

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

***Meeting is In-Person for those who wish to attend and will also be offered through Zoom for those who wish to attend remotely***

### **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.*

### **BOE GOALS**

- Ensure the completion and implementation of the Portrait of a Graduate Report.
- Foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and leads to individual student success.
- Assess our district needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.
- Nurture and support an inclusive community where every person, regardless of their identity, is acknowledged and respected. This will ensure that Tolland students have the necessary resources to thrive at school, in the community, and in our diverse world.

REGULAR MEETING

7:00 PM

AGENDA  
November 10, 2021

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZlZ1F1K21XZz09>

Meeting ID: 863 5844 1213

Passcode: 5FgfFH

Dial by your location  
+1 929 436 2866 US (New York)  
Meeting ID: 863 5844 1213  
Passcode: 582724

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZlZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPOINTMENT OF OFFICERS

C. APPROVAL OF THE AGENDA

D. APPROVAL OF MINUTES

- October 27, 2021

E. PUBLIC PARTICIPATION (2-minute limit)

*The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*

F. CORRESPONDENCE

G. POINTS OF INFORMATION

H. STUDENT REPRESENTATIVES' REPORT – Emily Pereira and Nathalie Mitchell

I. SUPERINTENDENT'S REPORT

- H.1 Discussion on Committee Members (no enclosure)
- H.2 Monthly Financial Report
- H.3 Enrollment

J. COMMITTEE & LIAISON REPORTS

K. CHAIRPERSON'S REPORT

L. BOARD ACTION

- K.1 Birch Grove Primary School Change Order

M. PUBLIC PARTICIPATION (2-minute limit)

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

N. POINTS OF INFORMATION

- Town Council – October 26, 2021
- Tolland Town Council/Commission on People with Disabilities/Historic District Commission Joint Meeting-October 19, 2021

O. FUTURE

P. NEW BUSINESS

Q. ADJOURNMENT

# TOLLAND BOARD OF EDUCATION

Zoom or In-Person Meeting

REGULAR MEETING – October 27, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Tony Holt, Secretary; Renie Besaw, Christine Griffin, Jacob Marie, Madhu Renduchintala, Sophia Shaikh

Members Absent: Dana Philbin

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:03 PM. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA

*Mr. Renduchintala motioned to move items H.1 and H.2 to Board Action as items K.2 and K.3.*

*Ms. Besaw seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

C. APPROVAL OF MINUTES

- October 13, 2021
- October 20, 2021 – Special Meeting

*Mr. Renduchintala motioned to approve the minutes of October 13<sup>th</sup> and October 20<sup>th</sup>.*

*Mr. Holt seconded the motion.*

*Changes: Minutes of October 13<sup>th</sup>, item A., Call to Order, strike "Ms. Lundgren", replace with "Ms. Plourd".*

*A vote was taken. Motion passed unanimously.*

D. PUBLIC PARTICIPATION - none

E. CORRESPONDENCE

- E-mail expressing disappointment that the D.C. trip was going forward with the exclusion of students who are not vaccinated
- E-mail asking for the logic behind only testing select students for upcoming events
- E-mail stating that the decision to exclude non-vaccinated students was shameful
- E-mail expressing disappointment in the COVID requirements of the upcoming 7<sup>th</sup> and 8<sup>th</sup> grade activities
- E-mail expressing concern with students having to show vaccination status to attend school functions
- E-mail thanking the Board for its advocacy and reminding the members that the students will still miss the benefits of a trip as a unified class
- E-mail asking why previous e-mails have not received any responses
- E-mail from the Town Council Republican Caucus concerning a political cartoon taught by the school and requesting that the Board investigate this

F. POINTS OF INFORMATION

- Mr. Holt noted that he attended today's CABE's Legal Issues Workshop and will draft notes with the talking points for the Board. One of the presentations was Speak No Evil: The Legal Contours of Board Member Speech which included policy recommendations. Mr. Holt noted that he is looking forward to discussing what was presented and using the information to help the Board move forward.
- Ms. Besaw responded to the e-mail regarding the political cartoon. She is hopeful this is being looked into and that there will be a response to the Board and/or the Curriculum Committee regarding the situation.
- Ms. Plourd addressed the e-mail from the Town Council Republican Caucus. She explained that it is important to know that the Board cannot know everything involved in the schools. Dr. Willett is looking into the situation, and they are going through the proper avenues. As Board members they are open to the conversation and discussing it in the Curriculum Committee. The Curriculum Committee was established so they could understand what is being taught in the schools at the Board level.
- Mr. Holt commented that while the curriculum aspect of the situation is concerning, he is interested in the secondary issue. The conversation was on social media rather than the communication taking place with the Board and the public. He would like to discuss how policies and procedures can be adjusted so Facebook is not the primary means of the Board receiving information.
- Dr. Willett spoke in regard to having opportunities for people to interact. A Superintendent's Community Forum was held today and information about the event was in the newsletters. It is a great place for people to ask questions but not many attended today's session. Many items come up in the field of education and the forum provides an opportunity for raising concerns, asking questions, and expressing feelings.
- Mr. Marie commented on the issue raised by the Town Council Republican Caucus. He believes the first step of having Dr. Willett investigate the situation is appropriate and he looks forward to discussing what steps need to be taken when more information is available. Assuming the people of Tolland are gracious enough to return him to the Board for another term, he is looking forward to the discussion.
- Ms. Griffin commented that the situation is an example of why the Curriculum Committee is so important. She is glad that it was established. This is a situation for both the Curriculum and Communications Committees to dig into and work on.
- Mr. Renduchintala thanked Mr. Luba for reaching out to the Board via the proper channels as opposed to addressing it on social media.
- Ms. Shaikh commented that she learned of the issue from Dr. Willett, and appreciated his quick response.

G. STUDENT REPRESENTATIVES' REPORT – Nathalie Mitchell and Emily Pereira

- Spirit Week – currently being held
- Pep Rally – a student is creating a video of the sports teams and clubs; it is expected to be a virtual event
- Tailgating – the event will be held in the parking lot and in the sports field; various foods will be sold
- Homecoming Dance – Saturday evening
- Yearly Food Drive – November 1<sup>st</sup>

Ms. Lundgren asked Dr. Willett if they could hold anything other than a virtual Pep Rally. Dr. Willett will research this to get more information. Ms. Lundgren asked what the students would like. Emily responded that many students would like it to be held on the bleachers, but understands the school is leaning toward a virtual event.

#### H. SUPERINTENDENT'S REPORT

H.1 Obsolete and Surplus Equipment  
See item K.2

H.2 Possible Cancellation of the December 22<sup>nd</sup> BOE Meeting  
See item K.3

H.3 Recognition of BOE Members (no enclosure)  
Ms. Lundgren thanked everyone for working together and added that it has been a pleasure having everyone come together whether it was at in-person or virtual sessions, special, regular or executive sessions. It is a lot of work being a member of the Board and she thanked everyone for all their hard work. Ms. Lundgren added that it is the most rewarding job she has ever had but it is a lot of work.

Dr. Willett commented that being an elected representative today is not an easy task. It is not a compensated position in Tolland and the contributions made by Board members are nothing short of heroic. In many ways they are facing off against a culture that can be unforgiving. He thanked the Board members for all the hard work they do. It is appreciated.

Ms. Griffin thanked Ms. Lundgren and Ms. Plourd for their leadership and added that it has been a challenging 2 years. While Ms. Griffin hopes to be back in 2 weeks, if this is her last opportunity, she wanted to publicly thank everyone for all the work they have done. It has been a pleasure working with them. Regardless of what happens, Ms. Griffin hopes they can continue the good work the Board has done the past couple of years. She thanked Dr. Willett for being so accommodating and answering their questions.

#### I. COMMITTEE & LIAISON REPORTS

- Policy – met today; discussions included Mr. Holt's expression of his sincere appreciation of the members particularly Mr. Renduchintala for stepping in the middle and being a good source of communication and debate and Ms. Plourd for the many conversations; conversations and debates came from different perspectives and Mr. Holt grew from each of them; upwards of 26 policies were brought to the Board during this term because the members recognized the importance of the work; Policy 5302
- Finance & Facilities – reviewed end of year questions; discussions included: having dollar amounts and narratives about overages in alignment with updates to Policy 3010; reviewed September 30<sup>th</sup> numbers; CRF joint meeting to be scheduled – a summary will be prepared for presentation to the Council with likely a focus on having more associate educators if the CRF is approved
- Tolland Mental Health and Substance Use Advisory Task Force – next meeting November 1<sup>st</sup>

- Communications – meeting cancelled; Ms. Plourd explained that one reason it was cancelled was because they recognized that they want to bring information as a Committee to the Board as opposed to information from social media and would like to discuss this with Dr. Willett at the next Committee meeting.

