



TOLLAND BOARD OF EDUCATION

REGULAR MEETING July 8, 2020 - 7:30 PM

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**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.*

**AGENDA**

July 8, 2020

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- June 23, 2020 – Special Meeting

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 Recognition – Erin Reed
- H.2 Budget Update
- H.3 School Reopening
- H.4 Assistant Principal Opening
- H.5 Voices for our schools workshop
- H.6 Policy 1030 (First Read)

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)  
*Comments must be limited to items on this agenda.*

M. POINTS OF INFORMATION

Town Council Meeting Minutes – June 23, 2020  
Town Council Meeting Minutes – June 25, 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**

**ZOOM Meeting**

**SPECIAL MEETING – June 23, 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

**Others Present:** none

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

Ms. Lundgren called the meeting to order at 7:07 PM.

**B. EXECUTIVE SESSION**

Jacob Marie motioned to go into executive session at 7:08 PM for the purpose of discussing the Superintendent's Evaluation and invited Dr. Willett to attend.

The Board came out of Executive Session at 8:27 PM.

**C. ADJOURNMENT**

Dana Philbin motioned to adjourn the meeting at 8:28 PM. Jacob Marie seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Jennifer Palumbo

Executive Secretary to the Superintendent

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Erin Reed Recognition

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

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

**ITEM SUMMARY:**

Tolland High School Varsity Girls Soccer Coach Erin Reed has been selected by the Connecticut High School Coaches Association as Outstanding Coach of the Year for Girls Soccer. These coaches are honored yearly at a dinner held at the Aqua Turf Club in Southington in May but this year was unfortunately "Covid Cancelled".

Ms. Reed was hired as a coach for Tolland High School in the fall of 2016 and has had a series of amazing seasons. This is the second time she is receiving this prestigious recognition. The Board of Education extends its congratulations to coach Reed on her ongoing success and accomplishments.

**FINANCIAL SUMMARY:** N/A

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Recognition of the award and coach.

**SUPPORTING MATERIALS ATTACHED:** none



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Preliminary June Budget Update

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

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

**ITEM SUMMARY:**

The purpose of this item is to provide a preliminary budget update with information available as of July 1, 2020. Please note, as things are still in the process of clearing this number is subject to change. A more accurate number will be available at the first budget report in August. The August figure will be finalized when the budget audit is complete for the year in the third quarter of the coming year.

**FINANCIAL SUMMARY:**

The current balance as of June 30, 2020 is **\$736,267**. Using this *preliminary* figure the **breakdown of end of year expenses and transfers would be estimated to be as follows:**

Recommendation	Short Description	Amount	Status
1	End of year expenditures to mitigate FY21	\$387,346	<i>Approved 6/10 In process</i>
2	Deposit into District medical account May/June	\$89,741	<i>Approved 6/10 In process but not incurred as of 6/18/2020</i>
3	Recommendation for expenditures that do not mitigate FY21 but are needed (already approved on 5/27)	\$76,177	<i>Approved 5/27 In process but not all yet incurred as of 6/18/2020</i>
4	Expanded use of Edgenuity Software PPE	\$30,000 \$43,032 TOTAL: \$73,032	<i>Approved 6/10 In process and encumbered as of 6/18/2020</i>
5*	Options for remaining funds	30/40/30	<i>Approved 6/10</i>
	Estimated EOY balance (subject to change through first BOE meeting in August)	\$736,267	
	Educational Reserve Fund	\$220,880	Request made 6/24/2020
	COVID/Pandemic/Emergency Fund (with ERF rollback if unused)	\$294,507	
	Roll to Town	\$220,880	

\*Recommendation 5 above was approved on June 10, 2020:

For any remaining funds not utilized in recommendations 1 through 4 a “percentage split” of 30% to ERF, 40% to COVID/PANDEMIC ACCOUNT CREATION, and 30% rolling over to town would be processed and requested.

- 1) **ERF TRANSFER REQUEST:** The requested transfer of funds was made in the June 24, 2020 meeting. In accordance with Ordinance 86 Chapter 8 thirty percent of the end of year balance was requested to be deposited into the Educational Reserve Fund (for use in mitigating future Special Education, Technology, Capital needs). Once checked by auditors in the 3<sup>rd</sup> quarter of FY21 and allocated by the Town Council, the funds will remain BOE funds in the ERF until spent. These funds are important to help manage potential impacts of COVID-19 on special education, technology, and capital considerations.
- 2) **COVID/PANDEMIC/ACCOUNT CREATION:** Request the creation of (may require ordinance language change) a COVID-19 fund for use for education needs during the COVID pandemic (as discussed in the 6/8/2020 Town Council meeting). Any remaining funds could be requested to be reclassified as ERF funds (up to the total amount allowed for that year @ 1% of budget) at the end of the period of need.
- 3) **ROLLOVER:** Allow a certain amount of end of year funds to remain in the accounts through the end of the fiscal year without making a request on them – effectively “rolling” those funds over to the town as of June 30, 2020. This can help offset budget impacts and help limit what is utilized from the town’s fund balance.

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

Review for informational purposes.

**SUPPORTING MATERIALS ATTACHED:**

None.

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** School Reopening Update

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

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

**ITEM SUMMARY:**

As of the time of this report, Tolland schools staff teams have already begun the process of reviewing state guidelines and requirements and generated information on scenarios. Staff working teams will be assembling virtually multiple times a week to work on developing plans.

The Tolland Reopening Advisory Committee, an advisory committee to the superintendent tasked with reviewing the district plans as they develop and providing feedback, begins on July 6 and meets throughout July.

The Tolland Public Schools must have a plan to the State by July 24, 2020 based on the information received on June 29, 2020. This plan will likely be able to be updated after that time. **Information on the progress of the Tolland Public School reopening plan and relevant information will be posted on the TRAC web-site** (announced through a June 25<sup>th</sup> e-blast, and June 29<sup>th</sup> Superintendent Bulletin):

<https://sites.google.com/tolland.k12.ct.us/trac/home>

**FINANCIAL SUMMARY:** TBD

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:**

Review, Q and A.

**SUPPORTING MATERIALS ATTACHED:**

<https://sites.google.com/tolland.k12.ct.us/trac/home>

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Assistant Principal Opening

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

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

**ITEM SUMMARY:**

As the Principal position has been filled by Thomas Poland, the district has now begun the process of the internal posting, and subsequent search/placement of an Assistant Principal for Tolland High School. An advisory committee will be created that includes students, parent/guardians, staff, curriculum staff, and administrators. The Tolland Interview Protocol will be utilized that involves four interview steps including a rated performance task. The final candidate(s) that make it through the fourth stage will be presented to the Board of Education for their consideration as an *appointment* of a new administrator within the district.

