides for the school bus, until the school bus's flashing red lights are activated to stop traffic so that the student can enter onto or cross the public street, road or highway to get on a school bus; or (2) exit a school bus that is stopped on the public street, road or highway, when the bus's flashing red lights are activated to stop traffic so that the pupil can enter onto or**



cross such street, road or highway to access the private property where the pupil resides.

## VI. Applicability and Exceptions

1. These guidelines This policy is applicable to public road approved and maintained by the municipality or State of Connecticut, or private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
2. Special Education pupils and pupils eligible for services under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The Board of Education Superintendent of Schools may grant an exception to any provision of this guideline where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitate a variance with the above guidelines.

## VII. Complaint Procedure

All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with the appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

### Legal Reference:

Connecticut General Statutes

10-186 — Duties of local and regional boards of education.

10-220 — Duties of boards of education.

10-221c Development of policy for reporting complaints regarding school transportation safety

14-275b Transportation of mobility impaired students.

14-275c Regulations re school buses and motor vehicles used to transport Special Education students.

**Legal Reference: Connecticut General Statutes**

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.
- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Policy 6011 – Graduation Requirements

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

**FOR BOE MEETING:** April 8, 2020

**ITEM SUMMARY:**

The legal foundation for graduation requirements goes back to *Horton v. Meskill* (1985). As of 2000 state requirements have been in place for Boards of Education to establish policies concerning promotion / graduation. The policies are required to include: 1) objective criteria for the promotion and graduation of students, 2) provide for the measuring of progress of students against such criteria and the reporting of such information to parents and students (grade reports, transcripts, etc), 3) include alternative to promotion such as transition programs, and 4) provide for supplemental services. Section 10-223a provides that Boards of Education must clarify the skills required for graduation.

The Connecticut General Assembly created a graduation diploma system. This diploma system, according to the state provides a “wide variety of learning pathways.” As part of this endeavor, the state graduation requirements include a number of mandatory credits, with a significant emphasis on flexibility and multiple pathways, less restrictive course requirements, required student supports and remediation, and a new mastery-based diploma requirement. Mastery based learning is a provision.

For classes graduating in 2023 and thereafter, school boards are obligated to provide “adequate student support and remedial services beginning at grade seven.” This wording invites definitional debate, but further reinforces “SRBI/RtI” (Scientific Research Based Interventions / Response to Intervention) requirements that currently exist. In other words, additional remedial support for students who are not considered “special education.” This includes a “Student Success Plan” for each student (some have stated would be like a “Individualized Education Program” or IEP that students of special education have now).

In addition, one of the bigger changes in this version of the state graduation requirements statute is the change from specific course requirements to broader, integrated, content area requirements with a corresponding increase in the number of credits required. Please note, the Tolland Public Schools *exceed* the number of required graduation requirements from the state.

**FINANCIAL SUMMARY:**

Budgets must maintain required services.

**BOARD ATTORNEY REVIEW:**

**Legal considerations:**

PA-17-42 (sSB 1026)

CGS 10-223a(a)

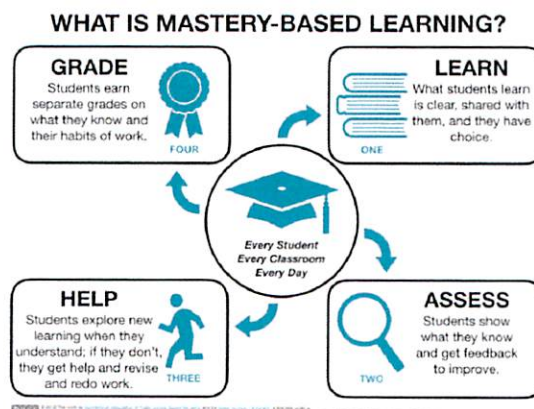


**New Graduation Requirements:** (c) “Commencing with classes graduating in 2023, and for each graduating class thereafter, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty-five credits, including not fewer than: (1) Nine credits in the humanities, including civics and the arts; (2) nine credits in science, technology, engineering, and mathematics; (3) one credit in physical education and wellness; (4) one credit in health and safety education, as described in section 10-16b; (5) one credit in world languages, subject of the provisions of subsection (g) of this section; and (6) a one credit mastery-based diploma assessment.”

—Public Act No.17-42; Sec. 1 (c)

“(g) Only courses taken in grades nine to twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education pursuant to section 10-4, as amended by this act, shall satisfy the graduation requirements set forth in this section, except that a local or regional board of education may grant a student credit (1) toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, service learning, dual enrollment and early college, courses taken in middle school, internships and student-designed independent studies, provided such demonstration of mastery is in accordance with such state-wide subject matter content standards”

— Public Act No.17-42; Sec. 1(f)(g)



Please see the Tolland Public School [Mastery Based Learning Page](#) and the [Tolland Public School Mastery Learning Plan](#) for more information. The information is also available by going to [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us) and clicking on Superintendent -> Superintendent Willett's Page -> and clicking the left menu bar option "Mastery Based Learning."

#### BOE ACTION DESIRED:

Review of the policy additions in **yellow or bold** with ~~strikeouts in blue or italics~~. As these requirements begin during certain years, preceding graduation requirements remain in effect for classes subsequent to the onset of the new requirements – therefore current and new requirements are listed in the policy.

First reading requested.

Upon second reading or at the discretion of the board, movement to an action item.



Motion to approve the changes to Policy 6011 as documented in the Board of Education meeting dated \_\_\_\_\_.

Second.

Discussion.

Vote.

**SUPPORTING MATERIALS ATTACHED:**

Policy 6011 Instruction/Graduation Requirement Draft

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**BOARD POLICY**

**REGARDING: Graduation Requirements**

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Number: 6011  
Instruction

Revised and Approved ~~11/14/2018~~ Pending

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The Tolland High School graduate must earn a minimum of 29 credits, meet the credit distribution requirements, and meet the district's performance requirements.

**A. Credit Distribution Requirements**

For **students in the classes of 2020, 2021, and 2022**, the credit distribution requirement is as follows:

Subject	Minimum Number of Credits
English	4
Mathematics	3
Social Studies	3
Must include: 1 credit in World History	
1 credit in Modern US History	
1 credit in Civics	
Science	3
Must include: 1 credit in Int. Science (gr. 9)	
1 credit in Biology (gr. 10)	
1 science elective	
Physical Education/Health	2
Must include PE 9 and PE 10	
Fine Arts	1
Includes any course in Art or Music	
Vocational Arts	1
Includes any course in Business,	
Family/Consumer Sciences, Computer	
Sciences or Technology Education	
Electives	12
Total Credits	29

For **students in the Class of 2023 and beyond**, the following credits must be earned:

Area	Minimum Number of Credits	Total Number of Credits
<b>Humanities</b>		Total of 9 credits
English Must include 1 credit each in English 1, 2, 3, and 4	4	
Social Studies Must include 1 credit each in World History, US History, and Civics	3	
Fine Arts Includes any course in Art or Music	1	
Humanities Elective Includes courses in English, Social Studies, Fine Arts, and World Language	1	
<b>STEM</b>		Total of 9 credits
Mathematics	3	
Science Must include 1 credit each in Integrated Science, Biology, and any science elective	3	
STEM Electives Includes courses in Math, Science, Engineering, Technology, Computer Science, and Business	3	
<b>World Language</b>		Total of 1 credit
<b>Physical Education, Health &amp; Wellness</b>		Total of 2 credits
Health & Physical Education 9	1	
Wellness & Physical Education 10	1	
<b>Mastery Based Diploma Assessment</b>		Total of 1 credit
<b>Electives</b>		Total of 7 or more credits
<b>Total Credits</b>		<b>29</b>

B. Performance requirements

The Tolland High School graduate will demonstrate:

- Effective communication through reading, writing, and speaking.
- Effective problem solving and critical thinking skills.
- Effective use and application of technology.
- Social responsibility through community service.
- Skills for personal growth as well as cultural and global awareness.

Legal Reference: Connecticut General Statutes 10-223a and 10-14n

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** 2020-2021 School Calendar

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

**FOR BOE MEETING:** April 8, 2020

**ITEM SUMMARY:**

Please see the Tolland Public School 2020-2021 proposed calendar. The calendar provides the following advantages:

- More instructional days: increasing days of direct instruction from 181 to 182
- The addition of evening Parent/Teacher conferences for grades 6 through 12
- A full day off November 25<sup>th</sup> to provide families needed travel time.
- Adheres to the EASTCONN calendar as is the practice for schools in our region
- Fulfills contractual obligations
- Provides enough days to mitigate the potential impact of cancellations
- Faculty in-service day in February aligned with non-school days in the week so as to provide families a larger block of time in February
- A reasonable number of Early Release and full professional in-service days
- Early Release days that are more likely to retain student populations and continuity of instruction

**FINANCIAL SUMMARY:**

None unless a contractual day is utilized. As an example, a contractual day (such as Good Friday) would be about \$12,000

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

When ready:

- 1) Move to Action
- 2) Motion to accept the Tolland Public School 2020-2021 Calendar. Second. Discussion. Vote.

**SUPPORTING MATERIALS ATTACHED:**

2020-3-9 TPS SC Draft





# TOLLAND PUBLIC SCHOOLS

## District School Calendar

First Day: August 27, 2020  
182nd Day: June 11, 2021

2020 – 2021

August 2020 (3 school days)								February 2021 (17 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
	2	3	4	5	6	7	1/8		1	2	3	4	5	6	
	9	10	11	12	13	14	15	7	8	9	10	11	12	13	Presidents Day 15
In-Service 24,25,26	16	17	18	19	20	21	22	14	15	16	17	18	19	20	February Break 16
First Day of School 27	23	24	25	26	27	28	29	21	22	23	24	25	26	27	Prof. Development 17
	30	31						28							
September 2020 (21 school days)								March 2021 (23 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
			1	2	3	4	5		1	2	3	4*	5*	6	Parent Conferences 4-5
Labor Day 7	6	7	8	9	10	11	12	7	8	9	10*	11	12	13	Prof. Development 10
Prof. Development 16	13	14	15	16*	17	18	19	14	15	16	17	18	19	20	
	20	21	22	23	24	25	26	21	22	23	24	25	26	27	
	27	28	29	30				28	29	30	31				
October 2020 (21 school days)								April 2021 (16 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
				1	2	3						1	2	3	Good Friday 2
	4	5	6	7	8	9	10	4	5	6	7*	8	9	10	Prof. Development 7
Columbus Day 12	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
Prof. Development 21	18	19	20	21*	22	23	24	18	19	20	21	22	23	24	Spring Break 19-23
	25	26	27	28	29	30	31	25	26	27	28	29	30		
November 2020 (17 school days)								May 2021 (20 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
	1	2	3	4	5*	6	7	2	3	4	5	6	7	1/8	
Parent Conferences 5-6	8	9	10	11	12	13	14	9	10	11	12	13	14	15	
Prof. Development 18	15	16	17	18*	19	20	21	16	17	18	19*	20	21	22	Prof. Development 19
Thanksgiving Break 25-27	22	23	24	25	26	27	28	23	24	25	26	27	28	29	
	29	30						30	31						Memorial Day 31
December 2020 (17 school days)								June 2021 (9 school days)							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
		1	2	3	4	5				1	2	3	4	5	
Prof. Development 9	6	7	8	9*	10	11	12	6	7	8	9	10	11*	12	Projected Last Day* 11
	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
Winter Break 24-31	20	21	22	23*	24	25	26	20	21	22	23	24	25	26	
Christmas 25	27	28	29	30	31			27	28	29	30				
January 2021 (18 school days)								July 2021							
S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
						1	2					1	2	3	
New Year's Day 1	3	4	5	6	7	8	9	4	5	6	7	8	9	10	
MLK Day 18	10	11	12	13	14	15	16	11	12	13	14	15	16	17	
Mid-Semester Day 21	17	18	19	20	21	22	23	18	19	20	21	22	23	24	
In-Service(K-8) 21	24/31	25	26	27	28	29	30	25	26	27	28	29	30	31	