#### J. CHAIRPERSON'S REPORT

Ms. Lundgren noted that the past 2 years as Chair have been the toughest yet most rewarding volunteer experience. She appreciates having the opportunity to lead the Board through some of the most difficult times it would ever face. She never imagined a pandemic would be one of the biggest hurdles to overcome. Ms. Lundgren added that the Board started on a shaky ground, but a foundation was formed. Robert's Rules were followed, and meetings were efficient. Everyone's voices are heard without individuals interrupting. After discussion, many important decisions were made, and most votes were unanimous. Ms. Lundgren added that she looks forward to continuing the momentum the Board created and wishes everyone on the Board could continue for another 2 years to complete some of the goals that were started. The pandemic is not quite in the rear-view mirror, and they still need to ensure that learning loss can be recovered through budgeted items including, but not limited to, interventionists, programs, and the basic building blocks of education. Ms. Lundgren thanked everyone for trusting her as Chair during these times and she wished everyone good luck in the election. She reminded everyone 18+ to vote.

#### K. BOARD ACTION

- K.1 Policy 3010 – Board Budget Procedures and Line-Item Transfers  
 Dr. Willett reviewed the edits made to the Policy including the alignment of the months for the presentation of the budget report to the Board.  
 Mr. Holt noted that an e-mail was received that the month of May was not included. A brief discussion took place.

*Mr. Marie motioned to approve the updates to Policy 3010- Board Budget Procedures and Line-Item Transfers as documented in the Superintendent's Agenda Item K.1 for the October 27, 2021 Board of Education meeting with the amendment that under "Period Covered" that last line include "May" so that it reads, "March, April, May".*

*Ms. Besaw seconded the motion.*

*Discussion: Ms. Griffin explained that if May is under "Period Covered", it does not work to have May listed under "Submitted". The Board discussed changing "May" under "Submitted" to "June".*

*Mr. Marie motioned to rescind the motion.*

*Mr. Renduchintala seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

*Mr. Marie motioned to approve the updates to Policy 3010- Board Budget Procedures and Line-Item Transfers as documented in the Superintendent's Agenda Item K.1 for the October 27, 2021 Board of Education meeting with the amendment that under "Period Covered" that the last line include "May" so that*

*it reads, "March, April, May" and under "Submitted" the last line state "June" rather than "May".*

*Mr. Holt seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

K.2      **Obsolete and Surplus Equipment**  
             Dr. Willett reviewed attachment H.1.

*Ms. Plourd motioned to declare the below items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040.*

*Mr. Holt seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

K.3      **Possible Cancellation of the December 22<sup>nd</sup> BOE Meeting**  
             Dr. Willett reviewed attachment H.2 and noted that he would not be available to attend this meeting.

*Mr. Marie motioned to cancel the December 22, 2021 meeting of the Board of Education.*

*Ms. Shaikh seconded the motion.*

*Discussion: Mr. Holt asked if it may be better to postpone the vote and have it addressed by the next Board. Mr. Renduchintala noted that he was in agreement. Ms. Lundgren explained that Dr. Willett will not be available and he sets up the meetings. Ms. Griffin noted that the next Board could add another meeting. Ms. Plourd commented that she found that there was not time for the Board to have a retreat or coming together and this may be a good opportunity. Ms. Lundgren noted that if they have an opportunity to have an in-person retreat they should do so, but Dr. Willett will not be available for the December 22<sup>nd</sup> meeting.*

*A roll call vote was taken.*

*Aye: Marie, Besaw, Griffin, Plourd, Shaikh, Lundgren*

*Nay: Holt*

*Abstain: Renduchintala*

*Motion passed.*

L.      **PUBLIC PARTICIPATION - none**

M.      **POINTS OF INFORMATION**

- October 12, 2021 – Special Meeting
- October 12, 2021 – Regular Meeting
  
- Mr. Renduchintala commented that he appreciates the community giving him the opportunity to serve. To those who wrote to the Board, he appreciates their engagement. To those who shared his opinions, he appreciates their support and to those who did not, he appreciates the civility of the conversations and the opportunity

to share his thought process. To the Board, he appreciates the Board welcoming him and Ms. Shaikh. Mr. Renduchintala added that he does not believe during the entire session a vote fell on party lines and this says something. He added that it has been a pleasure working with everyone. Mr. Renduchintala commented that he appreciates Dr. Willett's availability to answer his many questions and thanked everyone and wished them good luck.

- Mr. Holt thanked Dr. Willett for the nearly biweekly e-mails and meetings about concepts that may not be directly under policy but a few steps beyond it. He thanked Dr. Willett for helping him grow. Mr. Holt thanked parents who were passionate and with whom he had e-mail communications. While they may not have always agreed, it was a respectful debate and appreciated. He thanked all who took the time to write, text, or call. It was appreciated.

N. FUTURE - none

O. NEW BUSINESS – none

P. ADJOURNMENT

*Mr. Renduchintala motioned to adjourn at 7:43 PM.*

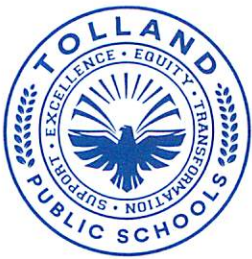
*Ms. Besaw seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed.*

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.2

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

**RE:** Monthly Financial Report for October 2021

**Date:** November 1, 2021

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

Please find attached the financial report for the FY 2021-2022 fiscal year. The month of October 2021 is the 4th month of the 2021-2022 fiscal year. The monthly financials for this school year may look a little different as we come out of a COVID pandemic year. The attached report is only a temporary financial snapshot identifying four months of activity. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 4 months of expenses, encumbrances and available balances as generated through the financial software.

This report has many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. that have not all been fully encumbered or spent. This is normal for this time of year. The budget balance of \$843k will be converted to encumbrances or expenditures over the next several of months.

The attached October 2021 financial report shows an available balance of \$843,758 or 2.07% of the BOE's current budget. As previously stated, these amounts, encumbrances and balances will change over the next several months. It is extremely important to understand that this available balance is a normal occurrence. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances will only be fully booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, transportation routes have not been fully booked or adjusted, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

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

The Budget for FY21-22 was Town Council approved for \$40,819,289 or \$801,999 more than FY21. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any balances may be returned to the town or the BOE will request to transfer the balance to the Educational Reserve Fund after final approval. It is anticipated that the district will receive the first excess cost payment in February 2022 from the state.