The Board of Education Policy 4010 specifies that, for administrators: *"The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes."* Section 10-151 of the statutes support that the board may review the superintendent's recommendations to make a selection: *"Any such board of education may request the superintendent to submit multiple nominations of qualified candidates, if more than one candidate is available for nomination, for any supervisory or administrative position, in which case the superintendent shall submit such a list and may place the candidates on such list in the order in which such superintendent recommends such candidates. If such board rejects such nominations, the superintendent shall submit to such board other nominations and such board may employ [administrators] from the persons so nominated and shall accept or reject such nominations not later than one month from their submission."*

**FINANCIAL SUMMARY:**

**Base position(FY21): \$126,253 with +\$1,000 for experience up to \$9,000.**

**\$1000 credit for HS administrator is also applied.**

**BOARD ATTORNEY REVIEW:**

TAS Contract / Negotiated

**BOE ACTION DESIRED:**

Review for your information

**SUPPORTING MATERIALS ATTACHED:**

None



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:**

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

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

**ITEM SUMMARY:**

Information provided as a follow up to the June 24, 2020 BOE meeting announcement (H4) about the Voices for our Schools workshop. This workshop is one in a series.

**Program occurred on:** **June 29, 2020 @ 7 PM as a District Community Learning Workshop / Courageous Conversation.** Communicated to the community on June 23, 2020 through bulletin and e-blast with follow up reminder communications and Facebook posts.

**Program Title:** *Voices for our schools: a discussion on how scholastic experiences can be designed to prepare students for a diverse society*

**Description:** The tragic killing of George Floyd served as a reminder for some, an awakening for others, and a moment of reckoning for all. Around the state, country and world people are grappling with the implications of witnessing a brutal theft of life. The death of George Floyd, Ahmaud Arbery, Breonna Taylor, and too many more serve as a call to reflection and action. As we move forward as a community, issues of systemic racism, equity, and justice impact our everyday lives and have a special impact on the most impressionable among us - our children. Considering what "equity" and "justice" can mean in our community, will help us provide the experiences all youth need for success in their future endeavors.

Portrait a Graduate (POG) work in a school system is designed to help prepare students to enter trade school, colleges/universities, and the workforce; as well as be prepared to thrive socially and contribute civically in society. POG work culminates in an implementation plan for the Tolland Public Schools (TPS). This plan should propose an identification and resolution of structural and cultural shifts needed to provide each graduate from TPS the necessary content knowledge, and skills, to succeed. Educational institutions and places of employment increasingly place value on both, one's expertise and productivity as well as one's social consciousness around race and culture.

Therefore, any "POG" work in a school district should engage community stakeholders to help identify programming, resources, and experiences that prepare students to work within diverse groups of people, understand, and positively affect social injustices.

**Engagement:** The purpose of this program is to engage our school community in a discussion about what Tolland Public Schools should stop, start, or continue doing so that students possess the range of knowledge and skills for them to help build a just and thriving society for each and all of us. This workshop is a starting point for additional engagements and activities.

**Panelists:** Representative Pat Wilson-Pheanious, Dr. Gerald Hairston (Capitol Region Education Council, Dr. Watson (Central Connecticut State University), Dr. Griffin (State Education Resource Center), other panelists TBA. Moderated by Walter Willett.

**Schedule:** 7:00 PM – 7:30 PM  
Welcome & Introduction of Panelists  
7:30 PM – 8:30 PM  
Discussion by panelists, and Q and A  
8:30 PM – 9:00 PM  
Public Participation and student voices

**FINANCIAL SUMMARY:**

**NA**

**BOARD ATTORNEY REVIEW:**

**NA**

**BOE ACTION DESIRED:**

Update on workshop, review of information.

**SUPPORTING MATERIALS ATTACHED:**

None

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Policy 1030 – First Read

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

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

**ITEM SUMMARY:**

Shipman and Goodwin recommends an index policy for non-discrimination policies in the Tolland Public Schools. This community engagement series policy is designed to provide the public with a general non-discrimination statement followed by where specific non-discrimination and non-harassment policies can be found. This policy also helps to ensure all such required policies exist. Policy 1030 is a *new* policy so there is no redline component. A 504 section for *adults* is being created and therefore cannot yet be directly referenced in this policy but should be in process by the time of the second reading.

**FINANCIAL SUMMARY:**

N/A

**BOARD ATTORNEY REVIEW:**

S&G recommended.

**BOE ACTION DESIRED:**

First read, when ready motion to move to action item.

When in action, motion to approve policy 1030 followed by a second, discussion, and a vote.

**SUPPORTING MATERIALS ATTACHED:**

Draft Policy 1030 Non Discrimination

**TOLLAND PUBLIC SCHOOLS  
TOLLAND, CONNECTICUT**

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**BOARD POLICY**

**REGARDING: Non-Discrimination**

**NUMBER: 1030**

**Community Engagement**

**APPROVED (Pending)**

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**NON-DISCRIMINATION**

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

Any individual wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's



Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board Policy #1030 and are available online at <http://www.tolland.k12.ct.us> or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled in accordance with other appropriate policies (e.g., Policy #4060, Sex Discrimination/Harassment in the Workplace ; Policy #5070, Sex Discrimination and Sexual Harassment (Students); Policy #4030, Section 504/ADA (Personnel) **Note: (Superintendent working on 504 policy for adults to add)**, and Policy #5171, Section 504/ADA (Students)).

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact:

Suzanne Waterhouse, Director of Human Resources, 51 Tolland Green, Tolland, CT  
06084, 860-870-6850 Extension 3.

Anyone who has questions or concerns about the Board's policies regarding  
discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

Suzanne Waterhouse, Director of Human Resources, 51 Tolland Green, Tolland, CT  
06084, 860-870-6850 Extension 3.

Anyone who has questions or concerns about the Board's policies regarding  
discrimination on the basis of disability may contact the Board's Section 504/ADA  
Coordinator:

Suzanne Waterhouse, Director of Human Resources, 51 Tolland Green, Tolland,  
CT 06084, 860-870-6850 Extension 3.

#### Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.