<ul style="list-style-type: none"> <li>Conferences</li> <li>District Closed</li> <li>PD Days</li> <li>Faculty In-Service (No School K-12)</li> </ul>	<p>* Early Dismissal Day - All District</p> <p>January 21, 2021 – 9-12 Mid-Semester Day K-8 Teacher In-service</p> <p><b>This day is subject to change based on weather</b></p>	<p>Parent Teacher Conferences</p> <p>November 5 - Early Release K-12</p> <p>November 6 - No school for students</p> <p>March 4 &amp; 5 - Early Release K-12</p>
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The last day of school is scheduled for Friday, June 11, 2021. Please note, where possible, snow or emergency days will first be made up through June days. If, however, such snow or emergency days push the last day of school potentially into the last week of June, days may need to be taken from April or other vacations as needed. According to Connecticut General Statute 10-15 and 10-259 the school year must be at least 180 days and cannot extend past the last day of June. The school calendar is posted on the Tolland Public Schools website at <http://www.tolland.k12.ct.us>

\* **Early Dismissal Days**-September 16, October 21, November 5, November 18, December 9, December 23, March 4, March 5, March 10, April 7, May 19, June 11

**Parent Teacher Conferences:** November 5 – Early Release K-12

November 6 - No school for students

March 4 & 5 – Early release K-12

## SCHOOL HOURS

SCHOOL(S)	START	END
<b>Tolland High School</b>		
Regular School Day	7:15	1:43
2-Hour Delay	9:15	1:43
Early Dismissal/Exam Days	7:15	10:45
<b>Tolland Middle School</b>		
Regular School Day	8:00	2:30
2-Hour Delay	10:00	2:30
Early Dismissal	8:00	11:45
<b>Tolland Intermediate School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45
<b>Birch Grove Primary School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45

## 2020-2021 HOLIDAYS AND CULTURAL OBSERVANCES

*TPS encourages all students and staff members to appreciate and be respectful of each other's heritage and cultural diversity. The following is a list of dates for secular holidays as well as other festivals and holy days observed in our community. Additional information regarding these and other celebrations is available on our website.*

Labor Day .....	September 7, 2020
Rosh Hashanah .....	September 19, 2020
Yom Kippur .....	September 28, 2020
Columbus Day .....	October 12, 2020
Veterans Day.....	November 11, 2020
Diwali .....	November 14, 2020
Thanksgiving Day .....	November 26, 2020
Hanukkah begins.....	December 10, 2020
Christmas .....	December 25, 2020
Kwanzaa begins .....	December 26, 2020
New Year's Day .....	January 1, 2021
Three Kings Day .....	January 6, 2021
Martin Luther King Jr. Day .....	January 18, 2021
President's Day .....	February 15, 2021
Passover begins.....	March 27, 2021
Holi.....	March 29, 2021
Good Friday .....	April 2, 2021
Ramadan begins.....	April 2, 2021
Easter .....	April 4, 2021
Greek Orthodox Easter .....	May 2, 2021
Eid al Fitr .....	May 12, 2021
Memorial Day .....	May 31, 2021

■ indicates days on which schools are closed

## OUR SCHOOLS

### Tolland High School

Dominique Fox, Principal  
Thomas Poland, Assistant Principal  
One Eagle Hill  
Phone: 870-6818  
Fax: 870-6826  
<http://www.ths.tolland.k12.ct.us/>

### Tolland Middle School

Mary Grande, Principal  
Anthony Spangle, Assistant Principal  
One Falcon Way  
Phone: 870-6860  
Fax: 870-5737  
<http://www.tms.tolland.k12.ct.us/>

### Tolland Intermediate School

Jim Dineen, Principal  
Jennifer Merritt, Assistant Principal  
96 Old Post Road  
Phone: 870-6885  
Fax: 872-7126  
<http://www.tis.tolland.k12.ct.us/>

### Birch Grove Primary School

Tom Swanson, Principal  
Suzanne Guglietta, Assistant Principal  
247 Rhodes Road  
Phone: 870-6750  
Fax: 870-6754  
<http://www.bgp.tolland.k12.ct.us/>

### Tolland Public Schools

Walter Willett, Ph.D, Superintendent  
51 Tolland Green  
Phone: 870-6850  
Fax: 870-7737  
<http://www.tolland.k12.ct.us/>



**TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
March 10, 2020 – 7:00 P.M.**

RECEIVED FOR RECORD  
TOLLAND, CT

2020 MAR 11 AM 8:55

*Sheila M Bailey*

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

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Michael Rosen, Town Manager; Sheila Bailey, Town Clerk; Michael Wilkinson, Director of Administrative Services

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:** An extended moment of silence was held in memory of the 5<sup>th</sup> anniversary of the passing of Dave Ridzon.
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**
  - Planning & Zoning – no meeting
  - Sustainable CT – no meeting
  - 2020 Census – Ms. Falusi provided an update
  - Tourism – Ms. Falusi provided an update
  - Land Acquisition – no meeting
  - Permanent Celebration Committee – next meeting is March 17<sup>th</sup>
  - Conservation Commission – a review was provided by Mr. Jones
  - Tolland Public Library Foundation – a review was provided by Mr. Jones
  - Economic Development Commission – Ms. Nuccio provided an update
  - Board of Education – Board of Education member Ms. Moran provided an update; next meeting is March 11<sup>th</sup> at the THS Library
  - Birch Grove Building Committee – Mr. Luba provided an update
  - Agricultural Commission – Mr. Schenher provided an update
  - Parks and Recreation – the March 9<sup>th</sup> meeting was cancelled
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
  - 8.1 Consideration of a resolution authorizing the Town Manager to enter into a contract with the State Library Association for a Historic Documents Preservation Grant for FY 2020/2021  
Mr. Rosen reviewed this item.



Ms. Bailey provided background information and explained that the purpose is to preserve permanent records in Town Hall. This year they are continuing a project that was started a few years ago. The town has several hundred original survey maps. The oldest are fragile and are in need of repair. The grant will pay for their restoration and preservation.

*Mr. Jones motioned to accept the following resolution:*

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

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

- 8.2 Health Insurance Update Presentation by Seth La Vigne from the Lockton Companies  
Mr. Rosen introduced this item.

Mr. La Vigne presented information on the benefits of self-funding including:

- greater control over plan designs and pharmacy formulary
- better ability to meet union contracts
- cost savings (administrative, network access fee, claim charges, stop-loss product) over the long term (average is 8-10%)

Mr. La Vigne noted that this year they are projecting a total need between claims and administrative costs of \$7.9M.

- 8.3 Appointments to vacancies on various municipal boards/commissions.  
*Mr. Jones motioned to appoint Megan Carpenter, 41 Goose Lane, to the Tolland Water Commission for the term 01/31/2020 – 01/31/2024.*  
*Ms. Falusi seconded the motion. All in favor. Motion carried.*

*Mr. Jones motioned to add an Executive Session for the purpose of discussing a personnel matter. Ms. Falusi seconded the motion. All in favor. Motion carried.*

*Mr. Jones motioned to alter the agenda: item 16, Executive Session; item 17, Adjournment. Ms. Falusi seconded the motion. All in favor. Motion carried.*

## **9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):**

- 9.1 Discussion on establishing a Commission on People with Disabilities

Mr. Rosen explained the history of this item. The Council last discussed this item on January 28<sup>th</sup>. A total of 37 responses to the questionnaire were received: 33 respondents were in favor of establishing the commission and 4 were against doing so. The draft mission statement was included as part of this item.

A brief discussion took place including using the feedback that was received. It was noted that the Council is also forming a Commission on Substance Abuse Disorders. The Council reviewed the draft mission statement and recommended the following edit: 3<sup>rd</sup> section, 4<sup>th</sup> sentence, should read, "Members shall be appointed by the Town Council for terms of up to three years; two members with a one-year term; two members with a two-year term; three members with a three-year term. "

*Mr. Jones motioned to add agenda item 9.3, Consideration to Establish a Public Hearing for the Establishment of a Commission on People with Disabilities. Ms. Falusi seconded the motion. All were in favor. Motion carried.*

- 9.2 Consideration of a resolution to rescind the issuance of bonds approved by resolution on July 9, 2019 for a fire rescue truck and approval to provide \$750,000 from general fund - unassigned fund balance for the financing of the fire rescue truck and the setting of a Public Hearing thereon for March 24, 2020.

Mr. Rosen reviewed this item. This is a continuation of the discussion from the last meeting.

A brief discussion took place.

*Mr. Jones motioned to accept the following resolution:*

*MOTION that the following resolution be introduced and set down for a Public Hearing on March 24, 2020 at 7:00 p.m. in the Tolland Town Council Chambers:*

*WHEREAS, the Tolland Town Council approved by resolution a capital project Fire Rescue Truck appropriation and bonding authorization on July 9, 2019 (the "Original Resolution"); and*

*WHEREAS, the Tolland Town Council now would like to fund the purchase of this vehicle through the use of the General Fund - unassigned fund balance; and*

*WHEREAS, this resolution would approve the use of the General Fund - unassigned fund balance in the amount of \$750,000 to finance the appropriation approved under the Original Resolution for the acquisition of the Fire Rescue Truck and rescind the authorization for the issuance of bonds under the Original Resolution; and*

*WHEREAS, after the foregoing financing source changes are made, the appropriation under the Original Resolution will remain in effect in the amount of \$750,000 to be financed by the General Fund - unassigned fund balance and the resulting authorized bond amount for the Fire Rescue Truck will be zero dollars (\$0.00).*

*NOW THEREFORE, BE IT RESOLVED,*

*(1) That the Tolland Town Council rescind the authorization for the issuance of bonds under the Original Resolution and authorize the \$750,000 appropriation approved under such Original Authorization to be financed with the use of the General Fund - unassigned fund balance.*

*(2) That all terms of the Original Resolution relating to the issuance of bonds are hereby deleted.*

*(3) That the appropriation approved by the Original Resolution and all other terms of the Original Resolution, except as amended hereby, shall remain in full force and effect.*

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

- 9.3 Consideration to Establish a Public Hearing for the Establishment of a Commission on People with Disabilities

*Mr. Jones motioned to set a public hearing for the establishment of a Commission on People with Disabilities for March 24, 2020.*

*Mr. Abbate seconded the motion. All in favor. Motion carried.*

**10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY)**

- Reference Librarian Mary Anne Ainsworth retired on March 5<sup>th</sup>. A proclamation was presented and the Town wishes her well.
- Governor Lamont held a conference call yesterday in regard to the Coronavirus (COVID-19) and highlighted some of the provisions that local governments should be taking.
- Mr. Rosen viewed today's press conference in which a state of emergency was declared in CT. Further information is available on the State's website.
- In regard to COVID-19, currently the Town is operating as normal. Town staff has discussed contingency plans and continuity of service.
- Upcoming budget meetings
  - March 11, 2020, 7 p.m., Council Chambers
  - March 12, 2020, 7 p.m., Library Program Room
  - March 17, 2020, 7 p.m., Library Program Room
  - March 18, 2020, 7 p.m., Public Hearing, Library Program Room
- CRCOG, Executive Committee Meeting, March 11<sup>th</sup>, Mr. Rosen will be in attendance
- CRCOG, Municipal Services Committee Meeting, March 17<sup>th</sup>, Mr. Rosen will be in attendance
- Tolland County Chamber of Commerce Legislative Breakfast, March 26<sup>th</sup>, has been cancelled due to public health concerns

**11. ADOPTION OF MINUTES**

- 11.1 February 24, 2020 Joint Council & BOE Budget Meeting Minutes
- 11.2 February 25, 2020 Special Meeting Minutes
- 11.3 February 25, 2020 Regular Meeting Minutes

*Mr. Jones motioned to adopt the minutes as presented in items 11.1, 11.2, and 11.3.*

*Discussion: the minutes of the February 25<sup>th</sup> regular meeting did not include copies of the e-mail correspondence sent to the Town Council.*

*Mr. Jones motioned to adopt the minutes in items 11.1, 11.2, and 11.3 as amended.*

*Mr. Abbate seconded the motion. All in favor. Motion carried.*

**12. CORRESPONDENCE TO COUNCIL**

- e-mails – multiple were received in regard to well water conditions
- e-mail – in regard to the Board of Education budget

**13. CHAIRPERSON'S REPORT**

- Ms. Nuccio attended the retirement celebration for Ms. Mary Anne Ainsworth.
- Board of Education – March 12<sup>th</sup> meeting is at the THS Library
- Budget meetings – department heads will be present to discuss their budgets and the meetings are open to the public; the public is welcome to attend and ask questions of the department heads
  - March 11<sup>th</sup>, Public Works, Finance, and General Government
  - March 12<sup>th</sup>, Human Services, Library, Recreation, Law Enforcement, and Public Safety
  - March 17<sup>th</sup>, Planning and Community Development, Board of Education, and Solid Waste
- March 13<sup>th</sup>, Eastern Highlands Health District meeting to discuss items relating to the Coronavirus
- CIAC has cancelled all winter tournaments
- An e-mail was received from the Board of Education Chair with a suggestion to have an Artist of the Month (or Quarter) and feature their work on the back wall of Council Chambers.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Mr. Jones noted a resident reached out to inquire if the portable bathrooms at the recreation areas could remain in place for an additional month both at the beginning and end of the season. Mr. Jones noted that Mr. Watt responded.
- Mr. Jones commented that Bakos Road is in fairly poor condition in some areas. Ms. Nuccio noted that concerns may be reported online.
- Ms. Falusi noted that the crumbling foundations area of the Town's website is out of date.
- Mr. Jones noted that with the retirement of the reference librarian there is a vacancy at the Library.