# Tolland Public Schools

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

From Date: 7/1/2021

To Date: 10/31/2021

Fiscal Year: 2021-2022

☐ 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	\$23,366,979.52	\$5,476,950.59	\$5,476,950.59	\$17,890,028.93	\$18,410,335.95	(\$520,307.02)	-2.23%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$42,430.76	\$42,430.76	\$324,797.24	\$0.00	\$324,797.24	88.45%
0100.0000.130.00.000.1	Overtime	\$218,871.00	\$106,115.70	\$106,115.70	\$112,755.30	\$2,914.56	\$109,840.74	50.19%
0100.0000.150.00.000.1	Stipends	\$394,028.03	\$47,967.31	\$47,967.31	\$346,060.72	\$429,658.26	(\$83,597.54)	-21.22%
0100.0000.190.00.000.1	Pension/Severance	\$160,374.00	\$8,484.92	\$8,484.92	\$151,889.08	\$0.00	\$151,889.08	94.71%
0100.0000.200.00.000.1	Employee Benefits	\$513,000.00	\$255,508.20	\$255,508.20	\$257,491.80	\$223,764.58	\$33,727.22	6.57%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,303,181.00	\$1,906,010.77	\$1,906,010.77	\$3,397,170.23	\$3,334,501.08	\$62,669.15	1.18%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$729,822.57	\$160,909.43	\$160,909.43	\$568,913.14	\$492,142.13	\$76,771.01	10.52%
0100.0000.240.00.000.1	Retirement (ICMA)	\$258,273.09	\$66,536.34	\$66,536.34	\$191,736.75	\$182,242.94	\$9,493.81	3.68%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,471.00	\$0.00	\$0.00	\$56,471.00	\$0.00	\$56,471.00	100.00%
0100.0000.270.00.000.1	Workers' Compensation	\$278,892.00	\$134,877.39	\$134,877.39	\$144,014.61	\$134,878.53	\$9,136.08	3.28%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$57,788.41	\$30,514.67	\$30,514.67	\$27,273.74	\$10,179.79	\$17,093.95	29.58%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$13,650.00	\$13,650.00	\$51,630.00	\$0.00	\$51,630.00	79.09%
0100.0000.320.00.000.1	Prof Educ Svcs	\$305,191.00	\$82,147.76	\$82,147.76	\$223,043.24	\$253,276.65	(\$30,233.41)	-9.91%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$7,160.84	\$7,160.84	\$27,321.16	\$9,800.90	\$17,520.26	50.81%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$213,145.00	\$72,347.07	\$72,347.07	\$140,797.93	\$91,636.88	\$49,161.05	23.06%
0100.0000.350.00.000.1	Tech Services	\$530,180.72	\$286,122.66	\$286,122.66	\$244,058.06	\$106,078.66	\$137,979.40	26.02%
0100.0000.410.00.000.1	Sewer/Water	\$35,465.00	\$35,307.00	\$35,307.00	\$158.00	\$0.00	\$158.00	0.45%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$136,558.00	\$51,507.95	\$51,507.95	\$85,050.05	\$54,024.84	\$31,025.21	22.72%
0100.0000.430.00.000.1	Repair and Maint Servs (Facil)	\$251,990.00	\$47,622.70	\$47,622.70	\$204,367.30	\$24,016.09	\$180,351.21	71.57%
0100.0000.440.00.000.1	Rentals	\$172,885.00	\$54,487.56	\$54,487.56	\$118,397.44	\$105,067.44	\$13,330.00	7.71%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,621,994.00	\$360,819.04	\$360,819.04	\$2,261,174.96	\$2,519,591.38	(\$258,416.42)	-9.86%
0100.0000.520.00.000.1	Property/Liability Insurance	\$233,202.00	\$124,407.50	\$124,407.50	\$108,794.50	\$90,700.00	\$18,094.50	7.76%
0100.0000.530.00.000.1	Telephone/ Postage	\$84,788.00	\$33,102.20	\$33,102.20	\$51,685.80	\$42,867.79	\$8,818.01	10.40%
0100.0000.540.00.000.1	Advertising	\$26,500.00	\$5,387.70	\$5,387.70	\$21,112.30	\$17,039.00	\$4,073.30	15.37%
0100.0000.550.00.000.1	Printing and Binding	\$19,947.00	\$751.85	\$751.85	\$19,195.15	\$2,347.97	\$16,847.18	84.46%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,601,733.00	\$622,687.13	\$622,687.13	\$979,045.87	\$1,373,202.46	(\$394,156.59)	-24.61%
0100.0000.580.00.000.1	Travel and Conference	\$30,675.00	\$3,369.02	\$3,369.02	\$27,305.98	\$3,245.00	\$24,060.98	78.44%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$7,578.81	\$7,578.81	\$84,415.19	\$0.00	\$84,415.19	91.76%
0100.0000.600.00.000.1	General Supplies	\$165,553.00	\$62,176.47	\$62,176.47	\$103,376.53	\$46,300.47	\$57,076.06	34.48%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$276,312.88	\$55,152.65	\$55,152.65	\$221,160.23	\$79,800.04	\$141,360.19	51.16%
0100.0000.620.00.000.1	Energy	\$1,672,270.00	\$1,474,268.80	\$1,474,268.80	\$198,001.20	\$0.00	\$198,001.20	11.84%
0100.0000.640.00.000.1	Textbooks	\$189,074.62	\$70,393.87	\$70,393.87	\$118,680.75	\$51,367.84	\$67,312.91	35.60%
0100.0000.650.00.000.1	Films and Videos Supl	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$48,794.24	\$40,630.30	\$40,630.30	\$8,163.94	\$8,440.40	(\$276.46)	-0.57%
0100.0000.690.00.000.1	Misc Supplies	\$56,478.21	\$4,211.14	\$4,211.14	\$52,267.07	\$4,693.13	\$47,573.94	84.23%
0100.0000.730.00.000.1	Equip Instruct - New	\$136,640.89	\$18,997.03	\$18,997.03	\$117,643.86	\$48,824.68	\$68,819.18	50.36%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$61,897.00	\$41,584.01	\$41,584.01	\$20,312.99	\$6,344.75	\$13,968.24	22.57%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$1,356.60	\$1,356.60	(\$1,356.60)	\$2,713.00	(\$4,069.60)	0.00%
<b>Grand Total:</b>		\$40,819,289.18	\$11,813,533.74	\$11,813,533.74	\$29,005,755.44	\$28,161,997.19	\$843,758.25	2.07%

End of Report

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Version 1 - Initial Enrollment Report

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

**FOR BOE MEETING:** 11/5/2021

**ITEM SUMMARY:**

Please find attached the initial enrollment report for this budget season. This first version will be updated with additional projection information once the process is completed. This enrollment information is a snapshot in time (November 4, 2021) and will be different from "October 1<sup>st</sup>" numbers as populations fluctuate all year long and the numbers in the enrollment reports provided will include those fluctuations. Updated versions of this report will be provided, this version is an initial version and should be reviewed accordingly.

**BOE ACTION DESIRED:**

Review

**SUPPORTING MATERIALS ATTACHED:**

**H.3 Enrollment**

**Please note:** this is a preliminary report and that information will be updated and expanded between now and the Superintendent's Budget in January of 2022, and ultimately the BOE Budget in February of 2022. Please do not hesitate to call or text with questions 860-335-2455.

Research on Class Size / Average Class Size

Tennessee demonstration project

- The study found that students in grades K–3 did significantly better on achievement tests when they were in classrooms with 13 to 17 students per teacher than when they were in standard-size classes (22 to 25 students) or in standard classes with a teacher and an aide. Children from the smaller classes continued to perform better than children from the larger classes, even in subsequent years when all children were in standard-size classes.

American Psychological Association

- Class size. In the class-size analysis (Question 1), neither 1, 2, nor 3 years in a small class was significantly different from full-size classes. However, **4 years in a small class was associated with a significantly higher graduation rate than attending full-size classes.** The overall odds ratios were greater than 1.00 for 2, 3, and 4 years in a small class, ranging from 1.08 to 1.21 to 1.80. These figures show that more years in small classes had an increasing effect on the odds of completing high school.
- This investigation addressed three questions about the relationships of early school experiences with graduating from or dropping out of school. One was a basic question about students' academic achievement in the primary grades. On the basis of a large sample of White and minority students followed from kindergarten through Grade 12, the analysis revealed a strong relationship between mathematics and reading achievement in K–3 and graduation from high school.
- This study contradicts the argument that 1 year in a small class is sufficient to realize all the noteworthy benefits (Hanushek, 1999). **Three or 4 years of small classes are needed to affect graduation rates, and 3 or 4 years have been found necessary to sustain long-term achievement gains (Finn et al., 2001).** Our findings also raise a question about attempts to analyze the costs of small classes (e.g., Brewer, Krop, Gill, & Reichardt, 1999). To our knowledge, no cost analysis has weighed the benefits of small class participation, which include increased high school graduation rates and increased aspirations to attend postsecondary school (Krueger & Whitmore, 2001).



District Figures (November 4, 2021) – Draft Future Projections (w/o updated NESDEC data for 2021-2022)

WW Projection Version 11-4-2021															
School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
2021-2022	55	137	153	160	135	150	155	146	202	192	179	184	184	209	2241
2022-2023	54	148	137	153	160	135	150	155	146	202	192	179	184	184	2179
2023-2024	55	153	149	137	153	160	135	150	155	146	202	192	179	184	2150
2024-2025	56	155	154	153	137	153	160	135	150	155	146	202	192	179	2127

FY22 Class Sizes

Grade	Number of Students	Number of Teachers or Sections	ACS From Data	Overall Averages	Grade
PreK	55	4	13.8	14	PreK
K	137	9	15.2	20	K
1	153	7	21.9		1
2	160	7	22.9		2
3	135	6	22.5		3
4	150	7	21.4	21	4
5	155	8	19.4		5
6	146	8	18.3		6
7	202	8	25.3	23	7
8	192	8	24.0		8
9-12	756	35.25	21.4	21	9-12

\*Pre-K has 2 teachers, but 4 sections (AM/PM)

Intervention Initial Numbers (District Wide) 11-4-2021

ELA/MATH SRBI/Intervention Service Cases	246
ELA/MATH SRBI/Intervention staff	13
Staff per student case ratio	1:19

## FY22 Actuals Breakdown

### BGP (FY22)

ACTUAL		
2021-2022		
Students	Staff	Ratio
137	9.0	15.2
153	7.0	21.9
160	7.0	22.9
450	23.0	19.6

Note: K must remain <=20

### TMS (FY22)

Actual		
FY 2021-22		
Students	Staff	Ratio
146	8.00	18.3
	1.00	
202	8.00	25.3
192	8.00	24.0
540	25.00	21.6

### TIS (FY22)

ACTUAL		
FY 2021-22		
Students	Staff	Ratio
135	6.0	22.5
150	7.0	21.4
155	8.0	19.4
440	21.0	21.0

### HIGH SCHOOL (FY22)

Number of Students	Number of Teachers	ACS From Data
756	35.25	21.4

### Bargaining Unit Conditions

- Article 31. Section 4 states:
  - "...activity oriented classes such as science labs, art, and drafting shall not exceed the number of work stations provided except by mutual agreement between the teacher and administration."
- Article 31, Section 4 states:
  - "Technical classes using heavy machinery shall have a maximum of sixteen (16 students)."
- Article 31, Section 5 states:
  - "Class size in Family Consumer Science involving use of appliances or the inclusion of preschool children shall not exceed twenty (20) students except by mutual agreement. (It is understood that all other Family Consumer Science classes are an exception to this restriction.)"