Age Discrimination in Employment Act, 29 U.S.C. § 621

Americans with Disabilities Act, 42 U.S.C. § 12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Connecticut General Statutes § 10-153. Discrimination on basis of marital  
status

Connecticut General Statutes § 1-1n, "Gender Identity or Expression"  
defined

Connecticut General Statutes § 46a-58. Deprivation of Rights

Connecticut Fair Employment Practices Act, Connecticut General Statutes  
§ 46a-60

Connecticut General Statutes § 46a-81a Discrimination on basis of sexual  
orientation: Definitions

Connecticut General Statutes § 46a-81c Sexual orientation  
discrimination: Employment.

**TOLLAND TOWN COUNCIL  
ZOOM REMOTE MEETING  
June 23, 2020 – 7:00 P.M.**

**MEMBERS PRESENT:** Tammy Nuccio, Chair; Steven Jones, Vice Chair; Lou Luba, Kurt Schenher, Cassandra York

**MEMBERS ABSENT:** Brenda Falusi, John Reagan

**OTHERS PRESENT:** Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Michele Manas, Collector of Revenue; Mike Wilkinson, Director of Administrative Services; Bev Bellody, Director, Human Services; Nancy Dunn, Assistant Director, Human Services; Scott Lappen, Director, Public Works

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:** none
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Bruce Mayer commented on the new cemetery regulations as this is something near to his heart. He lost his youngest son a year and a half ago and he is buried in South Cemetery. The town has been wonderful in supporting the family. One thing that was surprising was the day after the funeral people starting leaving things at the gravesite such as hockey sticks, a hat from when the team won the state championship, and a candle that has been burning ever since. Someone comes and replaces the candle. To his wife, him, and his family it is meaningful that people remember their son, visit, and leave items behind. He has noticed that people leave items at other graves as well. Mr. Mayer explained that in regard to the new regulations that they need to consider safety but there are a few items he believes are a bit strict. One of these items is that nothing taller than the memorial is allowed. Stones differ in height and it takes months to have a stone installed so the regulations would mean that nothing could be left at a gravesite until the stone is in place. Additionally, he understands the safety issue in regard to glass but he does not believe cemetery candles and other items constitute a real hazard. He asked the Council to consider the families. While something may be unsightly to some, it may be very meaningful to families and loved ones.

Lindsay Semerzaki, 127 Anthony Road, inquired about the two public commentary sections.

*Ms. Nuccio explained the public participation items.*

Ms. Semerzaki read the following into the minutes:

To:

Tolland Town Council

Date:

June 15, 2020

Dear Tolland Town Council,

I am writing this letter to express my concerns regarding the length of meetings. I am writing this letter both in the context as a concerned citizen and as an occupational therapy professional. Before I continue, I would like to explain the role of an occupational therapist (OT). First, I will start with a very basic definition of occupation. Essentially, occupation is anything that a person does with their time.

An occupation does not just include employment (though that is included); occupation includes, hygiene, eating, dressing, engaging in leisure, social pursuits, rest and sleep, cooking, cleaning, community participation (including engagement in politics), education, play, and much, much more. As OTs, we look at a person's ability or inability to participate in and engage in meaningful occupation and what hinders this engagement. Typically the hindrance is in some way related to a physical disability, mental health diagnosis, or medical condition.

OTs work in a wide variety of settings, but the end goal is always the same; engagement in occupation. For example, an OT working in schools might work with a child with autism who has sensory sensitivities (i.e. sound) better tolerate the classroom, perhaps through the use of noise cancelling headphones. An OT working at a skilled nursing facility or hospital might work with a person who had a stroke learn to dress again, sometimes with adaptations. An OT who specializes in hand therapy (includes the upper extremities in general) might work with a person with tennis elbow to regain function, allowing them to rake leaves in their yard again. Personally, I work in behavioral health at a community mental health program. A large part of what I do is work with young adults with serious and persistent mental illness build skills to integrate into the community and adulthood in general. I assist clients in learning to cook, do laundry, communicate effectively, use sensory strategies to cope with symptoms, even find housing just to name a few of my roles.

So, how does this all tie into long meetings? Well, engagement in local politics is an occupation. In my opinion, five hour long meetings do not promote a rhetoric of equal participation for all residents to serve on the Town Council nor Board of Education or even attend meetings. According to Wilcock and Townsend (2009), occupational justice is defined as

"the right of every individual to be able to meet basic needs and to have equal opportunities and life chances to reach toward her or his potential but specific to the individual's engagement in diverse and meaningful occupation." There is little occupational justice in such lengthy meetings. Imagine the difficulties a person with Attention Deficit Hyperactivity Disorder would face trying to pay attention to such a long meeting. How about a single father who can only secure a babysitter for 3 hours on a weeknight? Consider a person with Multiple Sclerosis who might not be able to tolerate a long meeting. I understand the implications of setting limits as I spoke to family members who served on both the TC and BOE in a neighboring town. I just ask for your consideration from the perspective of an OT and advocate for individuals of all ability levels.

One quick solution that I suggest to make recorded meetings a bit more accessible to the entire community is to include the time that certain topics were discussed on the minutes. An index of sorts, but rather than pages, it would have times. This would allow residents to pull the time bar to topics of interest that were discussed.

An additional solution I have to make the voices of Tolland residents feel heard is to allow for public both three minute commentary at the beginning and end of the meeting instead of the end. From what I understand, the June 9th meeting went until 12 am. How is that fair to our residents who want their voices to be heard? Being on the TC is voluntary and members go into it knowing that they could have a meeting until 12 am. Town residents should not be held to the same expectation.

On a more personal note, I am the child of a mother who served on Mansfield's Board of Education. I was so sad going to bed every other Thursday without having my mom tuck me in and kiss me goodnight. Yes, I realize I was lucky to have a mom to tuck me in any number of nights, but I'm sure some of your children would relate to my experience. For this reason, it may even be a factor limiting participation for some residents.

Thank you,

Lindsay Semerzaki, OTR/L

Wilcock, A.A. & Townsend, E.A. (2009). Occupational justice. In E.B. Crepeau, E.S. Cohn & B.A. Boyd Schell (Eds.), Willard & Spackman's occupational therapy (11th ed., pp. 192-199). Baltimore: Lippincott Williams & Wilkins.