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

*(3 minute limit)*

Karen Moran noted an addendum to the BOE report: the Footloose banner was provided by the Friends of Tolland Music.

**16. EXECUTIVE SESSION**

*Mr. Jones motioned to enter executive session for the purpose of discussing a personnel matter at 8:05 p.m. and invited Mr. Wilkinson to attend. Ms. Falusi seconded the motion. All in favor. Motion carried.*

*The Council exited executive session at 8:14 p.m.*

**17. ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 8:14 p.m.

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

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi  
Clerk

February 20, 2020

To the Town Council:

I am writing in regard to the agenda item: *Consideration of a resolution to approve a Purchase and Sale Agreement between the Town of Tolland and Stephen D. Williams for the purchase of the parcel described as Wilbur Cross 22/k/020 (9.70 Acres, more or less) authorizing Michael Rosen, Town Manager to sign the Purchase and Sale Agreement.*

As I watched the video from the 2/11/20 Council meeting, I was pretty shocked that a Council would consider such a purchase without any information being publicized. Certainly the abutting neighbors have a right to be upset by this, never having been made aware or even having the ability to also make an offer equal to Mr. Williams. There are several business people in that neighborhood that I know of personally, several entrepreneurs. To say that Mr. Williams would be the only businessman that could utilize it for some type of economic development is not only short sighted, but has the appearance of something else.

I suspect that that the original open space designation was changed so that the TVA project could advance, which it did not. I have to believe that another option then would be to appeal to the legislature to return the property to its original designation as an open space parcel. Personally, that would be my recommendation. Additionally, I believe that the Inlands/Wetlands Commission should provide a report to the Council and to the public on the nature of that property, how much of it could be developed, and how any building, clear cutting, etc. could affect any wetlands that are a part of that parcel. I don't believe that Mr. Werbner or any person on the Council when this was decided has an expertise in that area. If I am incorrect, please feel free to correct me.

I am asking for this Council and the current Town Manager to rescind this 'deal' with Mr. Williams and to consider the possibility of a potential lawsuit against the Town of Tolland (for which I am a taxpayer), which is the worst possible scenario if you do not.

Jan Rubino  
296 Weigold Road  
Tolland, CT 06084  
(860)604-0239  
justjan@comcast.net

**From:** Mike <mkbyam@gmail.com>  
**To:** town council@tolland.org <towncouncil@tolland.org>  
**Cc:** Joel Johnson <jjohnson@johnsonbrunetti.com>  
**Subject:** 53 Merrow Road – Town of Tolland Sale of Parcel 22/K/020  
**Date:** Tue, Feb 18, 2020 3:06 pm

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To the Tolland Town Council:

Thank you for the opportunity to submit additional questions and /or information related to this important issue. As you know, my questions are not only my concern, but that of many of our neighbors and other folks that live in Town. Although we have many questions and concerns, these are the issues we feel the Town Council needs to address before this application can be fully considered:

- A. Charter Section 10-3 does states that so long as the Town holds “any interest” in real estate the Town Council is required to follow the Charter, so why is it not necessary that this interest in real property requires a determination by the Town Council of the value of the property or alternative uses, even if the State is the ultimate recipient of the proceeds?
- B. Is the Town Council setting a precedent for any other parcels that may be similarly situated, \$1.00 is a fair price for those parcel(s) as well? How many more parcels does the Town own by Special Act?
- C. If the Town holds this parcel by Special Act, then is it the Town’s Responsibility to seek approval from The State of Connecticut, DOT Review Board, prior to authorizing the sale, or following the approval by Town, but before the conveyance to the third party?
- D. Has the Town Council or Town Manager evaluated the notion of offsite improvements or other consideration that would benefit the Town, to help justify the sale for \$1.00 without any other consideration or benefit to the Town. Has Mr. Williams offered any consideration or “in-kind” consideration for the transfer of this parcel?
- E. Has the Town Council/Town Manager/Town Planner done any analysis as to the value and/or accessibility of Parcel 22/K/020 for any other purpose other than Mr. Williams Property? For example, has anyone considered access by another abutting property including an easement through the commuter parking lot?

- F. What protections does the Town have that Mr. Williams does not develop the property especially if the Agreement permits pre-development site work, and will the Town require bonding for restoration?
- G. Who will monitor the work to be performed to make sure that no soils are moved from Mr. William's property onto the Town's property in violation of the current Agreement?
- H. Has the Town evaluated the timetable for the sale of this property? Why does this have to happen now without further study or analysis? The Special Act, nor the deeds, do not contain any limitation the Town has to act to sell this now?
- I. What is the basis of the Town Council's position that this sale is exempt from the Town's Charter since the property was transferred by Special Act of the Legislature? What is the authority for such position when the deed was transferred to the Town subject to all municipal ordinance and regulations?
- J. The contract, Section 6.F states that Mr. Williams needs to secure prior zoning approval for pre-development grading, yet there is no mention of IWC or any authority to seek a zone change (including the Property Review Board for authority to approve the conveyance), so what is the authority that give him standing to file an application or what is the authority to do so?
- K. If the Town Council is going to consider more data it secures from the public and/or other Town Officials or employees, should it not make that information, including any opinions or studies it intends to rely upon available to the public so the public can further comment on the same? And, by doing so, has the Town Council not effectively kept open the public hearing on this matter, and shouldn't the public be able to make further comments, if so desired?

Mike Byam and Joel Johnson

Sent from Mail for Windows 10

**From:** Jennifer Lange <jennifereroth@comcast.net>  
**To:** Towncouncil <Towncouncil@tolland.org>  
**Subject:** Re: sale of Wilbur Cross parr's 22/k/020  
**Date:** Mon, Feb 17, 2020 11:57 pm

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Dear Council Members,

One question I think that should be answered publicly is this:

If we don't know what the final product of the development will be, how do we know what the benefit and cost to the town will be for tax revenue and town service expenditure purposes? Different development options would have extremely different tax revenue as well as budget spending implications. For example, think of the impact of apartment buildings to the school system and town services. That would be much different than single-family homes, or a hotel, or a dog park, or a retail establishment. All valid options under zoning laws, with a radically different bottom lines for our budget. How can we evaluate based on something we don't know?

Thank you for your consideration.

Respectfully,  
Jennifer Lange

Sent from my iPhone



**From:** Mayer, Bruce <bmayer@uchc.edu>  
**To:** town council@tolland.org <towncouncil@tolland.org>  
**Subject:** Sale of town property  
**Date:** Sat, Feb 15, 2020 4:47 pm

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I understand that you have continued the public hearing on the Purchase and Sale agreement to convey the Wilbur Cross parcel to Steve Williams. I was unable to attend the meeting, but as a member of the Tolland Planning and Zoning Commission I wanted to reiterate a potential issue related to pre-development site preparation (grading) on the town property by Mr. Williams. While the P&S agreement says that such grading requires the prior approval of the Planning and Zoning Commission (a special permit would be required for the grading plan of the town property and the adjacent Williams property), there is no explicit language in the contract saying that the approved plan would need to be followed. As you know, town property is not subject to zoning, so I don't believe there would be any legal recourse if the approved plan was not followed on the town property. I would strongly recommend that the Council modify the language of the purchase and sale agreement to explicitly state that any site preparation conform to the site plan approved by PZC.

Thank you for your attention,

Bruce Mayer  
Vice-chair, Tolland Planning and Zoning Commission  
56 Branden Way

From: Susan Lucek <stlucek@comcast.net>  
To: towncouncil <towncouncil@tolland.org>  
Subject: Commission on Disabilities  
Date: Tue, Feb 18, 2020 11:07 am

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Hello

I read the wonderful Op-Ed piece that Steve posted online today and it made me realize -- especially as I dust off my annual "testimony" letters to send in to the appropriations committee and legislators -- that both Annalee and I have published stories and I thought I'd share.

This is a story that I wrote for fundraiser a couple of years ago called "Mothers Who Inspire". It was focused on moms of kids with special needs and we were asked to tell our "story". The Arc of CT has posted it on their website under Self Advocacy and you can read it here: <https://static1.squarespace.com/static/53dfdc3be4b0a86a2dbf76ae/15c07fd7e758d467317f045f3/1544027518053/Susan+Lucek+Hughes.pdf>

Annalee was profiled by DDS as a "success story" and is posted on their website. You can read it here: <https://portal.ct.gov/DDS/SelfAdvocacySelfDetermination/Success-Stories/Annalee-Hughes-Success-Story>

Thank you for your continuing efforts and I look forward to next steps!

Sincerely  
Susan Lucek-Hughes

**From:** Deirdre Goldsmith <deirdre.goldsm@gmail.com>  
**To:** town council <towncouncil@tolland.org>  
**Subject:** Board of Ed Proposed Budget  
**Date:** Tue, Feb 18, 2020 8:54 pm

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Dear Members of the Town Council,

I saw many or all of you at the Board of Education meeting last week, and I appreciate your investment in the best interests of Tolland students.

This budget isn't even close to ideal, and our district continues to force its superintendent to take on the responsibilities of another role - that of Curriculum Coordinator (also called Director of Teaching and Learning). It's unprecedented that a district of our size is in this position in our state. It's not in our school system's best interests at all. It would be the equivalent of our Town Manager absorbing the position of another high level town employee indefinitely.

As you heard in the meeting last week for yourselves, the overwhelming majority of people who have emailed the Board or who have come out to speak during public participation have asked that the budget be funded for level services - beyond that which has been provided to you.

Please support the budget that was passed to you this year. Thank you so much for your service to our town.

Deirdre Goldsmith, 21 Marlboro Glade  
Resident

**From:** Madhu Renduchintala <mrenduch@icloud.com>  
**To:** town council <towncouncil@tolland.org>  
**Subject:** BoE Budget  
**Date:** Wed, Feb 19, 2020 9:42 am

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I am writing this email to express my support for the budget proposed by the Board of Education and their requested increase of 1.54%.

While I believe the Board should have asked for 1.84% so we could maintain what our school system currently, the 1.54% increase does "less harm" to our school system.

Towns like Glastonbury are asking for 3.3%, South Windsor is looking for a 2.69% increase, Ellington is asking for 3.8%, and Willington is asking for 2.94%.

If our school system continues to fall further behind other towns due to lack of investment, it will eventually start affecting our property values even more. We as a town cannot afford for this to happen as we already have headwinds such like crumbling foundations affecting our values.

I understand that we are worried about our mill rates however the problem will just exacerbate itself if we continue to neglect our public schools.

- Madhu

**From:** cyudichak <cyudichak@gmail.com>

**To:** town council <towncouncil@tolland.org>; Ashley Lundgren <alundgren@tolland.k12.ct.us>; Christina Plourd <cplourd@tolland.k12.ct.us>; Karen Moran <kmoran@tolland.k12.ct.us>; Kate Howard-Bender <khoward-bender@tolland.k12.ct.us>; Tony Holt <tholt@tolland.k12.ct.us>; Christine Griffin <cgriffin@tolland.k12.ct.us>; Dana Philbin <dphilbin@tolland.k12.ct.us>; Jacob Marie <jmarie@tolland.k12.ct.us>; Renie Besaw <rbesaw@tolland.k12.ct.us>; Walt Willett <wwillett@tolland.k12.ct.us>

**Subject:** Letter Supporting the BoE Adopted Budget

**Date:** Wed, Feb 19, 2020 1:16 pm

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Dear Town Council and BoE members,

As you know the BoE has adopted a budget of 1.54%. Although, I believe it could have saved Art and freshman sports I will stand behind them in the adopted budget .

Now it is in the Town Council's hands. They could reject the adopted budget. Don't sit idly by. My concern and the concern of other residents is that any further reductions could jeopardize the future of our schools.