### High School class maximum due to workstation limits:

- Photography: 20
- All other art classes: 24
- All business classes: 24
- Electric Piano and Guitar: 16
- Child Development & Child Education: 20
- Culinary I & Baking: 20
- Culinary II: 14
- All science classes: 24

NESDEC PROJECTIONS:

Year	PK-2	K-2	3-5
2021-22	505	450	440
2022-23	521	470	447
2023-24	536	484	444
2024-25	557	504	459
2025-26	531	477	495
2026-27	542	487	512
2027-28	541	485	533
2028-29	544	487	503
2029-30	546	488	514
2030-31	544	485	511

\*Actuals

Current FY22 Pre-K to 2 Disaggregated General Class Sizes (not including Special Education/Intervention) (November 4, 2021)

Grades Pre-K to 2 (BGP) Note: Weekly fluctuations can cause some differences from overall district counts

Class	1	2	3	4	5	6	7	8	9
Pre- K	9 (AM)	11 (PM)	16 (AM)	16 (PM)					
Kindergarten	16	16	16	15	15	15	15	15	14
Grade 1	21	22	22	22	21	21	22		
Grade 2	23	23	23	23	22	22	23		

Grades 3-5 (TIS) Note: Weekly fluctuations can cause some differences from overall district counts

Class	1	2	3	4	5	6	7	8
Grade 3	23	23	22	23	23	22		
Grade 4	21	21	22	21	21	21	23	
Grade 5	20	20	19	19	19	19	18	20



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** BGP Change Order

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

**FOR BOE MEETING:** November 10, 2021

**ITEM SUMMARY:**

The Birch Grove Building Committee requests the BOE consider State Change Order #8. D'Amato (BGP Project Contractor) has compiled State Change Order 8 for submission to the State of Connecticut. The BGP School Building Committee has already reviewed and approved the individual Change Order Requests which are included in State Change Order #8, and they have been signed and authorized for payment by the Town Manager.

In order for the Town to be reimbursed for these items, the Board of Education must accept the documentation and authorize the Superintendent to sign all related documentation and approvals.

**General Sequence:**

1. BGP Contractor, Architect and/or Owners Rep raises field condition or design omission, identifying any needed changes to the project plans. The Town may also make requested changes to the project plan.
2. Contractor, Architect and Owners Rep review needed change and decide upon the best solution. NOTE: All 3 contracted agencies must approve Change Order Request before it can be submitted to the Building Committee.
3. BGP Building Committee reviews and approves Change Order Approval Letters with supporting documentation.
4. Approved Change Order(s) are sent to the Town Manager for his signature, which commits the Town to pay for the Change Order item(s).
5. Following State Requirements, multiple Change Order Approval Letters are compiled into State Change Orders.
6. **The Board of Education reviews State Change Orders and authorizes the Superintendent to apply for reimbursement for all items and to sign SCG-042. (Current step)**
7. The BOE minutes are submitted to the contractor and subsequently to the State of Connecticut.
8. The State of Connecticut reviews the change orders and documentation and sends a letter confirming reimbursement.

**FINANCIAL SUMMARY:**

N/A

**BOE ACTION DESIRED:**

Motion to accept documentation related to Project 142-0083-N State Change Order #8, presented in the Board of Education meeting of November 10, 2021, and authorize the Superintendent to sign all related documentation and approvals to apply for reimbursement from the State for eligible items.

**SUPPORTING MATERIALS ATTACHED:**

FORM SCG-042CO Notice of Change Order No.8 (10.29.21)

<https://drive.google.com/file/d/1NMxg93Pmx8funFbxZUQ0SIWN1YwQb0mU/view?usp=sharing>

FORM SCG-043CO State CO Summary 10.29.21 CO#8 DD

<https://drive.google.com/file/d/1GmfUAbuAUziIWjBQTVkgUOBjdFZ0ht4H/view?usp=sharing>

State CO #8 Backup - Town CO #106, D'Amato COAL #103

[https://drive.google.com/file/d/1H8sAPJzLwB-thmNfpwW96VsV4JHM8\\_Zc/view?usp=sharing](https://drive.google.com/file/d/1H8sAPJzLwB-thmNfpwW96VsV4JHM8_Zc/view?usp=sharing)

State CO #8 Backup - Town CO #107, D'Amato COAL #104

[https://drive.google.com/file/d/1qXDT3sUmd4nOclBcCoSwlFLAJYY\\_NmxN/view?usp=sharing](https://drive.google.com/file/d/1qXDT3sUmd4nOclBcCoSwlFLAJYY_NmxN/view?usp=sharing)

State CO #8 Backup - Town CO #108, D'Amato COAL #105

[https://drive.google.com/file/d/1AOEdDJuFF9Po1w4Q-eUu\\_O4enBMQ4aEl/view?usp=sharing](https://drive.google.com/file/d/1AOEdDJuFF9Po1w4Q-eUu_O4enBMQ4aEl/view?usp=sharing)

State CO #8 Backup - Town CO #109, D'Amato COAL #107

[https://drive.google.com/file/d/1yctlcBM9E1FZofAs0InY8h3A\\_bpYA\\_S1/view?usp=sharing](https://drive.google.com/file/d/1yctlcBM9E1FZofAs0InY8h3A_bpYA_S1/view?usp=sharing)

State CO #8 Backup - Town CO #110, D'Amato COAL #108

<https://drive.google.com/file/d/1mEuKVEGD-wnSve0gwiXvZAGnlaflHyEz/view?usp=sharing>

State CO #8 Backup - Town CO #111, D'Amato COAL #82a

<https://drive.google.com/file/d/1gvZftJXnrGntKUE5Tk-BlaO2qfanxjVC/view?usp=sharing>

State CO #8 Backup - Town CO #112, D'Amato COAL #109

<https://drive.google.com/file/d/15XMUSK8pvDnAFdXoB4RDR0J5dDTJ31BA/view?usp=sharing>

State CO #8 Backup - Town CO #113, D'Amato COAL #110

<https://drive.google.com/file/d/1EXOfmamDJOK28mvcPkLbEDV-3XcsZ0uB/view?usp=sharing>

State CO #8 Backup - Town CO #114, D'Amato COAL #111

[https://drive.google.com/file/d/1CJrkj1rGalJHo4auK6cFkLHb\\_GeiFjrP/view?usp=sharing](https://drive.google.com/file/d/1CJrkj1rGalJHo4auK6cFkLHb_GeiFjrP/view?usp=sharing)

State CO #8 Backup - Town CO #115, D'Amato COAL #112

[https://drive.google.com/file/d/1zZqxx\\_x4MqlfFIXF\\_c1UzoBLtNC5XZAO/view?usp=sharing](https://drive.google.com/file/d/1zZqxx_x4MqlfFIXF_c1UzoBLtNC5XZAO/view?usp=sharing)

State CO #8 Backup - Town CO #116, D'Amato COAL #113

[https://drive.google.com/file/d/1uiH\\_abRmP\\_r\\_dwszarBaz\\_qlylsWMctQ/view?usp=sharing](https://drive.google.com/file/d/1uiH_abRmP_r_dwszarBaz_qlylsWMctQ/view?usp=sharing)

State CO #8 Backup - Town CO #117, D'Amato COAL #114

<https://drive.google.com/file/d/1PaSWu3-k1xtGxfpQHlI4tIfyAFmKX3bP/view?usp=sharing>

State CO #8 Backup - Town CO #118, D'Amato COAL #118

<https://drive.google.com/file/d/1lXSobqKRvq47qGl0c8MfdSw7se7-zyQy/view?usp=sharing>

State CO #8 Backup - Town CO #119, D'Amato COAL #119

[https://drive.google.com/file/d/1y--EyuDAo6JVbuG\\_NcSGvgrQS4BToyVs/view?usp=sharing](https://drive.google.com/file/d/1y--EyuDAo6JVbuG_NcSGvgrQS4BToyVs/view?usp=sharing)

State CO #8 Backup - Town CO #120, D'Amato COAL #120

[https://drive.google.com/file/d/1QErw\\_YrjmgJC4uMYB6byUWnPS5DhpSyu/view?usp=sharing](https://drive.google.com/file/d/1QErw_YrjmgJC4uMYB6byUWnPS5DhpSyu/view?usp=sharing)

State CO #8 Backup - Town CO #121, D'Amato COAL #115

<https://drive.google.com/file/d/1Vlq-GK1Y5N72Bllr6rOOpYnguU6etu0/view?usp=sharing>

State CO #8 Backup - Town CO #122, D'Amato COAL #121

<https://drive.google.com/file/d/1TqjF8snWHKKiORoVlZBPL5gBkJSc3srC/view?usp=sharing>

State CO #8 Backup - Town CO #123, D'Amato COAL #122

<https://drive.google.com/file/d/18YtAHqRYr9Z38JXK0h9uzVqQ4zqYKsaq/view?usp=sharing>