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

- Eastern Highlands Health District – Mr. Rosen provided an update. Last Thursday he attended a meeting of the EHHD of which Tolland is a member town. The Health Director Rob Miller informed Mr. Rosen that due to what is expected to be an increase in mass vaccinations in the future, as well as contact tracing, that he is preparing his office for increased administrative work. Therefore, Mr. Miller will not be able to attend this evening's meeting or the next few meetings unless the Council needs him to return if there is a resurgence or other issue. At last Thursday's meeting, they discussed the various communities in the health district in regard to the reopening of their town municipal buildings, assets (recreation etc.), and businesses. Mr. Rosen noted that in Tolland, as of June 29, 2020, all Town Hall staff will be back in their offices. The work at home program will be over. This is in line with other communities and is considered Phase I. Phase I will last a week or two so the staff can prepare to open the building to the general public which is considered Phase II. Phase II is proposed to begin in mid-July on a Thursday as a test drive. If all goes well, Town Hall will continue to be open thereafter. The date has not yet been set. Many departments have been involved in assessment and identifying any possible pitfalls. By doing it in a metered way they can ensure everyone is prepared and has the proper PPE as well as ensuring signage is in place.

**7b. REPORTS OF TOWN COUNCIL LIAISONS**

- Permanent Celebration Committee – Ms. York provided an update.
- Board of Education – Ms. York provided an update which included a summary of end of year funds. Ms. Nuccio provided additional information regarding recognition of the Pride proclamation as well as information on the allocation of the end of year funds.
- Conservation Commission - Mr. Jones provided an update which included that the mountain bike trail is expected to open in July.
- Water Commission – Mr. Jones provided an update.
- Birch Grove Building Committee – Mr. Luba provided an update.
- Planning & Zoning Commission – Mr. Schenher provided an update.
- Commission on People with Disabilities – Ms. Nuccio requested an update from Mr. Rosen. Mr. Rosen noted that fifteen applications have been submitted. Mr. Jones and Mr. Luba provided general information regarding applications that have been received.

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

**8.1 COVID – 19 Update.**

Mr. Rosen provided an update.

- State Guidance (what is allowed)
  - Outdoor Gatherings: up to 100 people
  - Indoor Private Gatherings: up to 25 people
  - Outdoor Event Venues: up to 25% of fire capacity as long as people are properly social distancing
- July 3, 2020
  - Outdoor Gatherings: up to 100 people with a one-time exception of graduations that may go up to 150 people
  - Indoor Private Gatherings: up to 25 people
  - Outdoor Event Venues: up to 25% of fire capacity as long as there is social distancing
  - Outdoor Organized Gathering: up to 500 people with 15' between people
- Mid July
  - Outdoor Gatherings: up to 250 people
  - Indoor Private Gatherings: up to 50 people

- Outdoor Event Venues: up to 50% of fire capacity as long as there is social distancing
  - Large Events: uncapped as long as there is social distancing
- Mr. Rosen noted that the above information is as of June 17, 2020. Over the last couple of days they have heard that many states are experiencing a late first wave or resurgence. Mr. Rosen is unsure if there will be revised guidance due to this but as of right now they are reopening according to plan.
- Tolland
  - Town Hall Reopening Plan
  - Public Meetings & Public Hearings: these are not yet taking place in person
  - Playgrounds & Tennis Courts: all have been reopened
  - Basketball Courts: set to reopen on or about July 6, 2020
  - Crandall Park Summer Camp: cancelled for 2020
  - Animal Control: hosting a drive-thru rabies clinic on July 11, 2020 (10am – 12pm) at Tolland High School; cost is \$10 and only exact change will be accepted; everyone must wear a mask and remain in their vehicles to participate
  - Library:
    - curbside pickup is ongoing (Monday – Thursday 10am – 7:45pm and Friday – Saturday 10am – 4:45pm)
    - summer reading program (June 22, 2020 through August 14, 2020; registration information is available on the Tolland Public Library website)
    - Re-opening – Mr. Wilkinson provided an update. One area they would like to open is the computer area. They are discussing having residents request items and having the staff bring those items to the desk for check out given that there are flow issues given the library's design.
  - Town Hall: given the layout it has been determined that one-way traffic flow or a single entry point would not be possible; a queuing system for departments that have more visitors may be instituted; appropriate markings will be in place
  - Senior Center: Mr. Rosen noted that they are planning on opening the senior center at a later time. They need to consider that it is the most at-risk population and he is hesitant to reopen the Center too soon for fear of a resurgence of COVID. Ms. Bellody will meet this week with Mr. Rosen, Chief Littell and others to visit the Center to determine what physically would need to be done in the building. They are still planning future programs and trying to determine how to best serve the population while not putting anyone at risk. Ms. Bellody expects to have more information available at the end of the week after getting more advisement on this item.
  - Mr. Rosen noted that they have been working closely with the EHHD as the main guidance source as well as under state guidance. They have been working with the Public Safety Director as his role is that of the emergency management director and they want to ensure he is comfortable with the planning as well. They are excited to open the doors as soon as it is safe to do so.

- 8.2 Consideration of a resolution to authorize the Town Manager to sign the amendment to the 2019 Resident Trooper Contract, which changes the termination date of such contract to June 30, 2021 from June 30, 2022 in accordance with Connecticut General Statute §29-5.

Mr. Rosen reviewed this item. The contract was signed on October 9, 2019. Mr. Rosen noted that there was a clerical error (state side) where there was a miscalculation of the dates. On April 22, 2020 the town received a letter from the Department of Emergency Services and Public Protection alerting the town of the error and asking that it be rectified.

Ms. Nuccio noted that Tolland is fortunate to have excellent resident troopers who care about the community and are very good at what they do. They are responsible and good officers all the way around. As far as Ms. Nuccio is concerned the officers have her support 100%. They could not have better officers representing the State of CT Police and working for Tolland. Trooper Eklund and his crew are top notch and appreciated.

Mr. Luba commented that the resident troopers have a difficult job in that they cover such a large area with such a small group. While the town is blessed to have Troop C co-located, they have their own mission. The town is fortunate to have the coverage that it has. Mr. Luba clarified that that correction is a scrivener's correction. They are not cutting any funding or making any reductions. It should not be seen by anyone as a change of support for law enforcement or the resident state troopers. It is only the correction of an error in the contract.

Mr. Jones commented that even before COVID the resident troopers did a presentation on their services and began discussions on community watches. With everyone staying home residents are more vigilant and this has been an opportunity for people to get to know their neighbors and try to create more community watch situations. Ms. Nuccio added that having a neighborhood watch program would be very beneficial. Many people asked about having one and the resident troopers have been very responsive. Mr. Jones confirmed that it is within state statute that the contracts with the state troopers can only be for 2 years.

Mr. Jones motioned to authorize the following resolution:

**BE IT RESOLVED** that Michael Rosen, Town Manager, is hereby authorized to sign the amendment to the 2019 Resident Trooper Contract, which changes the termination date of such contract to June 30, 2021 from June 30, 2022 in accordance with Connecticut General Statute §29-5.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

- 8.3 Consideration of a resolution to authorize the submission of an application for the 2020-2021 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs); our RBHAO is Amplify.