It should be up to the voters at referendum to decide if they are willing to support town services and the Board of Education budget .

Thank you for your time and service to our community.

Colleen Yudichak

**From:** Deb G <djgoetz15@gmail.com>  
**To:** Town Council <towncouncil@tolland.org>  
**Cc:** alundgren <alundgren@tolland.k12.ct.us>; Cplourd <Cplourd@tolland.k12.ct.us>; Tony Holt <tholt@tolland.k12.ct.us>; rbesaw <rbesaw@tolland.k12.ct.us>; cgriffin <cgriffin@tolland.k12.ct.us>; Jacob Marie <jmarie@tolland.k12.ct.us>; Moran, Karen <kmoran@tolland.k12.ct.us>; khoward-bender <khoward-bender@tolland.k12.ct.us>; dphilbin <dphilbin@tolland.k12.ct.us>; Superintendent <Superintendent@tolland.k12.ct.us>  
**Subject:** BoE Proposed Budget  
**Date:** Fri, Feb 21, 2020 9:27 am

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Dear Town Council Chairperson and Members,

I am unable to attend the 2/24/20 Joint TC/BoE meeting but wanted to voice support for the work the Board of Education members have put into their proposed budget for 20/21. If it is possible to fit a 1.54% BoE budget increase into an overall town budget requiring a 2+/-% increase in the mill rate, I hope you will pass it on to the voters through the referendum process.

While I am not suggesting that the requested budget should be lowered, I do believe that there are still areas within the budget which could be modified thereby freeing up budget money to restore the THS Art position and Freshman teams. They should not need any additional funds beyond the 1.54% increase in order to accomplish what many parents are requesting. The Board of Education members definitely tried to find as many efficiencies as possible, but sometimes seemed to hit a stone wall.

I understand that you are limited in what you can recommend to the BoE in terms of their budget, but non-educational costs associated with the anticipated move to the new BGP building next summer should fall within your jurisdiction. In the Budget Q&A on the TPS website, Dr. Willett gave the following answers :

Facilities, Maintenance, & Repair Services is requesting an 11.45% increase, why?	The main driver of the increase is the BGP Building replacement. It is still unclear if the State has funding or will reimburse for certain building expenses. This line item includes 15k for Misc expense to occupy the building, 14k moving labor expenses, 4.5k for Vehicle rental, 11k for packing materials and 4.3k for additional snow removal. These expenses are informed by previous experience and planning.
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1. With respect to the Security Officer

"While the position was originally considered to be picked up by the State as part of the BGP Building Project, this is still being determined. Public Safety Officials and Police advising the BGP Primary Building Project committee, as well as the Safety and Security Committee for the district (which includes public safety, police, and school staff), felt the position necessary due to some of the security limitations of a portable building. Due to this the position had to be added for at least the duration of the BGP project."

Apparently, at least some of the above-listed expenses may ultimately be covered by the State. Why then should \$\$ be taken up in the BoE annual operating budget as a placeholder for these extraordinary one-time expenses, when that money is needed for actual educational expenses? Also, wasn't \$75,000 from the unanticipated ECS funds set aside last year by the Town Council to cover costs not covered by the State or the

BGP bonding? If that is not available for some reason, then perhaps the BoE could withdraw their request for 18/19 unexpended funds to be added to the BoE 1% fund. They could ask instead that that money be used for the above-mentioned costs if the State does not, in fact, cover them. It does seem that by working together, the TC and BoE can find a reasonable solution to cover what is needed to move into the new school when it is time, without taking away from the operational budget.

I also wonder if the TC can make suggestions as to which, if any, items in the BoE budget might be paid through the BoE Educational Reserve Fund. While there are specific limitations on the use of the 1% fund, again, working together you may find specific items on which both bodies can agree.

I do hope most residents who speak Monday evening acknowledge the impressive amount of work our current BoE members have put into this budget. It is admirable what they were able to accomplish in just one month, saving programs and positions which were initially thought lost and ensuring that Tolland will continue to offer the educational experience our children need. While their final proposal does not please everyone, there is no doubt as to their dedication to the students and staff in Tolland.

Thank you all for your dedication to all residents of Tolland,  
Deb Goetz  
176 Kate Lane

I

**From:** Jennifer Overkamp <jennifer.overkamp@me.com>  
**To:** town council <towncouncil@tolland.org>  
**Subject:** BOE Budget  
**Date:** Mon, Feb 24, 2020 8:07 am

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I want to express my opinion on the budget about to be presented by the BOE. The BOE has decided to take an unusual position and prioritize cost savings over providing a quality educational experience for our students. The programs and positions they have targeted for cuts or elimination will have negative impacts on hundreds of our students, a large portion of the at the time in their education experience that they should be encouraged try new things, hone the skills and increase their depth of knowledge and commitment to the programs they have chosen to focus on. The BOE has abandon their duties to protect the interest of our students, I ask you the town council to reject their proposed budget and support and demand a level services budget presentation from them to put the referendum.

Jennifer Overkamp



**From:** toni moura <t.moura@att.net>  
**To:** town council <towncouncil@tolland.org>  
**Subject:** Tonight's meeting  
**Date:** Mon, Feb 24, 2020 8:39 am

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Good morning,

As your fully aware, The BOE has decided to take an unusual position and prioritize cost savings over providing a quality educational experience for our students. Negating their true responsibility which is our students and supporting education. Making decisions without research, without discussion with teachers, without even knowing fully the programs they are cutting. The programs and positions they have targeted for cuts or elimination will have negative impacts on hundreds of our students.

Since The BOE has abandon their duties to protect the interest of our students, I ask you the town council to reject their proposed budget and support and demand a level services budget presentation from them to put the referendum.

Respectfully,

Toni moura

Sent from my iPhone

□

My name is Sarah Vale da Serra. I have lived in Tolland for 12 years. I have worked as an ABA (Applied Behavior Analysis) Special Education Paraprofessional for 8 years and am paid one of the lowest rates in the area, barely making above minimum wage. I am writing in the hope of educating the Board of Education, Town Council and the residents of Tolland as to what an ABA Special Education Paraprofessionals current role in the Tolland Publics schools are today.

It wasn't that long ago that we were a "helper" in the classroom. Paraprofessionals were called upon to answer students questions, make photo copies and be the right hand of the teacher. Without a true understanding of todays Paraprofessional, we are forced to see the job through an antiquated set of standards. Today's job description is worlds away from what it once was.

Our town has formed programs that allow for students who would have typically been out placed in the past, to once again be a part of our Tolland community. By doing this we have not only opened our doors to ALL students, we have also gained monies that would have otherwise gone to transportation and education elsewhere.

By creating a more inclusive system we have also created the need for more specially trained staff. The Special Education ABA Paraprofessionals of today, need to be trained to support various individuals with learning disabilities, communication disorders, emotional and behavioral disorders, physical disabilities, developmental disabilities and various medical conditions. A Paraprofessional in today's classroom is usually connected to a specific student or class that has legal needs linked to a 504, IEP (individualized education plan) or behavior plan.

We are called upon daily to de-escalate rising behaviors and are put in situations that have become physical (concussions, hair pulling, biting, hitting, pushing, body fluids, etc). This requires us to have specific certifications (PMT- personal management training) to deal with situations that may require physical restraint or manage our own personal safety.

The students in our care may also require social and daily living skills to be taught and practiced. We are educating our students with the skills to be more independent and successful in the future. This sometimes requires us to assist directly in toileting and basic needs such as brushing teeth, combing hair, menstruation issues, and general puberty matters that arise in middle school and beyond.

An ABA Special Education Paraprofessional is also a one to one educator. We individually instruct our students based on the IEP goals and objectives. It is necessary for us to be able to read and comprehend the requirements needed to be legally compliant. We must keep multiple forms of data required by the Special Education teachers, BCBAs, Physical Therapists, Speech Therapists, Occupational Therapists and so on. We must also be able to further the skills laid out by those providers both within and outside of our system. An ABA Special Education Paraprofessional is required to understand and be fluent in the use of communication devises, physical therapy tools and other such equipment.

While we all have our own reasons for entering this particular field, we all have thrown our hearts and souls into the ring. We relish the gains we see both large and small. We have cried

tears of immense joy but also those of frustration and sadness. This is a path that requires both mental and physical fortitude.

In closing, we are no longer the Paraprofessionals of the past. Please consider the impact we have on the education system as a whole. We are a VITAL part of a complicated multitier system. Without a dedicated and EDUCATED Paraprofessional staff, the programs that Tolland has created will not be able to successfully function. Please keep this information in mind while going through the negotiation process with the Paraeducators Union Team. Tolland has been a beacon of light in the fog of ever changing education. Please don't let our light be extinguished by ignorance.

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
MARCH 11, 20120**

**Present:** Tammy Nuccio, Steven Jones, John Reagan, Brenda Falusi, Lou Luba, Kurt Schenher and Robert Abbate, Jr.

**Also Present:** Michael Rosen, Town Manager  
Michael Wilkinson, Director of Administrative Services  
Lisa Hancock, Director of Finance and Records  
Scott Lappen, Public Works Director  
Jason Lawrence, Assessor  
Sheila Bailey, Town Clerk  
Chris Jordan, Asst. Finance Director  
Michelle Manas, Collector of Revenue

Meeting called to order at 7:00 pm.

Town Manager Michael Rosen started the meeting by talking about the revenues and expenditures and the tax impact of the budget. He then talked about the potential adjustment in State Aid. The impact of the FY21 Governor's Adjusted Budget would be a decrease in revenue of \$330,524 mainly from ECS. He used a figure for ECS in the amount of \$9,114,072. Including full BOE budget, the overall budget increase is 1.88%, which includes \$1,067,643 in additional expenditures. With a .67 mill rate increase to 36.72 mills. Top expenditure driver in the Town budget is health insurance at \$101,267. Only addition to the Town budget is the funding of the Firefighter position for ¼ of the year.

The current estimated unassigned fund balance amount is \$7,944,626. The estimate for FY21 is \$7,644,626.

The Town Manager also talked about using \$300,000 from fund balance for revenue in FY21.

The Town Manager went through the department budgets including Public Works; Finance; General Government;

Throughout the presentation there were questions from Town Council members and a statement of resident (George Ulrich) on the following topics: fund balance going lower; health insurance; Town Engineer position; fuel and oil;

Below are additional questions that were submitted prior to the meeting and answered and discussed/ explained at the meeting with Town Council members.

*Page 16 - Less crumbling foundations of \$1.5m. Is this in addition to what we already have baked into the grand list for reductions? Are we saying we expect to see another \$1.5m? How many houses do you think that equates to. Can you give a number update of how many houses are currently on abatement and how many have been repaired and a breakdown of average reduction and then what has been added back?*

I sent 19 applications for crumbling foundations to the board of assessment appeals, If they use my recommended reductions we will reduce the grand list by 1,405,390 due to those applications. That is in addition to the 58 applications I received prior to signing the list. Those 58 applicants reduced the list by 5,777,955 in assessment. The average decrease in valuation for 2019 was 99,620. The previous average reduction was 70-80K. We have had 217 total applications, which includes 77 total for this year. 17 have been repaired that were getting a reduction. 3 on the 2018 grand list(241,928) and 14 on the 2019 grand list(1,023,500). For a total of 1,265,428 added back onto the list(74,436 avg).



If this is the one referring to our adjustment for the mill rate calculation then yes this is in addition to what we have already reduced the grand list by. There are a number of appeals in front of the board of assessment appeals for crumbling foundations that more than likely will result in a reduction to the grand list for this amount.