**TOLLAND TOWN COUNCIL/COMMISSION ON PEOPLE WITH DISABILITIES/  
HISTORIC DISTRICT COMMISSION  
JOINT MEETING  
HYBRID MEETING  
6<sup>TH</sup> FLOOR COUNCIL CHAMBERS OR ZOOM  
OCTOBER 19, 2021 – 7:00 P.M.**

**TOWN COUNCIL MEMBERS PRESENT:** Tammy Nuccio, Chair (Council Liaison to CPD); Steve Jones, Vice Chair; Bill Bode III (Alternate on HDC), Brenda Falusi (Council Liaison to HDC), Lou Luba, Kurt Schenher, John Reagan

**COMMISSION ON PEOPLE WITH DISABILITIES (CPD) MEMBERS PRESENT:** Walter Glomb, Jr, Chair; Susan Lucek-Hughes, Secretary; Randa Utter, Aaron Weintraub, Kim Little

**HISTORIC DISTRICT COMMISSION (HDC) MEMBERS PRESENT:** Jodie Coleman-Marzialo, Chair; Rodney Hurtuk, Vice Chair; Kathleen Bach; Timothy Malone; Morgan (Moriah) Bumps. Alternate

**OTHERS PRESENT:** Beverly Bellody, Director, Human Services; David Corcoran, Director, Planning and Development; Lisa Hancock, Interim Town Manager

1. **Call to Order:** Tammy Nuccio, Town Council Chair, called the joint meeting to order at 7:01 P.M.
2. **A joint discussion with the Town Council, Historic District Commission (HDC) and the Commission on People with Disabilities regarding the sidewalk concerns in the Historic Town Green District.**

Ms. Nuccio invited Ms. Hancock to share the background on the topic of tonight's meeting. Ms. Hancock reviewed the documents provided with the agenda. She explained that it is not possible to replace the current sidewalk with historically accurate materials. Lifting and re-leveling the granite stones may help even the surface but it will not provide an Americans with Disabilities Act (ADA) compliant result. The goal tonight, she explained, is to identify alternatives that will provide accessibility while maintaining the historical aspect of the sidewalk.

Several options were discussed with Ms. Hancock noting that the Town cannot make the current sidewalks ADA compliant.

1. Construction of a 5' wide concrete sidewalk that would run parallel to the current granite walk. The rough cost estimate is \$165,000. The Tolland Public Works Director does not recommend this option. Not all property is owned by the town (State and private land). Also, this will result in having two sidewalks to maintain.
2. New stamped and colored 5' wide concrete sidewalk. This would have the look of a historical sidewalk. The rough cost estimate is \$345,000.

3. Removing and resetting the existing historic sidewalk is estimated to cost \$90,000 and would not be ADA compliant.

Ms. Hancock clarified a question that arose at the last meeting about the role the HDC has in making such decisions. The HDC has an advisory role however, the Town Council makes the final decision.

Ms. Nuccio opened the floor to questions.

Calling a Point of Order, Ms. Falusi requested that speakers identify themselves by name and committee affiliation. She also asked that any documents shared on-screen be described for the benefit of those who are visually impaired.

Ms. Lucek-Hughes referred to the map provided on Page 8 of the agenda packet when asking what the white line represents. Mr. Corcoran noted the map was provided by Chuck Eaton, Town Engineer, to derive a cost estimate for the proposed parallel sidewalk. Ms. Coleman-Marzialo noted that the map was outdated and is not an accurate picture of the current Tolland Green.

Ms. Nuccio suggested installing a sidewalk on the opposite side of the Green. This would leave the historic sidewalk in place and the ADA-compliant walkway on the Green.

Mr. Glomb asked what authority decided that resetting the existing stones cannot produce an ADA-compliant surface. Ms. Hancock noted that the town engineer and public works director, having some expertise in working with historical materials, advised that the granite stones are not flat or level and cannot produce a compliant result. Mr. Glomb suggested that it may be worth having a professional provide a second opinion. The ADA Center of New England has design experts. He noted that Commission on People with Disabilities will need to discuss Ms. Nuccio's suggestion of ADA access on the other side of the green.

Ms. Lucek-Hughes referred to the email from Elmore Design Collaborative (EDC) and noted that it said they can take stones up, over time, and replace them with new pieces of granite paving. She questioned if this option was explored or if it was only a high-level opinion offered. Ms. Hancock confirmed that it was a high-level opinion meant to initiate discussion.

Ms. Bach commented that the stone is the kind used in the late 1700s and early 1800s. It was not designed to accommodate traffic in the 21<sup>st</sup> century or people with disabilities. She questioned what the group is trying to accomplish. Early discussions focused on accessibility for special events. The conversations now seem more geared towards everyday travel. She noted that granite is not a smooth surfaced stone and the current stones are not wide enough to be ADA compliant. She suggested that the Town could post a sign warning that the historic sidewalk isn't meant for such activities as power walking. Ms. Bach then suggested that the town could purchase wheelchairs with inflatable tires, that would allow easier access and ambulation on the Green. The chairs could be rented, leased, or loaned for town activities. She noted that this may not meet all needs but would be an option for some.

Ms. Utter noted that although smoothing the surface of the current sidewalk won't result in ADA compliance, it would be helpful to the visually impaired. Ms. Nuccio agreed that there is a need to create a more walkable surface.

Ms. Lucek-Hughes noted the particular challenges of Tolland Green. It is not only a historic district but also houses our municipal buildings. Everyone should have access to all buildings on the Green. She agreed that the balloon tire wheelchair is a great idea but noted that this limits independence as help would be needed to push the chair. Ms. Bach agreed that power chairs would be most beneficial.

Ms. Nuccio reiterated that there is no way to make the granite sidewalk ADA accessible. The challenges with installing a parallel sidewalk include both aesthetics and property ownership. She noted that all buildings need to be accessible. If an ADA sidewalk is installed on the middle side of the Green, a sign could be posted about the historic sidewalk (history and recommended usage).

Mr. Luba proposed moving the granite sidewalk to the other side of the Green and installing a new ADA compliant sidewalk where the historic granite is now. He offered that people could still have the feel of the historic sidewalks. Ms. Coleman-Marzialo said moving sidewalks will take away from the significance of the Green. The area has been untouched up to today and is a nationally registered historic place. She offered that a portion of the "carriage" road could be designated as an ADA-accessible area. Ms. Nuccio questioned the safety of such a plan.

Ms. Bach asked those present to think about the Tolland Green. Are we going to protect it, she queried? She also noted concern that the Historic District Commission has only an advisory role. As of now, she shared, all buildings are accessible. She suggested that all property owners should be at the table for these discussions.

Mr. Luba stated that the bottom line question is what are the options to create accessibility while maintaining the historic district characteristics. It would seem the only option is to run a parallel sidewalk but that could be an eminent domain situation and involve lengthy legal proceedings. He suggested that we are at an impasse and asked if there is a middle ground.

Ms. Falusi asked if the map on page 7 accurately depicts the property boundaries. Mr. Corcoran said it does not and is only accurate to within 10-15 feet. Ms. Falusi suggested that knowing where the boundaries are is needed to further discuss the parallel walkway option. Mr. Corcoran responded that a survey would be needed to achieve accuracy. There are past surveys available for specific properties. Ms. Coleman-Marzialo noted that, in particular, 714 Tolland Stage Road does not have room for another sidewalk. Mr. Luba shared that the town does not own the property. It is either state-owned or personal property and the town has right of access for maintenance. There was further discussion and disagreement as to whether or not right of way is an issue on the Green section. Ms. Nuccio said they will pull the map to confirm. Mr. Corcoran shared a landscaping map that indicates some property lines. Per Ms. Falusi's request, the map will be shared with the minutes of the meeting.

Ms. Falusi ask if consideration was given for the other side of the road and the sidewalks up to St. Matthews. Ms. Lucek-Hughes noted that the grade is not ADA compliant and the side opposite St Matthews is not navigable.

Ms. Bach asked that the motorized balloon-wheelchair option remains on the table. She suggested it may be a quick and easy option for now. She also clarified that there are 3 types of products used on the green include granite, bluestone (replacing some granite), and concrete (by Hicks Sterns).

Ms. Lucek-Hughes noted that power wheelchairs are neither affordable nor easy to maintain. Most are customized and can cost in the area of \$35,000.

Ms. Falusi thanked Ms. Bach for the suggestion and agreed that it could be a great idea for some people. She noted that it will not help with accessibility for the visually impaired.

Ms. Nuccio thanked everyone for their time and acknowledged the takeaways from this meeting. Homeowners on the town green should be contacted and advised of the ongoing discussions. They will be invited to offer feedback and attend meetings. Ms. Nuccio shared that her long-term goal would be to provide accessibility from the post office to Big Y. How we get there is yet unknown. She invited additional comments and suggestions via email to [towncouncil@tolland.org](mailto:towncouncil@tolland.org)

**3. Public participation (2 minute limit)**

No participants

**4. Adjournment**

**MOTION:**

Steven Jones/Brenda Falusi to adjourn the meeting at 8:21 P.M.