Mr. Rosen reviewed this item.

This is a non-competitive grant in the amount of \$3907.40 to support community-based initiatives. This year, it is specifically to reduce the vaping rate by 5% by 2025 amongst teens and increase public awareness of substance abuse prevention.

Ms. Dunn explained that this program is used for all of the prevention programs. They have a two-pronged approach: education in the community and offering positive alternatives for

youth involvement in programs to strengthen their skills to reduce the likelihood of them participating in vaping. About 90% of the cases for the Juvenile Review Board have been for vaping. Most of them are using THC which leads to risky behaviors. This is why vaping is the target for this year on a statewide basis. Ms. Dunn explained that this grant will fit into their programs and they will be more conscience of the education piece and dissemination of information.

Mr. Jones confirmed that this is a grant the town receives on a regular basis as long as the town addresses the actions that need to be taken by the grant.

Mr. Jones motioned to authorize the following resolution:

**BE IT RESOLVED** that Michael Rosen, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the 2020-2021 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) Prevention and Health Promotion Division, in collaboration with Amplify, the Regional Behavioral Health Action Organization (RBHAO) overseeing our region's Local Prevention Council initiatives, and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and Amplify.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

8.4 Consideration and action on the Suspense Tax List for June 30, 2020.

Mr. Rosen reviewed this item.

These are tax accounts that are proposed to be transferred. They will no longer be considered assets of the town but are still collectable. The requested action will transfer 115 accounts in the amount of \$26,997.98. "Suspense" means these accounts have been attempted to be collected through various mechanisms to no avail. The accounts will be turned over to Rossi Law Offices LLC for collection at no cost to the Town.

Ms. Hancock explained that Rossi Law Offices LLC will use their resources to locate people. If the funds can be collected, the law office's fee is added to what is due to the town. Mr. Rosen noted that the town has a 99% collection rate. These accounts are ones they have been unable to collect.

At Ms. Nuccio's request, Ms. Manas will provide the total outstanding suspense amount over the last 10 years.

Mr. Jones motioned to authorize the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the June 30, 2020 Suspense List in the amount of \$26,997.98.

Ms. York seconded the motion.

A roll call vote was taken. Motion passed unanimously.

8.5 Consideration of a resolution appropriating \$90,000 for certain parking lot pavement improvements, appropriating \$100,000 for design costs for the firehouses, and appropriating \$387,870 for heavy machinery and equipment acquisition and repair, and authorizing the



issuance of up to \$577,870 bonds and notes to finance the appropriations and the setting of a Public Hearing thereon for July 14, 2020.

Mr. Rosen reviewed this item.

Ms. Nuccio inquired what the \$100K will cover and which parking lot will be addressed. Mr. Rosen explained that the parking lot at the BOE administration building will be addressed. Mr. Rosen explained that all of these items are bonded projects in the capital plan that is to be passed on Thursday assuming that the Council adopts the budget and sets the mill rate. Traditionally, this takes place at the last meeting of the fiscal year but due to COVID and the shifting of the timeline, the public hearing is being set before the budget is passed. Mr. Rosen explained the \$100K is for a vendor the town has used previously. This vendor provides consultation services of this nature and will study how and how much it will cost to bring all of the fire stations up to code. It was also noted that Station 140 has a potential crumbling foundation issue. Further, with a growing department there are space needs. The study will guide how much construction will cost. Currently in the capital plan there is a \$3M figure programmed into year 2. Mr. Rosen noted that the vendor's quote may be less than \$100K since they will be able to rely on previous documents they have generated for the town in the past.

Mr. Schenher inquired how it would work if the cost of the study comes in at less than what is bonded. Ms. Hancock explained that the debt is not traditionally issued until the final cost is known. They would not issue more debt than is needed. Once the piece is done, if there is any money left over, the Council will close the project for that funding source.

Mr. Jones motioned to authorize the following:

**MOTION** that the following resolution be introduced and set down for a Public Hearing on July 14, 2020 at 7:00 p.m. via Zoom Remote Meeting:

## **TOWN OF TOLLAND**

### **TOWN COUNCIL**

**RESOLUTION APPROPRIATING \$90,000 FOR CERTAIN PARKING LOT PAVEMENT IMPROVEMENTS, APPROPRIATING \$100,000 FOR DESIGN COSTS FOR THE FIREHOUSES, AND APPROPRIATING \$387,870 FOR HEAVY MACHINERY AND EQUIPMENT ACQUISITION AND REPAIR, AND AUTHORIZING THE ISSUANCE OF UP TO \$577,870 BONDS AND NOTES TO FINANCE THE APPROPRIATIONS**

**RESOLVED**, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of \$90,000 for the cost of the pavement resurfacing, sealing and repair of the parking lot (including egress entrances and exits) associated with the Board of Education office building located at 51 Tolland Green (the "Parking Lot Pavement Project"), (ii) the sum of \$100,000 for design costs associated with the three firehouses, including the preparation and development of plans and scope of work by an architect/design firm to address building code, ADA compliance and specific user issues and needs (the "Firehouse Design Project"), and (iii) the sum of \$387,870 for the cost of (a) purchasing two (2) all-season front line

trucks to be used in connection with the transport of asphalt, gravel and other materials, plowing, snow removal, sanding and such other purposes required by the Town, (b) purchasing a New Holland skid steer to be used in connection with the preparation, treatment and maintenance of municipal and Board of Education fields, snow removal operations and the loading and transport of equipment, supplies and materials, and (c) refurbishing the body of, and the sandblasting and painting of, a 2005 Mack truck and the installation of a new ground speed control system therefor (the "Equipment Acquisition and Repair," together with the Parking Lot Pavement Project and the Firehouse Design Project, collectively, the "Projects"). The appropriations may be spent for design, manufacture and construction costs, equipment, materials, the preparation of bid documents and other preliminary materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.

(2) That to finance said appropriation for the Projects, the Town issue bonds or notes in an amount not to exceed \$577,870 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said projects). The bonds or notes shall be issued pursuant to the Charter of the Town, Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed \$577,870. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Projects. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Projects.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriations for the Projects, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Projects consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

#### 8.6 Appointments to vacancies on various municipal boards/commissions

Mr. Rosen noted that there are no appointments this evening.

A brief discussion regarding filling vacancies took place.

A list of current vacancies is available on the website: Town Manager's Office – Vacancies on Town Boards and Commissions. Mr. Rosen listed other vehicles for advertisement and will send an e-blast.