*Page 25 - FTE - 1.0 actuals for engineer in 19/20? I don't recall having an engineer last year?*

**Position was not filled could not find acceptable candidate.**

*Page 28 - DUI grant - what is this used for? Also, we have nothing in 2020, is that because we KNOW we're not getting anything or we just don't know yet? What will it be used for?*

**This grant has been eliminated and we will not receive it that is why there is no funds for 2020. Trooper Eklund states that we will try again in 2021.**

*Page 39 - fund balance. Can we put some details around the drivers for the Fund balance GAAP section and the section that starts with assigned with designation? I'm thinking "the 46,580 is the balance from the BoE at the end of the year" "the 1,754,146 represents xxx amount of encumbrances by the BoE and xx amount by the town". My concern here is that it's a steady 1.5m. I want to understand exactly what we're encumbering at the end of the year that is \$1.5m... that is a concerning number that appears to never go away. And what is prior year encumbrances?... That's two rows for encumbrances, what is the difference between the two. In the lower section starting with the assigned with designation that's what we "anticipate" using from the fund for the budget... but in most of these years we didn't actually use it because we have had revenues in excess. What would be helpful is to show in 2016/2017 we had revenues in excess of \$790k. I know part of that was because of the police reduction... if we can see an explanation of why we had revenues in excess we can show why we didn't have to use the anticipated money from the fund.*

*So - excess in revenue - what generated the savings. If not an excess and we actually used money - like last year - explain what we used it for.*

*What the encumbrances are and which area is driving them*

*That should show why the fund goes up or down*

**I provided TC with historical reports going back to 2013 that explained what impacted fund balance at the end of each fiscal year.**

**As for purchase orders at year end - these numbers are calculated based on a GAAP basis so much is involved in their calculation. PO's at the end of the year are carried forward for items usually ordered but not yet received or for invoices not received. They are then paid down in the following year or years depending on the situation. If a purchase spans over several years, the encumbrance usually stays until complete. That is why you will see prior year encumbrances sometimes. A big one that comes to mind is the \$200,000 that we had to set aside for the VERNON WPCA settlement. We have paid down \$100,000 so far but the balance will not be paid until next fiscal year.**

**When you see the number in future years of \$1.5 million or other number that is just a plug number for an estimate.**

#### **Summary Questions:**

*Salary increases including overtime needs? Where is the OT save from the garage?*

**Salary increases, including overtime due to Contractual terms. It's very difficult to put a savings of Overtime due to the new garage orientation as less than one third of our storms this season were on the weekends. It has definitely improved our response time to the snow events but to put a figure on an overtime savings would be a guesstimate at best.**

#### **Revenues:**

*\$15k in building permit fees - expected increase in building permit revenue - is this BG related or some other assumption?*

**This does not include Birch Grove because there are no building permit fees for that project. This is for other assumptions by the building inspector where he feels that there will be an increase.**

*\$4k in PILOT? Is this Parker Place? What currently makes up the \$24.6k we get for PILOT now?*



This is for State funds for payments in lieu of taxes for State owned property in Town for the State Police Barracks. The funds for Parker Place, etc. is in a different account under charges for current services. Parker will not be billed until October 2021 pursuant to the lease agreement.

*\$5k in conveyance? Driver? What are conveyance taxes?*

The Town Clerk's office collects both state and municipal conveyance taxes on property sales which directly correlate to sales prices. The increase in revenue budgeted for FY21 reflects current trends. FY18 budget was \$130K and we collected \$168K; FY19 budget was \$150K and we collected \$160K; FY20 budget was \$160K and we've collected over \$149K to date and anticipate we will be well over \$160K.

#### **Grants:**

*Civil Defense Grant - increase requested for this fiscal year? What are the odds or when would we expect to find out? What did we request for increase, it's currently at \$6k or 50% of Emergency Preparedness Officer*

They paid for 50% of the civil preparedness director however there is a limit as to how much so I think he is getting 12,000 per year and we can only ask for 6000. I am not aware of any issues with this grant being eliminated.

*Please explain the comment " the increase was due to 19/20 raises for everyone, the 20/21 raises for union staff and the fact that minimum wage increased significantly". Why would have two years of cumulative raises? 19/20 should be in the 19/20 budget.*

It all depends on the year for years when we are in the negotiation process for unions all the raises are kept in the contingency account under payroll contingency. The year that the union contract is settled those agreed-upon wage increases will then be shown in the budget so one year it may not be in the budget and the next year it may be in the budget. Then in addition to that all department head and nonaffiliated salaries increases are always put under the payroll contingency so the amount from the previous year goes in the new year and then the rest of it goes under payroll contingency that's about as best as I can explain it

#### **General Government:**

*Town Council - program materials is what exactly?*

Employee appreciations funds

#### **Town Manager:**

*Training and development going up \$1,300 for what?*

Town Manager ICMA conference. This was removed from the budget because Steve would sometimes have his trip paid for by various associations because he would be a speaker at the conference and then most recently because he was retiring and not going. He tried to eliminate it temporarily from the budget until needed. We tried to offset by decreasing communications account by \$1000.

*Printing - \$575 in 18/19 what are we tracking to for 19/20?*

Plan to spend \$1,000 but additional printing may be needed

*Office supplies - two years low usage, possibly down to 1k?*

Multi-year average is \$1,000 but may need for unforeseen needs

*Food and clothing / books and subscriptions - bring down to trend*

Multi-year average is more than budget

#### **EDC:**

*Professional services - this was for the consultant correct? Are we anticipating using them again? How many years? I thought it was just the one \$5k, not an ongoing \$5k?*

The intent was to regularly allocated \$5,000 per year to the EDC to start implementing programs, including recommendations that will come out of the Regional Development Action plan.

#### **HR and Benefits:**

*What is in professional services?*

Physicals for new employees



*Advertising is more than doubling from actuals*

*Based on multi-year average current year at \$2,799 already*

*Food and clothing where are we, seems high*

*Already at \$308 this year*

*Books and subscriptions - can be removed?*

*Would leave no funds for this if required purchases*

**Town Administration:**

*What are the professional services dollars for?*

*Physicals for new employees*

*Why the increase in advertising? Can this be lowered to \$3k?*

*Based on multi-year average current year at \$2,799 already*

*Food and clothing to the trend*

*Already at \$308 this year*

*Books and subscriptions seem to have \$0 spend - should remove*

*Would leave no funds for this if required purchases*

**HR benefits:**

*We seem to have around 20 claims a year. Have we done any analysis to see if they are similarly related claims? Is there anything we can do to lower this? 20 claims for 79 employees means 1/4 of our employees are being injured regularly... that seems like a high percentage.*

*Volunteer Firefighters and seasonal employees can file Workers Comp. claims so the employee number is more than 200, not 78. When you are referring to Workers Comp. claims 20 is the average reported claims, but most of those are just "reported" where no time is lost. We have on average 2-4 employees that have lost time on Workers Comp. each year.*

*FICA is a calculation based on income, have we used the calculation to get the \$10k increase? Last actual was \$264.6k in 18/19 \$40k increase in two years? I don't think we've had that many increases in headcount. FICA is 7.65% of wages, for a \$40k increase you'd need \$528k increase in salary to support that increase.*

*Same question with Medicare*

*FICA in 2018/19 Actual was \$274,584. We do use a spreadsheet that calculates based on the percentages for FICA and Medicare and the salaries that are included in that spreadsheet are automatically calculated for those amounts. In past years if there have been some savings in attrition affecting salaries paid then there were savings in FICA and Medicare also represented in the actuals vs. the budget. We budget based on our spreadsheet calculation.*

*Unemployment compensation was 0 in 18/19 - where are we tracking right now and why do we think it's going to be nearly \$4k when we aren't showing any year that high in the book?*

*We do a multi-year rolling average for unemployment compensation*

*What's driving the disability insurance increase over 18/19? Same with the life insurance?*

*Disability and Life Insurance rates are based on salary which increases about 2% per year and any renewal rate increases*

*OPEB - what is driving the actuarial analysis that is doubling this line item? What's the thinking?*

*The OPEB calculation is based on the actuarial analysis. Even though the Town side does not have a significant amount of Other Post-Employment Benefits, the impact of the Market and the Trust fund balances all plays a role in the actuarial analysis. We have been fortunate in the past years to have had to make a zero contribution however, we are now experiencing increases. We are also going to have a full valuation done next year for the FY 21-22 budget. We need to see what happens in the market (which currently is in crisis mode) for future impact on these costs.*



**Misc. Support Services:**

*Other services and fees? - logic for going from \$100 actual to \$425?*

Part of this budget is for servicing certain printers and office equipment that does not fall under our print management contract. We need the funds in case we need services. It also includes registration fees.

*Office Supplies from an actual perspective the highest I can see this is \$3k, or \$2.5k*

All depends on when the supply start to run out some years it's up and some is down. At times we have had to use some of the excess funds left to cover shortfalls in other areas if there were any savings such as using it for legal fees when we run out of money.

**Legal Services:**

*Where are we currently with legal fees for negotiations? Do we think we're going to need arbitration funds for next year? Which contracts are currently in negotiations and which are going into negotiations in the next year?*

Overall legal expenses are at 72% through (7) months of FY20. Cannot predict if we will have a grievance arbitration in any given year. We are starting Fire union negotiations this month and CSEA and Teamsters will start in early 2022.

**Public Works - Engineering Services:**

*\$75k seems high. In prior years with the consultant we didn't go over \$35, what is the thinking that we're going to go up to \$75k? What do we have to back that up? \*\* side note - do we know if Pete Szabo has an engineering degree? \*\**

Here are two key reasons for the projected engineering costs:

- Complying with the State's MS4 requirements. We plan to start the work this year, but our consulting engineer will need to help the town adopt a stormwater ordinance, re-write the stormwater regulations, and help this department set up a stormwater disconnection tracking system. I expect this alone to take up a good chunk of the funds.
- Construction. We've had very little construction over the last 4 years. Two key projects are:
  - College View Village – this is a major construction project that is requiring frequent inspections and interactions.
  - Inspections related to the construction of the extension of Joe Sabbath Way.
- Birch Grove - CME will have follow-up inspections based on the drainage work required. While some will occur during the current fiscal year, there will also be costs next year.

**Parks / Facilities:**

*Intro says they cover the Tolland Jail - where are we with the building maintenance?*

If this is in reference to the necessary repairs ie. The balcony and the side entrance, I believe that it was discussed at one of our Development Meetings that this could be considered for a STEAP Grant.

*Adopt a spot - do we have more locations available and what are we doing to get new sponsorships?*

Currently 9 spots available. There is a link to the Adopt-A-Spot program on the DPW Webpage.

*How many stones and such were we able to fix with the neglected cemetery grant? How often does that grant come up for renewal?*

Annually, only one grant at a time. Due to when it was awarded, our Contractor could not begin until the spring of 2019 and did not complete the task until after the 2019 applications were closed. We can apply again this year, if funding is available. We repaired, reset 36 stones.

*Can you give a breakdown of the impact of the minimum wage increase for this year and then an idea for next year also?*

As of October 1, 2019 the minimum wage rose to \$11.00 / hr, 09/20 it will go up to \$12.00/hr., 08/2021 it will increase to \$13.00/hr. From July 1 – August 21 we will have 3 seasonal help at 40 hrs making \$11/hr - \$9,240. During winter break, 12/20 – 1/21 for 3 weeks we typically have 2 employees making \$12/hr = \$2,880 and then in May 2021 through June 30, 2021 we will have 3 seasonal help at 40 hours each making \$12/hr = \$8,640 totaling \$20,760.00



*Communications is higher than the last three years, how are we this year and what's the drive behind the anticipated increase? Perhaps move this to minor tools?*

FY 19/20 was \$6,250 and the same was budgeted for this year. Last year's actual was \$4,565 if that's what is being looked at.

*Equipment rental looks a little high*

Budgeted \$700, same as last year. Last year we spent \$490.48, we really need to have a little wiggle room.

**BOE:**

*Fuel and Oil? What are our current actuals? This historically is next to nothing, why do we think this year and next year is going to be between 5 and 6k?*

In past years the expenses for this account had been charged to the main account and then we reclassified the budget to that account to cover those expenses where they should have been charged directly to this account. The funds however, were used.

**Hicks:**

*Service Contracts - typically around \$30k? Do we know where we are currently? Also, what is the thinking that it will be nearly \$37k?*

In FY 17/18 we spent almost \$38,000 and we are currently at \$17,000. I would think we could reduce this and still be safe.

*Fuel and Oil - looks like zero in prior years...*

This covers the fuel for our emergency generator which typically gets charged right to our primary fuel account as it is difficult to determine exactly how much fuel is used when topping off a tank. The fund is transferred into our main fuel account if needed.

*Fuel and Oil general question - 1. We had excess gallons and I thought we locked in our rate from the last year... why do we see these increases?*

We calculate our heating oil based on the trends for gallons used as well as what we are contractually locked in for. The cost for heating oil actually decreased by \$13,667 mainly due to the highway garage no longer using oil but there is also an increase in propane for the garage. The garage has expanded space to heat as well. We do not have a full year of trends but can only estimate the best we can for square footage trends etc.

*Other services and fees - where are we currently, possibly reduce by a couple hundred dollars?*

I don't see a line item under Hick's for Other Services and Fee's

**Senior Center:**

*Other services and fees? Where are we for actuals and what's driving the increase from 18/19?*

Last year we expended \$7,834.00, \$1,903 more than budgeted due to a dishwasher repair. Based on the aging kitchen equipment, we felt that we should leave that account intact.