All were in favor.

Motion carried.

Respectfully submitted,

Cheryl Galli  
Substitute Clerk

## SUBSET 04 - LANDSCAPE

# HIGHWAY DESIGN


## INDEX OF DRAWINGS

[illegible]

THE DESIGN APPEARS TO CONFORM TO APPLICABLE CRITERIA. APPROVAL IS NOT TO BE CONSTRUED TO MEAN THAT ALL ASPECTS OF THE DESIGN HAVE BEEN PERSONALLY CHECKED BY THE UNDERSIGNED.

Michael N. Calabrese, P.E.  
2018.03.06 12:45:56-0500

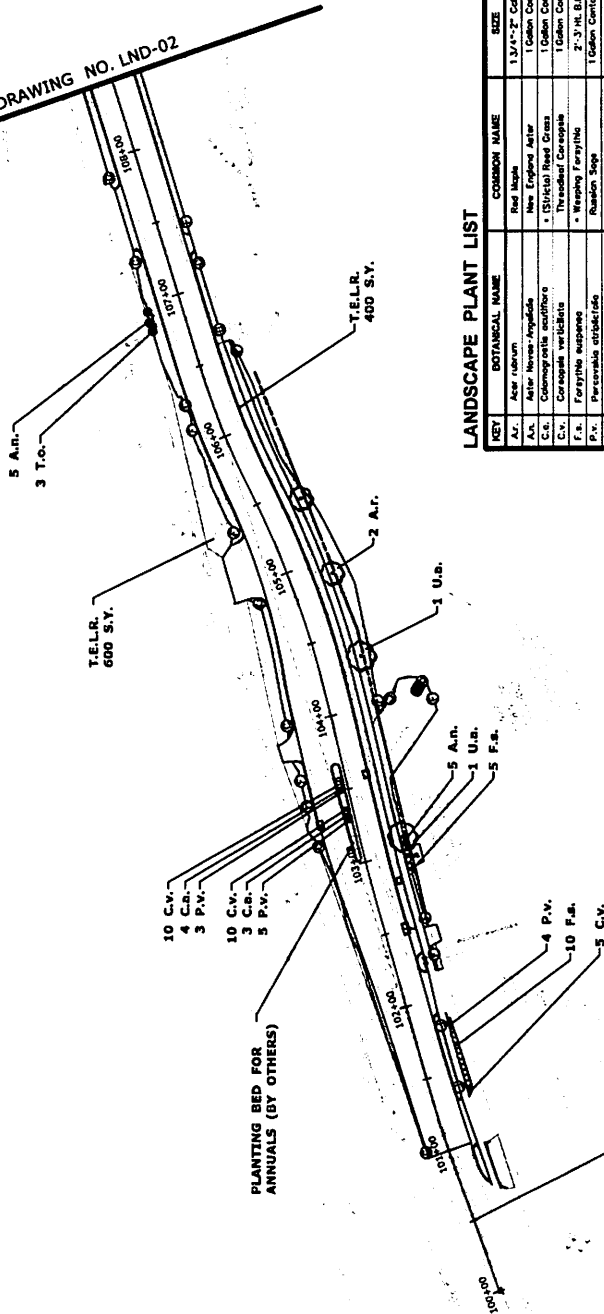
TRANSPORTATION TRUST FUND

THE INFORMATION INCLUDING ESTIMATED QUANTITIES OF WORK, WORK ON THESE PROPOSALS IS BASED ON THE INFORMATION FURNISHED BY THE STATE AND IS IN NO WAY GUARANTEED TO INDICATE THE CONDITIONS OF ACTUAL CONDITIONS OF WORK WHICH WILL BE REQUIRED.		APPROVED BY: <b>MC</b>  <b>STATE OF CONNECTICUT</b> <b>DEPARTMENT OF TRANSPORTATION</b>		PROJECT NO. <b>142-149</b> PROJECT NAME <b>INX-01</b> PROJECT TYPE <b>INDEX SHEET</b>	
PROJECT NO. <b>142-149</b> PROJECT NAME <b>INX-01</b> PROJECT TYPE <b>INDEX SHEET</b>		PROJECT NO. <b>142-149</b> PROJECT NAME <b>INX-01</b> PROJECT TYPE <b>INDEX SHEET</b>		PROJECT NO. <b>142-149</b> PROJECT NAME <b>INX-01</b> PROJECT TYPE <b>INDEX SHEET</b>	

# LANDSCAPE NOTES

- THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION, MAINTENANCE AND RESTORATION OF ALL AREAS WHERE CONSTRUCTION HAS OCCURRED. THE EXISTING LANDSCAPE SHALL BE MAINTAINED TO THE MAXIMUM EXTENT POSSIBLE. ALL AREAS WHERE EXISTING PLANTS ARE DESTROYED SHALL BE REPLANTED WITH THE SAME OR SIMILAR PLANTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PLANTS AND TREES REMAINING ON THE SITE. ANY PLANTS OR TREES THAT ARE DAMAGED OR DESTROYED SHALL BE REPLANTED AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PLANTS AND TREES REMAINING ON THE SITE. ANY PLANTS OR TREES THAT ARE DAMAGED OR DESTROYED SHALL BE REPLANTED AT THE CONTRACTOR'S EXPENSE.
- PLANTING SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
  - ALL PLANTS SHALL BE PLANTED IN THE SPRING OR FALL.
  - ALL PLANTS SHALL BE PLANTED IN THE SPRING OR FALL.
  - ALL PLANTS SHALL BE PLANTED IN THE SPRING OR FALL.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PLANTS AND TREES REMAINING ON THE SITE. ANY PLANTS OR TREES THAT ARE DAMAGED OR DESTROYED SHALL BE REPLANTED AT THE CONTRACTOR'S EXPENSE.
- ALL CONSTRUCTION SHALL BE COMPLETED BY THE DATE SPECIFIED IN THE CONTRACT. ANY DELAYS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

MATCH TO DRAWING NO. LND-02



## KEY

TURF ESTABLISHMENT - LAWN (T.E.L.)

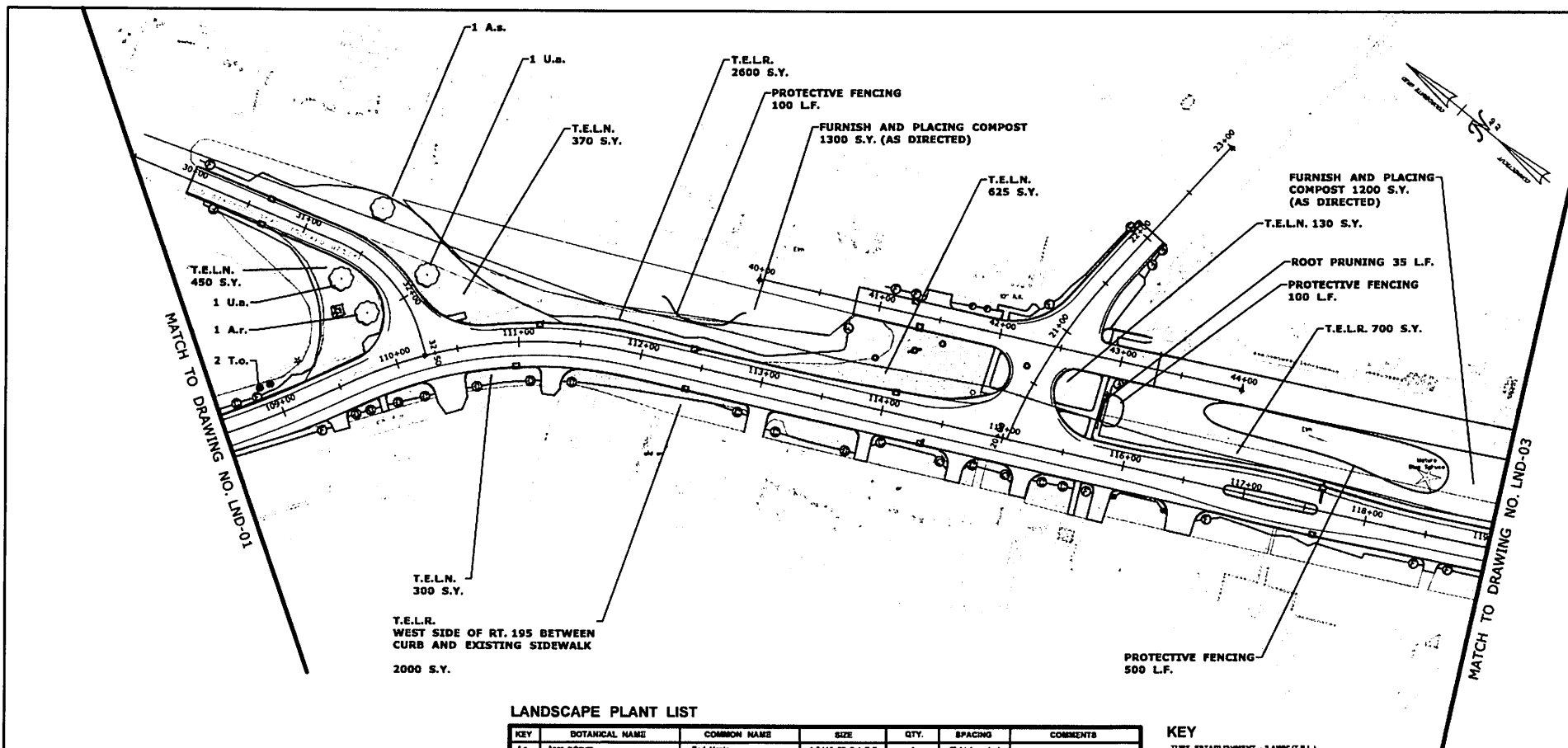
REESTABLISHMENT (T.E.L.R.)