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

- 9.1 Consideration of a resolution to amend the Cemetery Fee Schedule and Regulations in Chapter A173-1 of the Town Code originally adopted on May 10, 1988 and the setting of a Public Hearing thereon for July 14, 2020.

Ms. Nuccio commented that she has been thinking about the glass component, like Mr. Mayer mentioned, over the past 2 weeks. It was discussed that glass could go into a lawn mower and shards could harm someone and she asked Mr. Lappen if this is a known problem or one that is anticipated. Mr. Lappen explained that to the best of his knowledge there have not been any issues. The crews are very careful when mowing and if they see something on the grass they will pick up the item and place it at the headstone. It is the random case where grass may be high and something is missed that a weed wacker may throw glass into the air. The mower is also a concern but in almost 5 years they have not yet had any incidents. He added that it is better to be proactive than reactive.

Mr. Luba commented that he has been approached by people concerning that items cannot be greater in height than that of the headstone. Some monuments are slanted and a potted plant would not be allowed given its height. In turn, flowers would need to be laid on the ground. Mr. Luba would like to consider allowing people to leave plants in a pot that would extend past the height of the gravestone but not be a great encumbrance.

Mr. Jones commented in regard to glass if there could be language that would allow for glass that would be less likely to break. He also inquired if there is a difference between exceptions and exemptions.

Ms. Nuccio spoke in regard to the glass. Is a ceramic vase different from a glass vase? The Council looked at this to try to standardize things but grief and mourning is personal. She feels they may be over regulating. Mr. Jones expressed concern also about the economic inequality of over-regulating a policy such as this. He inquired about possible legal definitions for "reasonable" height or space.

Mr. Luba explained that "reasonable height" becomes open to interpretation. He proposed setting a maximum height or a height equal to that of the gravestone. He believes they may be over-regulating some of the issues. He recommended setting general terms where possible.

Ms. Nuccio commented that she is in support of eliminating the glass regulation. In regard to the height, it should not be left open to reasonableness. Mr. Lappen explained that the staff needs to use a mini excavator which reaches over the top of headstones. This is why headstone height is limited to 44". Ms. Nuccio explained that this could be the height limitation. Mr. Luba proposed that they strike height in relation to the stone and say that nothing can be greater than 44" in height.

Mr. Schenher inquired about the monuments and believed he has seen some in excess of 44" in height. Mr. Lappen explained that there may be a few very old stones in North Cemetery and some in East Cemetery as well but there are few plots available in those locations. Most of the internments were pre-1988.

Mr. Rosen confirmed the revision: (5) Items may not be higher than 44" or exceed outside of the monument area and be only 10" in front of an upright monument.

A discussion regarding glass took place.

Mr. Schenher commented that he is not in favor of a prohibition on glass and believes it is too restrictive. He would like to see this removed.



Mr. Jones commented that he is ambivalent to the notion of glass. He wants to ensure people are not leaving glass items where they would clearly be a risk to public safety but thinks it would be more often the exception than the rule. He does not believe glass items would be left in such a way as to cause intentional or unintentional harm. He is in support of this change.

A straw poll was taken in regard to changing the wording to, "not exceed 44 inches".

A roll call vote was taken.

Result: unanimous in favor

A straw poll was taken in regard to striking glass and not having it as a limitation.

A roll call vote was taken.

Result: unanimous in favor

A discussion took place regarding the process if someone would like an exemption or takes issue with the regulations and enforcement. Mr. Rosen recommended having a mechanism in place for an appeals process. Mr. Schenher and Mr. Luba were in favor of setting a policy to say that a petition could be filed by e-mailing the Council and that any exemption not be longer than thirty days. Exemptions could be addressed at the last Council meeting of each month. Mr. Jones commented that the other avenue would be attending a meeting (virtual or in-person) and requesting an exemption during public participation.

Mr. Rosen confirmed the revision (page 35 of 71): "Petitions may be made to the Town Council for a temporary exemption of no more than thirty days to the stated rules by contacting the Town Council through official means."

Mr. Jones motioned to authorize the following resolution:

**MOTION** that the following resolution be introduced and set down for a Public Hearing on July 14, 2020 at 7:00 p.m. via Zoom Remote Meeting:

**DRAFT RESOLUTION**

**BE IT RESOLVED**, by the Tolland Town Council that it hereby approves the amendment to the attached Cemetery Fee Schedule and Regulations in Chapter A173-1 of the Town Code originally adopted on May 10, 1988 as amended tonight.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Mr. Lappen thanked the Council members for their diligence with this. The efforts are appreciated and will help considerably. Ms. Nuccio thanked Mr. Lappen for bringing this to their attention and educating them on this item.

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

- June 25, 2020, Town Council will adopt the budget and set the mill rate
- Town Hall re-opening procedures as noted in item 7a.
- Expenses are being tracked for FEMA reimbursement so monies can be put back into the Declaration Fund.

- They are hoping to avoid a second wave of COVID and it is up to the diligence of everyone. Mr. Rosen asked everyone to stay safe as much as possible.
- July 9, 2020, Diversity Training, 6pm via Zoom; partnership between the Town and a resident who is a professional trainer that works with the State of CT; information has been shared and an e-blast will go out; the meeting is open to the public and can accommodate 500 guests
- Mr. Rosen was interviewed by Jeff Gallagher earlier this week. They discussed the Town Manager's role in the midst of a health emergency and being 9-10 months on the job when it hit.
- They are looking forward to re-opening Town Hall to the public and seeing people in person again.
- Ms. Nuccio inquired if they can ask the Library about having programs about diversity and inclusion. This would be a good time to partner with the new Commission particularly from an inclusion perspective. Mr. Rosen responded that they can ask but they would need to find a speaker or trainer. He did ask if there are any additional items scheduled. In August they are scheduled to have a talk about current issues via Zoom. Mr. Jones noted that the Foundation provided funds for the Library to have a Zoom account but is unsure as to the capacity. Ms. Nuccio noted even with a limited capacity it could be recorded so others could watch it at a later time.