**Fire stations:**

*Building improvements - \$1,600 high for three years, where are we in actuals and is the increase of the \$2k needed for both years?*

The repair account was over spent by \$728 which goes hand in hand with the Building Improvement account. Adding the overage to the Building Improvement account puts that account at \$1,802, so we increased it to \$2,000.

**Old Town Hall:**

*Repairs, lower in prior years, where are we in actuals?*

This is a very old building and the \$1,000 here is basically an emergency repair fund for anything that comes up in the facility.

**Contingency:**

*Where are we this year for contingency? What have we used this for in the past few years?*



To date, we have spent \$10,081.49 on items such as a new boiler for Station 240, disconnecting / moving the generator from Birch Grove School.

**Highway garage:**

*Repairs? We should have no repairs for the first couple years since it's not even completed yet?*

The facility is complete and operational. Under repairs is the \$455 for the annual maintenance of the Fire Extinguishers.

**P/F garage:**

*Communications - three prior years \$800 high, possibly lower by \$300*

*Last year was \$824, I'd feel confident that we could lower it a little*

*Service contracts - high of \$1k, lower by 200?*

*Agreed that we could lower this a little*

**Training center:**

*Other services and fees - \$400*

*Agreed that we could lower this a little*

*Repairs - where are we currently? \$1,600 high of three years, possible couple hundred to reduce?*

The facility has heavy traffic due to a lot of after-hours training, we should have some protection to address any repairs that may need to be done beyond what history has presented.

**Refuse and Recycling:**

*Refuse and. Recycling - are we still getting the one bulky pick up for free? Not sure because language is different in two sections. Recycling - 3% increase, is that the best we can do? Saving \$14,924 but still paying the tonnage? Is this in line with the full cost of a bulky pick up?*

Yes, one Free Bulky Waste pick-up is being charged to the capital Refuse account along with the fee for the recycling tonnage at \$30.90 per ton. Total estimated cost to be charged to the capital account is around \$62,000. Recycling tons were down in FY19 because of contamination fees that are not being charged in current fiscal year.

*Bulky waste at \$2k? Thought this was free with the renegotiation, what is this amount. Where are we for actuals this year and what was that \$1,600?*

We have several roll-off containers at the former transfer station site that Public Works uses for bulky waste that is left on roads or Town property. We have spent about \$1,200 through December.

**Sewage Disposal:**

*Sewage disposal: \$15k to help build reserve fund (until \$100k) what is the current reserve fund balance? Why are we building the balance to \$100k, what is the logic behind that? We're paying the bond and a high rate, so what is the reserve for?*

Historically the town has contributed 15,000 to the sewer operating fund to ease the burden on the sewer operating fund operations. A while back we were having significant issues with pumps and failing equipment and there were no reserves being put in place to help replace a pump or some major piece of equipment in emergency situation. If we lose a pump without a backup this could cost the Town Hundreds of thousands of dollars to temporarily pump until an emergency funding source was approved. We need to have this reserve for such emergency situations. We spoke with town Council at that time and suggested diverting the 15,000 that helps offset the user fee to help build that reserve to cover emergencies. They were in agreement with this process. Once that is built then the plan is to go back to offsetting the sewer operating fund. There is about \$93,000 in the reserve. We had to use some of the reserve funds this year for an emergency pump situation which proved that this reserve was needed.

**Streets and Roads:**

*Can we review the differences in cost between when we used sand and salt for the roads compared to our current salt program? What were the auxiliary costs of cleaning up the sand, basins, etc.?*

Based on what we recently heard from CTDEEP at a Well Water discussion, a mixture of sand and salt are much less effective than straight salt as the sand tends to stop some of the salt from reaching the road surface. Keeping



this in mind, you can't just reduce our salt usage by 50% as we will probably have to reapply the mix more often. Using 2,250 as the number of tons of salt vs. the 3,500 ton of salt we currently budget for and cubic yards of sand, that cost alone at today's rates would be \$191,250. The estimate for street sweeping would be roughly \$60,000 coupled with the cleaning of the catch basins at an estimate of \$71,000 and a disposal fee of \$25,000, plus some of our labor to haul the materials and apply the water for dust control. Our sweeper and Vac All for cleaning catch basins are currently on the five year CIP for replacement at a combined cost of roughly \$660,000. The total for the change to sand and salt could be \$347,250 as compared to the \$275,000 that we currently budget for salt and sand. We use a mix on our gravel roads as straight salt is less effective.

*Communications - how are we in actuals and do we think we'll be at the \$15k or prior years \$14k?*

We could drop it as we just signed a new GPS Contract so we know what our cost's will be for the next two years. Possible savings.

Books and subscriptions - can be removed? If needed, we can purchase lost or damaged Owner's Manuals, et. From our Professional Services Account, possible savings.

### **Highway Maintenance:**

*What are the professional services for and why are we seeing an uptick?*

PubWorks software contractual increase

*Equipment rental - \$250 high, why \$1k? - can be reduced?*

If specialized equipment such as a core boring drill or if one of our pieces of smaller equipment go down, we utilize this account as insurance that we can go rent a replacement piece of equipment instead of halting the operation.

*Other services and fees - where are we currently, not sure what the \$6k increase is for*

This is the same amount budgeted last year. The largest items in this account are for tree cutting and catch basin cleaning. On occasion, due to these being Contracted Services, you are at the Contractor's mercy as to when they can come into Town. We are currently at \$57,732.

*Food and clothing - \$6600 three year average, up to \$11k? Why?*

The replacement of the more expensive safety gear does not happen every year, it's on an as needed basis. Items such as chain saw pants, helmets, safety jackets, etc. are some of the leading costs in this account. We could cut this a little as we have some gear in stock at this point.

*Road materials - \$6k increase, what's current?*

Current budget is \$49,689 which is the same as the previous year. Last year we expended \$57,527 due to excessive damage from rain event causing washouts.

### **Ice and snow removal:**

*Not sure I understand how we can be near our total for overtime this year with virtually no storms. Can you explain, in detail, where we are currently? I would expect a savings this year and would think we would plan flat, not increased unless the increase is wage driven only.*

To date, we have responded to 18 winter events ranging from dustings to snow fall. We have expended approximately 1,782 hours of overtime on these different events with a total snowfall of 52 inches. We had seven icing events which tend to eat up a lot of salt due to the ice covering up whatever we apply to the road surfaces. We have currently used approximately 750 ton of treated salt. Due to the commitment letter that we sign, which guarantees us being able to purchase what we typically use for salt, we must purchase the entire amount that we agree to. So we will have a full shed for the start of the winter season for 20/21. This year was truly an anomaly as winters go for salt usage which is why we did not reduce our budgeted cost for salt.

*Why is overtime increasing? Same raise question as above in parks and rec.*

Due to union negotiated wage increases

*Can you sum up road material and markers for all of the areas and compare to the last three year actuals with a projection for this year?*

This account is used for the maintenance of our unimproved roads, approximately 8.5 miles of gravel roads that are graded each spring with additional material added where needed and then have Calcium chloride applied to the



surface to help with dust control and to help “harden” the road surface. The funds from this account also provide the materials needed to do the routine maintenance utilizing Town forces to fill wash outs as well as filling in potholes with additional gravel which is spread with a front end loader and rolled to help keep the roads safe and passable. Wintertime as well as rain events take their toll on the gravel roads.

**Finance and Records - Accounting Services:**

*Overtime - who is not salary and with zero OT in the prior year's why do we have \$2,546 in OT, have we used any this year? Same question with temporary help*

Overtime is for the Senior Account Clerk and the Accountant who are union employees and are not exempt positions. There are heavy periods during the year such as fiscal year end closeouts, calendar year payroll and AP processes for W-2, 1099, etc. Budget crunch periods to develop the budget book where we need to have all staff working significant hours. In the past we budgeted for all union staff clerical union staff in the payroll contingency account. All the expenses had been charged there against that one account. This year Steve wanted to pull it out and show it in each department so that is why you do not see any historical actuals for these accounts. There have been some overtime payments this year in the various departments this will be the first year of trend. We have been holding back on additional assistance for temporary help but there are times that we need it and sometimes that we don't. We never know with the demands if we have to use it or not and it ties our hands if we don't have the ability you have the funds in case. In the past temporary help has been in the tax office the town clerk's office during licensing issues dog licensing heavy periods. In the finance office sometimes we've had to bring in some additional help to assist during vacations sickness especially coverage for the finance director if needed

*Professional services - \$23k last year, where are we this year? What are we paying for here and why do we think it's going up next year?*

This is a fee that is out of our control it is for our MUNIS financial software maintenance contract. We have to keep this in place we have no choice. In the past I've negotiated with them to try to limit the increase and they have tried to help us but we're at a point now where we have to start paying the increase.

*Printing - why was it \$0 last year?*

Because we had a prior year PO that we finished using and did not expend those funds

*Dues and membership - \$300 high in last three years going up to \$500, do we have specific things we're paying for here?*

There have been fee increases for GFOA and we must enroll staff and order them to attend various Connecticut GFOA trainings they have to be now be members we are in the past I was able to just let them pay the meeting fee and not have to be a member. I had prepaid things in previous years which reduced the funds used in the next budget. Those funds will not be available in the future budgets.

*What is in other services and fees? Was zero then \$600 and now \$1,100?*

Again this was a mixture of using a prior year funds that we had encumbered in past years. It is for the application for the budget award and the CAFR award. These funds are needed. There will be no funds available next year besides this budget. If eliminated, we will not be able to participate in the award programs.

**Assessment services:**

*Overtime - who is not salary and with zero OT in the prior year's why do we have \$500 in OT, have we used any this year?*

We used the previous balance to pay for the 2019 revaluation. We determined that what was left in the old budget would not cover the next revaluation in 2024 so we estimated the cost of an update revaluation in 2024 and determined 10,000 a year should cover the costs.

Same reason as for Finance, Town Clerk, Tax – these funds were previously budgeted in another account so there is no trend.

*Professional services - \$10,284 for 2024 reval? Is this how we did the last re-Val? If so, what else is in this cost center and why the increase? What did we have in the current budget to cover the re-Val?*

We had sufficient funds that we did not have to put money in the budget last year to be able to do the revaluation. But we now have to start building the savings towards the next Reval and this is the amount that we are putting into



the budget. This is procedure. The Council approved a special fund for these funds to be set aside in for the upcoming Reval process.

**Board of assessment appeals:**

*Training and development? Zero in past years now \$250? What specifically is this for?*

The BOAA workshop is 50 per person, if all members attended it would be \$250. Due to the influx of members, we need to budget every year for education.

There are new members who may attend training.

**Independent Audit:**

*This is a shared expense with the BoE, correct? If so shouldn't our half be \$27,450? If so there is a \$500 savings from this budget*

Yes, the amount should be \$27,450. I had a little bit extra in there just in case we may have needed some additional consulting work beyond the normal audit. The budget could be reduced if necessary.

**Revenue Services:**

*Overtime - who is not salary and with zero OT in the prior year's why do we have \$1,000 in OT, have we used any this year?*

The Assistant Collector of Revenue and the Account Clerk are not salary. This line item was in a different part of the budget and has now been moved to a line item in my budget. Overtime for the part-time Account Clerk may be necessary in high collection months (July, August and January) or in the event of an unplanned absence of the Collector or Assistant. To date, \$543 has been used and it has also been used in prior years.

*Temporary help - \$1,622 - zero in prior years, where are we for actuals and what is the assumption here?*

This expense was previously funded in another budget. In past years, we have hired temporary help for July and January although it has not been needed in recent years. If there is a change in office staff or their hours, temporary help may be needed during high collection months.

*Dues and memberships - \$20 prior two years, why \$205 now? Do we have a known increase?*

This was a typo in the budget book that will be corrected. This has always been \$205 to cover Tolland/Windham County Association Dues (\$30) and Connecticut Tax Association Dues – currently \$75 each year for the collector and \$50 for assistants. In fiscal year 17/18 and 18/19, the actual was only \$20 because I used up prior year purchase orders for the difference.

Although, I have not paid dues for the Assistant or Clerk for the past few years. Due to the change of one of the assistant's positions to part-time clerk and the need for office coverage, my assistant and clerk have not been able to attend the annual seminar. If this were to change, I would have to re-instate payment of their dues.