## LANDSCAPE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	SPACING	COMMENTS
A.n.	Asperula	Red Maple	1 1/2" x 2" Col. B.B.	2	Field Located	
A.s.	Asperula	New England Aster	1 Galon Cont.	10	2' On Center	
C.v.	Coreopsis verticillata	(Striped) Red Coreopsis	1 Galon Cont.	7	3' On Center	
C.v.	Coreopsis verticillata	Threaded Coreopsis	1 Galon Cont.	25	2' On Center	
F.s.	Fernoxylon	Wreath Fernoxylon	2' x 3' H.B.	15	3'-6" On Center	
P.v.	Perovskia atrorubra	Russian Sage	1 Galon Container	12	Field Located	
T.E.L.	Thymus occidentalis	Emerald Green Thymus	8" x 8" H.B.	3	5' On Center	
U.s.	Ulmus americana	Precision American Elm	2 1/2" x 3" Col. B.B.	2	Field Located	
				9000 S.Y.		
				40 S.Y.		

PROJECT NO. 142-149 DRAWING NO. LND-01 SHEET NO. 11111		TOLLAND LANDSCAPE PLAN	
INTERSECTION IMPROVEMENTS ON ROUTE 74 AND ROUTE 195 IN THE VICINITY OF TOLLAND GREEN		SCALE 1" = 40' 0 20 40	
OFFICE OF ENGINEERING DEPARTMENT OF TRANSPORTATION		SCALE 1" = 40' 0 20 40	
PROJECT NO. 142-149 DRAWING NO. LND-01 SHEET NO. 11111		SCALE 1" = 40' 0 20 40	





# LANDSCAPE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	SPACING	COMMENTS
A.s.	<i>Acer rubrum</i>	Red Maple	1 3/4" - 2" Cal. D.B.	1	Field Located	
A.s.	<i>Acer saccharum</i>	Sugar Maple	2" - 2 1/2" Cal. D.B.	1	Field Located	
T.s.	<i>Thuja occidentalis</i> "Emerald Green"	Emerald Green Arborvitae	6" - 8" H. D.B.	2	Field Located	
U.s.	<i>Ulmus americana</i> "Princeton"	Princeton American Elm	2 1/2" - 3" Cal. D.B.	2	Field Located	
Turf Establishment - Lawn				7175 S.Y.		
Protective Fencing				700 L.F.		
Pine Bark Mulch				40 S.Y.		
Furnish & Place Compost				2500 S.Y.		
Root Pruning				35 L.F.		

REFER TO NOTES ON LND-01 FOR ADDITIONAL INFORMATION

## KEY

- TURF ESTABLISHMENT - LAWN (T.E.L.)
- RE-ESTABLISHMENT (T.E.L.R.)
- NEW ESTABLISHMENT (T.E.L.N.)
- PROTECTIVE FENCING
- ROOT PRUNING

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF THE CLIENT AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. THE ENGINEER ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.		PROJECT NO. 142-149 SHEET NO. LND-02	
SCALE IN FEET 0 40 80 SCALE 1"=40'		TOLLAND LANDSCAPE PLAN	

# LANDSCAPE PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	SPACING	COMMENTS
A.r.	Acer rubrum	Red Maple	1 3/4"-2" Cal. B.B.	1	Field Located	
F.s.	Forsythia suspensa	Weeping Forsythia	2'-3' Ht. B.R.	20	4' On Center	* Arnold's Dwarf No. 3 Container
J.s.	Juniperus sargentii	Sargent's Juniper	12"-18" Sprd. B.B.	10	4' On Center	
T.o.	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	6'-8' Ht. B.B.	10	Field Located	
U.e.	Ulmus americana 'Princeton'	Princeton American Elm	2 1/2"-3" Cal. B.B.	1	Field Located	
Turf Establishment - 'Lawn'				3800 S.Y.		
Pine Bark Mulch				40 S.Y.		
Furnishing & Placing Compost				1700 S.Y.		
Protective Fencing				700 L.F.		
Root Pruning				25 L.F.		

REFER TO THE NOTES ON LND-01 FOR ADDITIONAL INFORMATION.

## KEY

TURF ESTABLISHMENT - 'LAWN' (T.E.L.)

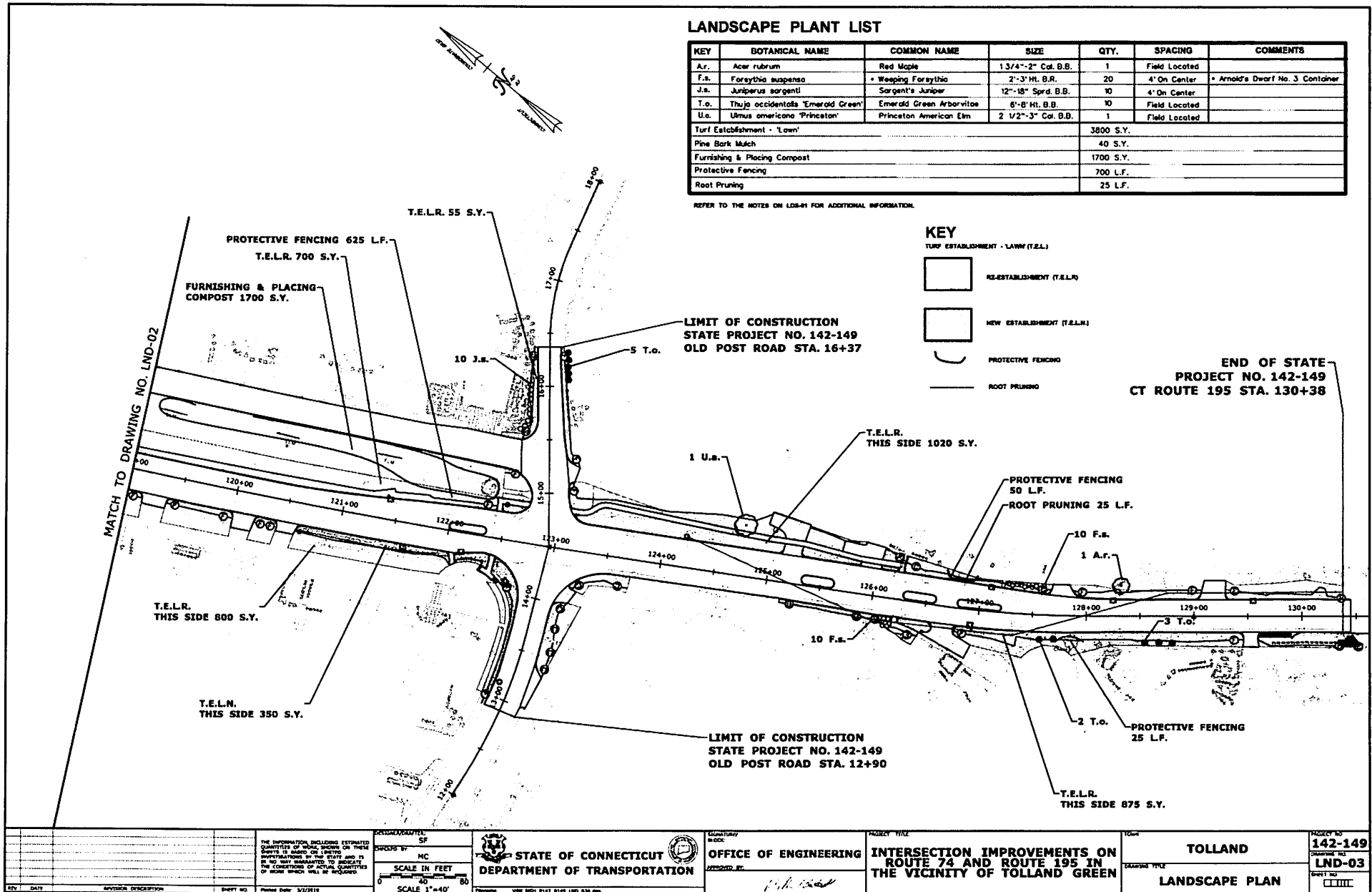
RE-ESTABLISHMENT (T.E.L.R.)