**11. ADOPTION OF MINUTES**

- 11.1 June 8, 2020 Remote Special Budget Meeting Minutes
- 11.2 June 9, 2020 Remote Regular Meeting Minutes
- 11.3 June 17, 2020 Remote Special Annual Budget Presentation Meeting Minutes

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

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

**12. CORRESPONDENCE TO COUNCIL**

- 1 e-mail on Code of Etiquette
- 1 e-mail on swimming at Crandall's
- 1 e-mail on the Pride Proclamation
- 1 e-mail on training for Town Council members

**13. CHAIRPERSON'S REPORT**

- June 24, 2020, 7:30pm, Board of Education meeting
- June 25, 2020, 7:00pm, Town Council meeting to adopt the budget
- June 29, 2020, Board of Education panel, Community Workshop on Portrait of a Graduate
- July 7, 2020, Chair Hour
- July 9, 2020, 6pm, Cultural Responsive Training

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Mr. Schenher read the following into the minutes:  
Petition from Council Person

I received a question from a friend about what they would need to hold a gathering on the Town Green. After speaking with Mike and his office, I received the information required to apply for a permit to use the Town Green. After reviewing it I am disappointed that this process exists in town and am petitioning Council to take a look at this unfair, arbitrary, and bureaucratic process.

Over the last few weeks, there have been several gatherings on the Town Green. While I don't know for sure, I find it dubious that there was proper permitting issued for these gatherings. There are many hurdles for this including a minimum of a one-week turnaround time for the town and proof of liability insurance. That does not include the bevy of executive orders issued by the Governor. My extended point is if this

permitting is so important that the town will not enforce its own policy, during a global pandemic, then when would it ever be enforced?

Do not take me out of context; I am happy and encouraged by these demonstrators that took to the Green in an act of civil disobedience. In fact, I want more people to use the Green in this way. The First Amendment guarantees the Freedom of Assembly and this permit policy does nothing but hinder free citizens from expressing themselves in a fashion etched in the Bill of Rights.

Since we as the Town Council seem pretty content with creating and reviewing policies right now I believe we can still fit one more review of bureaucratic hindrances on people's rights.

- Mr. Luba addressed some of the items presented by Ms. Semerzaki. He agreed wholeheartedly that a 5 hour meeting is inexcusable. Town Council members are all volunteers and are involved in numerous things. Being on the Town Council is the best full time job with no pay that one would ever want. As Town Council members they have to get the business done for the Town and that means that sometimes they go long hours. If it is something that needs to be addressed, they address it. By limiting themselves to a certain period of time, some business that is important may not get done such as the budget and various policies. They try to address things expediently while being inclusive. They encourage input and sending letters to the Town Council is the best way to do this. They all receive the correspondence and have the opportunity to review content. This way people can ensure their voices are heard even if they cannot participate fully in a meeting. Mr. Luba added that they do not relish going past 10pm and have a rule that they need to vote in order to do so. At some point he may even vote against going past 10pm. He thanked Ms. Semerzaki for her comments. They brought to light some of the issues that members of the public may not be aware of – not just the Town Council members but for others who want to participate and be involved. They want to ensure residents feel involved and that they may speak. Unfortunately that may not be until a late hour depending on the issues the Council addresses.
- Mr. Jones thanked Ms. Semerzaki and Mr. Mayer for speaking. They often do not receive public participation. For the most part it is a fairly new Council. It might be worthwhile to consider reviewing how meetings are held in other towns and understanding if time limits have been established or if there is some mechanism that allows for a time check to see if they are belaboring a point or if an item should be tabled rather than overextending a meeting. Mr. Jones hopes people will attend, speak, and engage in the public hearing on the cemetery policy and other policies brought to public hearings.
- Mr. Jones spoke in regard to gatherings. The Conservation Commission will host a Star Party at Sage Meadow.
- Mr. Jones thanked Public Safety and the Town Manager's office for sending the alert about the process. It gives everyone an opportunity to be aware that they are entering a new phase of opening Town Hall, having fully staffed buildings, and making the next safe steps for the community.
- Ms. Nuccio spoke in regard to Ms. Semerzaki's comments. Ms. Nuccio explained that it is a catch-22. The last Council was chastised for not having enough conversation and this Council has gone out of its way to truly debate many items. She is a proponent of discussing items, debating them, and trying to find a resolution rather than everyone coming in with preconceived decisions on how they will vote. This means that meetings sometimes go long. These are volunteer positions that take place after people work. They are trying to create policy, set budgets, understand how the town is running, and be agents of change for the town. This cannot always happen under a strict time limit. Ms. Nuccio is not of the mind to say that they will only meet for "x" amount of time. They meet twice a month and members are liaisons attending multiple meetings. There is work that has to be done and she would not be a fan of putting a time limit on how long they can or should discuss something unless it is a point that is being belabored. At that point someone can move the question to action. There are ways if someone is filibustering or belaboring something that has been discussed. Ms. Nuccio explained that none of the members want to be there past 10pm but if it

requires them to do so to get work done, it is what they signed up for. As far as whether someone can glossary the videos, they do not control the videos. This would need to be done by CVC.

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

Lindsay Semerzaki, 127 Anthony Road, commented that her pronouns are "she" and "her". She commented that she is feeling unheard right now because she was coming in from the frame of reference as including participation on the Town Council from people who might have disabilities. She commented that Tammy is creating a disability council and Lou and Steve are picking people to be on this commission and Ms. Semerzaki felt her message was unheard. She addressed Steve and Lou and expressed that it sounds like they are choosing who is going to be on the commission. To her, and she does not know if Town Council members have to choose who is on the commission, it worries her because it feels like an engineer going to hire a brain surgeon. If one does not have the frame of reference of working with people with disabilities how will that person choose the right people? Ms. Semerzaki commented that she is an occupational therapist and her heart is in people with disabilities. It is her passion and career and she is worried. Ms. Semerzaki commented that she is making the meeting longer by talking and this is ironic. She commented that only 15% of people in Tolland are over 65 and she feels a lot of what the Council is doing is going to their needs; however, a lot of people Ms. Semerzaki's age who are millennials, Gen Z, and Gen X – this is not the town they want to live in. The town they want to live in is not making some secretive flag policy to not let the Pride flag fly. She does not care how the Council says it and that they would have to allow other flags. She knows the reasons why this community is not letting the Pride flag fly. She added, "I'm no dummy." Also, she added, if the Council wants millennials, Gen Z, and Gen X to come to this community, these are the things they want. Ms. Semerzaki told her husband that she does not think she wants to raise a kid here. It is a non-diverse town. Millennials want diversity and they need the Council to show them that this is what they are modeling and want. Ms. Semerzaki added that she is very sick over all of this to be honest with the Council. She would not have moved to Tolland if she knew it was going to be like this. She thanked them for their time and service and hopes they have a wonderful evening.