*Training and development - kind of all over but do we have known expenses for the \$1,300*

This line items is for Tax Collector certification classes. Certification is required for the Tax Collector and the Assistant. Certification is not required for the Account Clerk but Class 1 is recommended for any new hire. This would be needed for certification classes if there is a change in office staff.

Also, there currently is not a requirement of re-certification for the Collector or Assistant although this is discussed by OPM each year and could become a requirement in the future. As of right now, we do not have any known expenses. If not used each year, this is given back.

**Town Clerk:**

*Overtime - who is not salary and with zero OT in the prior year's why do we have \$500 in OT, have we used any this year?*

Assistant Town Clerk Kathy Pagan is an hourly employee. The Town Clerk is statutorily required to remain in her office until the close of polls on election, primary and referenda days. In case of my illness or other extenuating circumstances, this money would be used to pay the assistant for working this mandatory time. If unused, it would go back into the general fund.



*Temporary help - \$2,122 - zero in prior years, where are we for actuals and what is the assumption here?*

In the past these fees were budgeted and paid for through a different area of the budget. The Finance Office has now moved them into each department's budget. In years past our office has hired summer help for two months during dog licensing season. We've also hired part time help when the previous assistant was out for extended medical leave. During the past two years, we have not had to hire additional help during dog licensing season partially due to efficiencies in our new software and the addition of online dog licensing. Any unused funds would go back into the general fund.

*Professional services - historically \$4,000 to \$4,500 why is there a jump to \$5,500, where are for actuals this year?*

This is the CT State Library Preservation Grant that is on the agenda for the March 10<sup>th</sup> council meeting. The grant amount is adjusted by the state depending upon the amount of documents filed on the land records. The increase in expenses is offset by the corresponding increase in revenue.

**Contingency:**

*Explain what is in here.*

Overall contingency includes the permanent celebration funds for the parade and Christmas events by the commission. Town Historian fee requirements. And a minimal amount for contingency for unanticipated events such as an engine blowing, major unanticipated repairs, OSHA fines (if any), and any other thing not budgeted for. Many Towns budget an amount much higher than this. This is minimal in order to have some sort of flexibility for an emergency.

*Personnel adjustment - the prior budget had the negotiated raises which are now disbursed throughout the actual areas so why is there still \$108k in here?*

There are other items in personnel contingency besides the negotiated wages. We still have one union in negotiation so those funds are in there we have the manager and nonaffiliated increases those are in there we have contractual payments that we need to make for various union required payments that come out of this account. We also have funds in there for retirements and expenditures as related to those which we never know what those will be until someone formally retires. I am anticipating that we may have several upcoming departures which will require the funds. We also have \$20,000 that is included because of the GAAP required accrued payroll for the impact of how the accrual will fall next year. Some Towns are having to budget for an entire payroll however we are fortunate to have to budget for a portion due to how the accruals will fall.

*What is the new add for the historic commission?*

This is new and HEIDI can elaborate they need funds in order to provide for the costs of that commission. It is for legal ads required by that commission.

*Do we have anything on prior year tax refunds for this current budget of \$15k? What is the logic behind the \$15k?*

We try to look at historical trends. This is a Reval year there could be more situations. Also many times there are issues with the whole motor vehicle bills that end up going back a couple years. Many things play a role here and some years it's been more than 15,000 and some years it's been less we keep this as the estimate. I would not recommend a reduction.

Meeting adjourned at 9:56 pm.

Respectfully submitted,

Michael Wilkinson  
Director of Administrative Services

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
MARCH 12, 20120**

**Present:** Tammy Nuccio, Steven Jones, Brenda Falusi, Lou Luba, Kurt Schenher

**Absent:** John Reagan, Robert Abbate, Jr.

**Also Present:** Michael Rosen, Town Manager  
Michael Wilkinson, Director of Administrative Services  
Lisa Hancock, Director of Finance and Records  
John Littell, Public Safety Director  
Barbara Pettijohn, Library Director  
Bruce Watt, Recreation Director  
Kevin Eklund, Administrative State Trooper  
Lori Sherwood, Administrative Secretary  
Tina Binheimer, Animal Control Officer  
Rob DaBica, Fire Marshal  
Nancy Dunn, Assistant Human Services Director  
Betsy Tanner, Executive Secretary  
Kelly Euliano, Administrative Secretary

Meeting called to order at 7:02 pm.

The Town Manager went through the department budgets including Fire Department; Human Services; Law Enforcement; Recreation; Library

Throughout the presentation there were questions from Town Council members on the following topics: Why Hydrants are in Public Safety budget?; asking about adding Firefighter at ½ year; high cost of ACO budget; recreation revenue budget; salamander ID system costs;

Below are additional questions that were submitted prior to the meeting and answered and discussed/ explained at the meeting with Town Council members.

**Public Safety- Water Supply:**

*Please provide more info on this. What are the increases for?*

To cover a projected increase due to a general rate increase request that CT Water submitted to PURA.

*We have no control over the charges, correct?*

Correct, we have no control. Estimated increases of a 10% (\$5,020) 15% (\$7,531) or 20% (\$10,040) were received. We used the 20% rate for budgeting purposes.

*First bullet mentions removing this from public safety but even though it's a "utility" it does seem like it's a public safety related utility...*

Fire hydrants are part of the infrastructure of a Town and should be classified as such. Including this program to operations conducted by the Department artificially inflates the Department's overall budget.



This fee is for paying for the fire hydrants that we are responsible for. We do not have any control over the cost for these items. We put in the best estimate we could with the information that they provided us regarding substantial increases to the cost.

Steve always felt very strongly that this should stay under Public Safety as it's for fire hydrant protection and not a normal utility to run buildings etc.

I know John would prefer not to have to have it in his budget because he has no control over the costs and feels that he gets punished if the Costco up and he has to find it somewhere else

**Ambulance Service:**

*If we're able to reduce some of the expenses I've identified perhaps we can bring on the new career on earlier?*

An additional staff member would be appreciated.

*What, if anything, can we expect to receive from the state in terms of the PTSD services they've been touting?*

Town's will not receive anything, but will have to provide services for affected personnel.

*Professional services: what is driving the increase of \$51k to \$53k from actuals in 18/19?*

Planning for the potential of additional members earning reimbursement and becoming eligible for the annual \$500 retirement incentive deposit.

*Service contracts, \$0 in 18/19, where are we in actuals so far this year and what is behind the flat \$2,600 from this year to next? What are we servicing?*

Service contracts include annual maintenance on the commercial washer/dryer that were donated, annual service and repairs to stretcher etc.

*Due and membership? - seems high, also program materials*

**Animal Control:**

*Communications - what is Animal control dispatching services for \$9,950??*

Dispatching services will provide security, safety and accountability for our Animal Control Officers. Currently Officers respond to calls without anyone knowing their whereabouts. Situations can instantly turn dangerous and having communication with a dispatcher could make the difference in such a situation.

*Is this something that is only used for Tolland or for Willington also?*

Other communities are looking towards this service.

*Other Services and fees - \$3,440 for multi agency radios? Don't we only have two ACO's?*

Yes, we have two ACOs.

*The fire departments communication radios were \$7,250 for a lot more people.*

Different model of radios designed to communicate with multiple AC agencies state-wide. These were the least expensive model that would suit our needs.

*Same question regarding a "Mobile radio", what exactly is this and are these going to be yearly fees and what are we getting for this spend?*

A mobile radio is one that is installed in a vehicle. There are no yearly fees.

*Machinery and Equipment - max of 700 in three years, now \$1000?*

*Repairs - \$1,800 max in three years, now \$3k?*

Increased due to using Fire/Ambulance money to cover expenses. Previously no line items for this purpose existed.

*Other equipment - one year only expense - micro chip scanner .*

Yes, occasionally as technology advances our equipment can become inoperable and in need of replacement.

*There is a 26% increase in this cost center year over year... that's a little hard to swallow...*

yes

**Fire prevention:**

*Other Services and fees - \$1,000 for aging vehicle repairs? Parts or labor?*

Both.

*Do our mechanics work on all town vehicles including this one?*

No.

*Overtime - \$5k in OT for assistance with the fire marshal, this has nothing to do with the cross town program does it? to accommodate working residents schedules? Eh.... Not a fan.*

Correct, this does not have anything to do with the Mutual Aid Fire Marshal Services agreement that is in place.

*Printing - seems like it can be reduced*

Also includes color inks when printing photos in-house.

*Dues and memberships - historical high is \$300, now \$750 what has caused it to more than double?*

Public Safety Officers have been cross-trained and certified as Fire Inspectors.

*Training and development - last couple years max \$500, what is causing the \$1000 and where are we in actuals this year?*

Public Safety Officers have been cross-trained and certified as Fire Inspectors.

*Other Equipment - no real trend, where are we this year and what are you expecting to spend the \$2k on?*

This category includes all gear, equipment, clothing and uniforms needed in the performance of the Fire Marshal duties.

To shed some light on the Cross Town Marshal Agreement is only for emergencies or in the event additional help is needed or I am not available. Inspections are not part of this agreement. The 5000.00 request is payment for the paid staff that can work added hours to better accommodate multi-family homes. The law states every unit based on its construction type are required to be inspected by a certified inspector annually.

**Fire suppression:**

*What is driving the increase of OT of \$8,600 and temporary help of \$4,500? Please explain.*

This category has never been adequately adjusted to cover all of the time off the Career staff is eligible for and does not include any time to cover injury leave.

*Communications - \$8,250 for portable radios? Were they all replaced? This seems to be an increase in all of the public safety areas, can you give some color?*

Volunteer staffs are using radios that are approximately 15 years old. Technology changes (analog to digital) also have an impact.

*Printing and Equipment rental seem high, equipment has zero actuals for the last three years*

Also includes color inks when printing in-house.

*What's driving the dues and membership increase?*

Fire Inspectors.

*Training and development - where are we for actuals and what specifically is driving the increase of \$800?*

This account has had previous cuts – funds are needed to allow for training to be in compliance with certifications.

*Computer software - where are we for actuals and what was the driving increase for this year to \$4,700 from \$2,400?*

Salamander ID system.

*Books and subscriptions - seems a little high*

*Explorer post - is it still active? 18/19 there were zero expenses, now back to \$1,400*

Program was previously cut during the budget process but has since been reinstated.



**Law enforcement:**

*Communications - what is driving the increase of \$1,400*

Communications: this is related to 911 at TN. This is a budget item which falls under the Fire Department. Not sure why the Resident Troopers Office absorbs any cost from this area. Question would have to be answered by Fire.

*What is under service contracts for \$4,200 prior three years had no real expense there. What are we using this for this year?*

The service contract for \$4,200 per year is for the software related to our 2 speed signs. This software allows us to collect data necessary for speed enforcement in the town.

*Repairs seems like it can come out*

Repairs is for maintaining our radar and laser devices. They have to be calibrated yearly and repaired if need be.

The DUI grant is for enforcing drunk driving in the town. It is a grant fully reimbursed by the state. Tolland pays nothing. We were declined the grant for 2020. We will be reapplying later this year for 2021.

**Community Services - Senior Center:**

*Agricultural and custodial? - \$200 - move it to programs*

Yes, the Agriculture account reflects the budget for dishwasher detergent; without that expense, the senior lunch program could not take place.

**Human Services:**

*Performance measures: are these estimates? Some numbers are the same all the time.*

*Visiting nurses - \$0 actual two years in a row, where are we currently for 19/20 and thinking behind 20/21?*

Performance measures: There are 4 broad categories where measuring individual participants would be difficult, and estimates are used (Counseling & Case Management; Crisis Intervention; Outreach, Information & Referrals; Community Events). The remaining Actuals are actual numbers drawn from our records of services provided. If we determine that any of the 4 estimated categories will increase/decrease, we will adjust those Performance Measures to reflect a change.

Visiting nurse was one of those open po fundings. Agricultural is for dishwasher detergent I think. Should not be programs. Visiting Nurses: Lisa is correct- A PO for \$7,000 was issued on 2/23/17 (\$2,000 to cover the remainder of FY17-18; \$5,000 to cover FY18-19) That PO was exhausted in July 2019. Our FY19-20 budget is \$3,500, and the proposed FY20-21 budget is \$3,500. Expenditures thru Jan '20 are \$1536 (note that Jan-Jun expenses are typically higher than July-Dec expenses due to less services being provided in the summer months).

**Library:**

*Do we not have any computer replacements in this budget? Where would they be? I'm thinking in line with the info we got from the Library foundation and they're replacing of some of the computers. I notice there are quite a few down. Have we looked at what it would take to repair them? Maybe a local computer person could look at them?*

We have replacements for Library staff on order (China and the virus have delayed orders).