Mr. Schenher commented in regard to Ms. Semerzaki's public participation. He feels there are some generalizations that are not founded in reality. He is 24 years old and in turn there is representation on the Council from younger people. Mr. Schenher added that he is also someone with a disability and noted his prescription medication. He is completely aware of how long meetings affect people with ADHD. He added that he believes that there are generalizations that "nobody knows" and "nobody cares" and he believes these are unfounded and wanted to take this opportunity to respond to the insinuations.

**16. ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 9:13 p.m.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

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Tammy Nuccio, Council Chair

**TOLLAND TOWN COUNCIL  
ZOOM REMOTE MEETING  
June 25, 2020 – 7:00 P.M.**

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

**MEMBERS ABSENT:** John Reagan

**OTHERS PRESENT:** Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Michael Wilkinson, Director of Administrative Services; Rob DaBica, Fire Marshal; Dr. Walter Willett, Superintendent; John Littell, Fire Chief/Director of Public Safety; Michelle Manas, Collector of Revenue;

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
4. Public Participation - none
5. General budget discussion and consideration of a resolution to approve the FY 2020-2021 Town Operating & Capital Budget of \$57,182,497

Ms. Nuccio read the following:

The FY 2020-21 Town Operating & Capital Budget of \$57,182,497 reflects a spending increase of \$409,762 or .72% which requires a tax rate of 36.05 mills.

Town Government \$12,372,640  
Board of Education \$40,017,290  
Debt Service \$ 4,600,000  
Capital \$ 192,567  
TOTAL \$57,182,497

Approval of the resolution will increase spending \$409,762 or 0.72% but will not increase the mill rate which will be 36.05 mills.

Mr. Jones motioned the following:

**WHEREAS**, the Town Council has reviewed the Town Manager's proposed budget and has made certain modifications to estimated revenues and expenditures, the details of which will be properly incorporated into the total budgetary document by the Town Manager and Director of Finance and Records;

**WHEREAS**, the State of CT Governor Lamont Executive order #71 requires that the local government authority adopt the FY 2020-21 operating budget in lieu of a referendum vote.

**NOW, THEREFORE, BE IT RESOLVED**, by the Tolland Town Council that it hereby adopts a FY 2020-21 Town Operating and Capital Budget in the amount of \$57,182,497 to be appropriated as follows:

CATEGORY	AMOUNT
Town Government	\$ 12,372,640
Board of Education	\$ 40,017,290
Debt Service	\$ 4,600,000
Capital	\$ 192,567
<b>TOTAL</b>	<b>\$ 57,182,497</b>

Said appropriations shall require no increase to the mill rate of 36.05.

Mr. Luba seconded the motion.

#### Discussion

Mr. Jones expressed appreciation for Mr. Rosen and all of the staff for the hard work they have put into this budget; especially for Mr. Rosen's first budget while going through a global pandemic in his first year and so many other hurdles. Even without the pandemic, it was going to be an uphill battle the first year and steep learning curve. He thanked him for the relationship he has built with the staff and the Council.

Ms. Falusi commented that it is great to see the attention to detail in the budget. It is an unprecedented year with building Birch Grove, crumbling foundations, and the global pandemic. It is unfortunate that they were unable to move forward with some of the goals. One item that has had the greatest impact is the school system – losing 2 teachers and freshmen sports in the fall. She explained that they just learned that school will be open in September and more guidelines will be available on Monday. She knows the impacts will be felt by many students and families. This was a "do no harm" budget to begin with and she understands that with the pandemic they will unfortunately see significant reductions in the schools. She is looking forward to what Dr. Willett does in the fall and does not envy him. She appreciates all the work that has been done.

Mr. Luba commented that everyone is appreciative of all the work Mr. Rosen, the department heads, and others have done to put together this budget. It was a lot of work amongst the Council which approved the budget unanimously. His greatest disappointment is that that budget could not be presented as part of a referendum. This is something they wish they could have presented to the Town for its approval. This is not something they wanted to go forward with unilaterally but given the current situation under the executive order the Council was put in a position where there were no other options. Mr. Luba noted that Mr. Rosen and others put together an outstanding budget especially in a difficult fiscal crisis and unprecedented pandemic when many people are suffering. He believes they did what they needed to do to take care of residents as much as possible by passing this unanimous budget.

Mr. Schenher thanked Ms. Nuccio for spearheading the zero percent mill rate increase. The hard work started with Ms. Nuccio and continued with the great town staff. He is very happy with the budget considering the circumstances. Mr. Schenher added that he too would have liked to have had a referendum but overall he is pleased.

Ms. Nuccio commented that the town staff, all of them, have listened, answered questions, provided feedback, and educated the Council when it either did not know about something or thought it knew about something and the situation was different. As someone with extensive budget experience, Ms. Nuccio knows how much goes into budgets and is very thankful for the town's staff. They do a "bang up job", more than anyone could ever expect, and they do it with a smile on their faces. Ms. Nuccio is happy to support the staff and is pleased with where they ended. She believes the budget is something that is going to help people, albeit not everyone, but it was the best they could do in the time available in an unprecedented time with COVID. She is grateful to have such good people working for Tolland.

A roll call vote was taken. Motion passed unanimously.

6. Consideration of a resolution to establish a mill rate

Ms. Nuccio read the following:

The FY 2020-21 Town Operating & Capital Budget of \$57,182,497 reflects a spending increase of \$409,762 or .72% which requires a tax rate of 36.05 mills. The mill rate was kept the same as last year. The requirement to set the mill rate is in Section C9-7 of the Charter.

Approval of the resolution will set a mill rate of 36.05 mills and authorize the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2020.

Mr. Jones motioned the following:

**WHEREAS**, the proposed FY 2020-2021 budget of \$57,182,497 was approved by Town Council on June 25, 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby sets a mill rate of 36.05 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2020.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Mr. Rosen, on behalf of the town staff, thanked the Council. It has been a difficult budget year and it was his first full year in Tolland, the 10-month mark to be specific. It was an interesting year and he believes this budget reflects what the town needs for next year. They look forward to starting the conversation about the 2021/22 budget soon. The staff is appreciative for all the Council has done and on behalf of the staff Mr. Rosen thanked the Council.

Ms. Nuccio responded that all are very welcome.

Ms. York commented that she jumped into this budget ½ to ¾ of the way through and it has been an interesting journey. She is grateful to be on the Council and is thankful for all of the guidance and support of everyone on the Council as well as town staff. Specifically, Mr. Rosen has been wonderful in getting her caught up and answering questions. She thanked everyone.

7. Adjournment

Mr. Jones motioned to adjourn the meeting at 7:14 p.m.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi  
Clerk