As far as the 12 'public' computers which in the past have been donated, we are also replacing them.

In our rotation plans, we will replace employees' older models with the new ones on order, and set up some the older ones (but newer than the public ones now) for public as well as some new models.

The newer ones are "mini" so we will have to order brackets to secure them and also to prevent them from disappearing. As soon as the new order comes in, the replacement plan will be evaluated and set in place.

*What are professional services for?*

Professional services is for the inter/intra library loan program

**Recreation:**

1. *Interested in the programs you're proposing aimed at obesity, can you give some examples? Same with working with local groups for more joint special events and fundraising ideas?*

- a. Most of our programs are aimed at combatting obesity. The majority of our programs involve some kind of physical activity to promote exercise and health. Some examples of our



programming in regards to combatting obesity are: Yoga (16 and older), Zumba (18 and older), Jukido (all ages), Soccer Shots (ages 2 through 4), Recreational basketball leagues (ages 5-18), Summer Camp (Kindergarten-8<sup>th</sup> grade), and pickleball.

- b. We are always looking to bring in new programs. We currently are adding a theatre program for youth and teens. These are pilot programs and may extend to adults as well.
  - c. Our department works with outside groups for special events. Groups such as the PCC and boys scouts have been involved with some events (such as Celebrate Tolland). This year we have added two special events; an outdoor movie night and the Kindness Counts Program.
  - d. We run one fundraising event (the Eagle Freeze) and look for sponsorships for other events to help offset the cost of programs.
2. *How are we finding community involvement with Crandall's in the summer when camp is on? Are people coming to swim?*
- a. We do not see a lot of community involvement at Crandall's Park when camp is in session. The general public are at the site using the trails, tennis court, and playscape. We do not get many swimmers.
3. *In terms of the recreation fund, I'm concerned because it looks like in most years our expenses are higher than our revenue which is putting pressure on the fund. Are we reviewing to understand why the expenses are higher? Are we adjusting rates?*
- a. Over past five years that I have been involved with the Town of Tolland, our department has always finished in the black. The recreation fund is doing well. Below are the past five years' worth of revenue and expenditures:

Fiscal Year	Revenue	Expenditures	Net
2014/2015	\$329,372	\$299,538	\$20,834
2015/2016	\$360,200	\$291,883	\$59,317
2016/2017	\$338,843	\$303,012	\$32,181
2017/2018	\$313,535	\$305,788	\$7, 747
2018/2019	\$305,510	\$288,040	\$20,470

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
3 Year Phase, General Fund for Rec. Utilities					
Watershed Grant Expense					
Watershed Grant Revenue	6,100				
Parker Bldg Move & Utilities					
3030 admin cost In		6,000	6,000	6,000	6,000
Capital Projects out	(15,000)	(15,000)	(9,650)		
Revenue	329,372	360,200	338,843	307,535	302,510
Expenditures	(299,538)	(291,883)	(303,012)	(305,788)	(288,040)
<b>Total Net Revenue</b>	<b>20,934</b>	<b>59,317</b>	<b>32,181</b>	<b>7,747</b>	<b>20,470</b>

Our department is always looking at our programming and their financial status. We do need to raise rates at times to offset increases to our operations (ex. The rise in minimum wages). There are other times were our department looks for creative ways to save money without it be detrimental to our programs.

4. *What locations are covered with the utilities cost? Just the rec building or others also? Lights at Crandall's and the lodge etc?*
- a. The monies that are put into the general fund strictly help offset the cost of the Recreation Building. The Recreation Fund pays for the utilities at Crandall Park, Lions Field and any

additional cost at the recreation building that exceeds the amount in the general fund. The Lodge utilities is paid out of the Lodge Fund.

5. *What is covered with professional services specifically - this can probably be reduced but I'd like to be sure we're at least recovering our expenses in rates before removing this.*
  - a. This provides some of the monies for Celebrate Tolland. All \$3,000 with in the professional services goes towards Celebrate Tolland, the remaining cost of the event is covered through sponsorships.
6. *Have you considered adding any programming for the seniors at Parker Place? Or partnered with the senior center to have some elderly offerings?*
  - a. Senior Programming at the Recreation Building has been talked about, especially with senior housing opening. We do offer Chair Yoga, Yoga, and knitting currently.

Meeting adjourned at 9:07 pm.

Respectfully submitted,

Michael Wilkinson  
Director of Administrative Services

**TOLLAND TOWN COUNCIL  
ZOOM REMOTE MEETING  
MARCH 24, 2020 – 7:00 P.M.**

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

**MEMBERS ABSENT:** Robert Abbate

**OTHERS PRESENT:** Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; John Littell, Fire Chief/Director of Public Safety; Dr. Walter Willett, Superintendent

1. Call to Order: The Chair called the meeting to order at 7:00 p.m.
2. Consideration of a resolution to amend Chapter 12 of the Town Code, Ordinance Number 84-Emergency Storm Fund and the setting of a Public Hearing thereon for March 31, 2020.

Mr. Rosen provided an overview of Ordinance 84, its history, and reviewed the proposed amendments needed to repurpose it as an all-emergency fund. The primary edit is the striking of the term "storm" and replacing it with "declaration" or "emergency". Ms. Nuccio, Ms. Hancock, and Chief Littell provided further information. A brief discussion took place.

*Mr. Jones motioned that the following resolution be introduced and set down for a Public Hearing on March 31, 2020 at 7:00 p.m. in the Zoom Conference Room:*

*BE IT RESOLVED that the Town Council hereby amends Chapter 12 of the Town Code, Ordinance Number 84 – Emergency Storm Fund.*

*Mr. Luba seconded the motion. Ms. Nuccio, Mr. Luba, Mr. Jones, Mr. Reagan, Ms. Falusi, and Mr. Schenher were in favor. None opposed. None abstained. Motion carried.*

3. COVID – 19 Update  
Rob Miller, Eastern Highlands Health District, was in attendance.  
Ms. Nuccio introduced this item and explained that it is an opportunity for leaders in town to review what has been done since the Emergency Declaration on March 12, 2020.

Mr. Rosen provided information on what has been done.

- the issuance of the Emergency Declaration (public health and civil preparedness emergencies) on March 12<sup>th</sup> by the town engaged the following
  - activation of the EOC (Emergency Operations Center)
  - allows for the flexibility to close public assets
  - allows the town to track expenses related to the emergency
  - establishes Unified Command
  - activation of CERT (Community Emergency Response Team)
- closure of all schools through April 20<sup>th</sup> by order of the Governor
- closure of the library – while limited services have been available for the last 8 days, this will be phased out based on the guidance provided by the Librarians Association; an update will be available in an upcoming press release
- closure of the Senior Center, the Recreation Center, the Lodge, the fire stations, and the 4 playgrounds



- closure of Town Hall to the public although it is still fully staffed; contingency planning is ongoing to enhance social distancing
- garbage pick-up has been modified, bulk pick-up is cancelled
- Human Services is working with special needs families and proactively reaching out to them.
- remote public meetings are being held
- communications/information: <https://www.tolland.org/> (click on the red banner or use the direct link: <https://www.tolland.org/emergency-management> ); includes links to the most up to date press releases and messaging from the Superintendent

Mr. Rosen explained that the town is trying to be both proactive and reactive. Guidance changes throughout the day and they are adapting.

Mr. Rosen noted the two important phone numbers which have been established at the EOC:

**Volunteers: 860-375-8211**

**Non-emergency Help or Assistance: 860-375-8205**

Dr. Willett provided an update on the Tolland Public School (TPS).

- TPS are closed through April 20<sup>th</sup> by order of the Governor
- Plans are being made in the event schools must be closed for a longer duration
- Lunch distribution is being provided to families in need
- Approximately 400 Chromebooks were distributed based on level of need to parents and guardians
- TPS are starting a Continuity of Learning Plan (originally the State requested a Supplemental Learning Plan) which can be remotely accessed
- Teachers return on March 25<sup>th</sup> (virtually)
- School starts for students on March 30<sup>th</sup> – (virtually)

Dr. Willett addressed questions. In regard to students who need additional assistance (IEPs, 504s etc.), the district is looking for guidance from the state on this item and is making plans. In regard to the paraprofessionals, the district is talking with the paraprofessional union. In regard to the bus contract, the district is seeking legal counsel.

Chief Littell provided information.

- Establishment of the EOC and the importance of working through Unified Command
  - Unified Command: allows municipal leaders to jointly provide direction through a common set of goals and objectives; a Public Information Officer (PIO) solicits information from the leaders and disseminates information to the public as a single community message
- An overview of some of the challenges
  - information receipt
  - lack of supplies (and expired supplies) and how this is being addressed; protecting staff and volunteers
  - staffing (particularly night staffing) and training; seeking volunteers
- Plan to support the elderly in regard to items such as the Food Bank in conjunction with Ms. Bellody
- Everbridge 911 as a messaging vehicle; establishing a phone number with a daily recording of the most recent press release and/or Everbridge message
- Phones are manned Monday – Friday, 8 a.m. – 5 p.m.
- A great deal of reaching out has been done in an attempt to identify sources of additional assets if needed



- Animal Control has been directed to create SOG (Standard Operation Guidelines); training is ongoing and OSHA regulations are being followed

Rob Miller, EHHD (Eastern Highlands Health District), provided information.

- Reviewed the numbers as of 2 p.m.
  - Totals: 415 cases, 54 hospitalization, 10 fatalities
  - EHHD: 10 cases, 6 hospitalizations, 1 fatality
  - Tolland: 5 cases, 3 hospitalizations, 1 fatality
- Salient activities the EHHD has been engaged in since the response began
  - completed 4 case contact investigations, 2 are ongoing
  - over 20 acute care hospitals in CT have set up drive thru testing clinics (closest are Backus Hospital, Manchester Hospital, Rockville Hospital, and Johnson Memorial Hospital); anyone from the general public with a doctor's order may be screened for COVID-19 at any one of the sites
  - Tolland dispatch center is informed any time there is a case within its jurisdiction in an effort to protect first responders
  - Providing consultations to EMS providers on topics such as PPEs and infection control
  - Conducting modified food inspections of food establishments that remain open to address common touch points associated with self-serve ready-to-eat foods
- In the process of activating the EHHD Medical Reserve Corp unit (volunteers may enroll on the homepage); a national organization under the umbrella of the Surgeon General
- Activation of the Public Health Response and Pandemic Plan
- Communicating with UConn in regard to how students will return to campus to get their personal belongings
- Providing guidance to stakeholders and partners in the community including food establishments, employers, food distribution sites, self-protection for the senior population
- It was noted that the 5 cases in Tolland represent the tip of the iceberg. Each case represents many in the community. Social distancing and keeping groups as small as possible are critically important for Tolland and the surrounding communities. The EHHD is providing guidance in this regard to municipalities and organizations on the implementation of effective tactics and strategies in a way that will allow government to continue to operate and function given that it provides essential services to residents.
  - Based on current epidemiological data, the reproduction rate is that for every infected person there is the potential of infecting 1.5-3.5 other people if they do not change their behavior. If they isolate, the number is significantly reduced.
  - It is estimated that for every 1 positive case there could be 100 more cases which are not reported.
- Unified messaging is important. EHHD is a liaison to the EOC and Mr. Miller is available to assist the PIO in order to ensure alignment with public health concerns and recommendations.
  - One place to start is to unify with the messaging coming from the Governor's office including an emphasis on the critical importance of social distancing and the need to not only avoid large groups but also to stay physically apart from others. Further there is a mental, behavioral, and well-being component and the importance of measures to help offset anxiety and fear such as hiking, kayaking, and bike riding. Mr. Miller emphasized having a balanced message.

#### 4. Public Comment

Jon Crickmore, 31 Cook Road, inquired about the masks; specifically, why masks expire. *Chief Littell explained that masks have expiration dates in regard to their quality. In some cases the rubber in the elastic*

*breaks down and they do not feel safe repairing them; however, they are putting them aside to be used for other things. In turn, they are accepting donations of masks, including expired ones, at this time.*

The Chair noted that this is a bad time for everyone but everyone including town staff and volunteers are doing more than anyone could humanly ask of them and it is appreciated with every ounce of her being. All of the efforts are truly appreciated.

5. Adjournment

*Ms. Falusi motioned to adjourn the meeting at 8:55 p.m.*

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

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi  
Clerk