NEW ESTABLISHMENT (T.E.L.N.)

PROTECTIVE FENCING

ROOT PRUNING

END OF STATE  
PROJECT NO. 142-149  
CT ROUTE 195 STA. 130+38



## MINUTES

### TOLLAND TOWN COUNCIL HYBRID MEETING October 26, 2021 – 7:00 P.M.

**MEMBERS PRESENT:** Tammy Nuccio, Chair; Steve Jones, Vice Chair; Bill Bode (arrived at 7:05PM); Brenda Falusi (Zoom), Lou Luba, John Reagan, Kurt Schenher (Zoom)

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Lisa Hancock, Interim Town Manager; Mike 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:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:**

*Mr. Jones motioned to add item 4.2, Recognition of Grace Miller.*

*Mr. Reagan seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

#### 4.1 Citation Recognizing Richard E. Tapp

Ms. Nuccio read and presented the Citation to Mr. Tapp.

Mr. Tapp noted that he is very pleased to receive the Citation. It has been fun working with the men and women who have served on the Commission for the past 14 years. He and his wife will continue to maintain the Wall of Honor on the second floor of Town Hall. Mr. Tapp could not be more pleased and thanked the Council.

#### 4.2 Citation Recognizing Grace Miller

Ms. Nuccio explained that she had the honor last week of speaking to Girl Scout Troop 65209 with Ms. Shaikh from the Board of Education. They met an amazing group of young women who are strong and authoritative in advocating for themselves, their friends, and their community. The purpose was to discuss women in government and leadership. Ms. Nuccio explained that she had the honor of meeting Miss Grace Miller who asked what was being done to recognize Gifted, Talented, and Neurodiverse Awareness Week. Miss Miller educated and enlightened Ms. Nuccio and Ms. Shaikh on how children can be gifted and neurodiverse. She has spoken at her school to educate her peers on this week as well as the importance of inclusivity for all students.

Miss Miller read a prepared statement which highlighted that October is ADHD Awareness Month and this is Gifted, Talented, and Neurodiverse Awareness Week. She noted that some people who are gifted and talented also have challenges which include being neurodiverse and explained what some of their experiences are like.

Ms. Nuccio thanked Miss Miller and noted that Troop 65209 presented some strong young women who will have town leadership roles in the future. She noted that Miss Miller's mom is fortunate to have such a lovely and outspoken daughter who will surely have a leadership role as she grows older.

Ms. Nuccio read and presented the Citation to Miss Miller.

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**

Tourism – Ms. Falusi noted that they are making strides with the Tolland Tourism Facebook page.

Sustainable CT – Ms. Falusi noted that they have not met but the town needs to hold its quarterly meetings.

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

- Birch Grove Building Committee – Mr. Luba provided an update.
- WPCA – Mr. Reagan provided an update.
- Blight Committee – Ms. Falusi noted that this week's meeting has been cancelled.
- Historic District Commission- Ms. Falusi provided an update.
- Planning & Zoning Commission – Ms. Falusi provided an update of last night's meeting.
- Tolland Mental Health & Substance Use Advisory Task Force – Mr. Schenher provided an update.
- Conservation Commission – Mr. Jones noted that the next meeting will be held on October 28<sup>th</sup> and various events will be held at Wanat Park on October 30<sup>th</sup>.
- Commission on People with Disabilities – Mr. Bode provided an update.
- Eastern Highland Health District – Ms. Nuccio and Ms. Hancock provided an update.

[Ms. Nuccio recognized a Girl Scout in attendance who asked what kind of damage the vaccine could do to a child. Ms. Nuccio responded that she wished she could answer that question, but she is not a physician. She explained that this needs to be discussed with one's parents and physician.]

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

- 8.1** Consideration of a resolution creating a Capital Account and authorizing deposit and use of Nip Bottle Fee revenues towards the purchase of a new mechanical street sweeper and/or other allowable uses under this Public Act 21-58.

Ms. Nuccio explained that rather than putting a deposit on nip bottles, Public Act 21-58 places a five-cent surcharge on them. This surcharge on each nip sold within Tolland will be sent directly to the town. The funds must be used for items related to recycling and cleaning up of nip bottles. It is estimated, based on past sales, that Tolland will receive approximately \$21K annually.

Ms. Hancock explained that the town is in need of a new street sweeper machine as well as a Vacall which is used for cleaning sewers. They plan on including these purchases in next year's capital budget and the funds collected from the surcharge would be put toward these items. Ms. Hancock noted that they would like to start setting funds aside to help with this and set up an account where the funds can accumulate and be used toward anything authorized under Public Act 21-58. The cost of the Vacall is approximately \$450K and the street sweeper is estimated to be over \$200K. In terms of lifespan, the last street sweeper lasted about 30 years and the town's Vacall is fairly old as well.

*Mr. Jones motioned:*

***BE IT RESOLVED, by the Tolland Town Council that it hereby approves as follows:***

***Authorizes creating a Capital Account and authorizing deposit and use of Nip Bottle Fee revenues towards the purchase of a new mechanical street sweeper or Vacall and/or other allowable uses under this Public Act 21-58.***

*Mr. Luba seconded the motion.*

*Discussion: Mr. Reagan confirmed that Tolland would receive approximately \$21K. Every nip sold has a five-cent surcharge that will go directly to the town. Mr. Reagan asked how it was determined that the revenue would go toward a street sweeper. Ms. Hancock explained that the legislation includes language specifically for purchasing capital items such as this and others in regard to cleaning up of nip bottles. Mr. Reagan explained that from his perspective this is another tax and would like the town to find a way to address the items via the capital budget plan rather than taxing people who purchase nips. Ms. Nuccio explained that the town does not have a choice. Public Act 21-58 has already passed and is a state mandate. Ms. Hancock*

*clarified that the items will be in the capital plan. The revenue collected will not be enough to purchase the equipment but anything that can be used to offset the issuance of debt will save money for the taxpayers over the life of the asset and associated debt.  
A roll call vote was taken. Motion passed unanimously.*

8.2 Appointments to vacancies on various municipal boards/commissions

Mr. Jones thanked everyone who expressed interest. It is great seeing so many people who want to serve.

*Mr. Jones motioned to approve the following appointments:*

*Board of Assessment Appeals: Madhu Renduchintala, term: 10/26/21 – 11/08/23*

*Mental Health & Substance Abuse Advisory Task Force - Alternate: Madhu Renduchintala, term: life*

*Veteran Recognition Commission – Alternate: Jonathan Turner, term: 10/26/21 – 09/14/24*

*And reappointments:*

*Tolland Green Historic District Commission – Co-Clerk: Kathleen Bach, term: 11/12/21 – 11/12/26*

*Tree Warden & Deputy Tree Wardens: William Pakulis, term: 11/03/21 – 11/03/23; Scott Lappen, term: 11/03/21 – 11/03/23; Paul Russell, term: 11/03/21 – 11/03/23*

*Mr. Luba seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

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

9.1 Consideration of a resolution to amend the Code of the Town of Tolland, Chapter 112, Parks and Recreation Areas (§ 112-5 – Park regulations) and the setting of a Public Hearing thereon for November 9, 2021.

Ms. Hancock noted that the Town Attorney clarified the language regarding marijuana versus cannabis and was in agreement with what was in the document. He noted that signs should be posted.

*Mr. Jones motioned:*

**MOTION** that the following resolution has been introduced and set down for a Public Hearing on November 9, 2021 at 7:00 p.m. in the Zoom Remote Conference Room and/or 6<sup>th</sup> floor Council Chambers.

**DRAFT RESOLUTION**

**BE IT RESOLVED** that the Town Council hereby amends Chapter 112 of the Town Code, Ordinance Number 112-5-Park Regulations to prohibit smoking including Cannabis and the consumption of Cannabis on Town-owned or Town-operated Recreational properties and revisions included in the draft amendment to the ordinance.

*Ms. Falusi seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

10. **REPORT OF THE TOWN MANAGER**

- Working on the capital budget
- Ms. Hancock, with the Fire Marshal, toured the campground in Tolland, met with the owner, and shared information. It is under new ownership and wonderful things are happening. It is being turned into a family-style campground. Enhancements are being done and drainage issues are being addressed.
- Working to finalize the audit and getting the final numbers
- Planning & Zoning may present additional recommendations for the Tolland Village Area.

11. **ADOPTION OF MINUTES**

11.1 October 12, 2021, Remote Special Meeting Minutes

11.2 October 12, 2021, Hybrid Regular Meeting Minutes

*Mr. Jones motioned to approve the minutes as outlined in item 11.1 and 11.2.*

*Ms. Falusi seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

**12. CORRESPONDENCE TO COUNCIL**

- Reminder to vote in the Scarecrow Contest; voting has been extended; voting may be done for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place options
- E-mails with input about sidewalks on the Green
- Information from the Tolland Historic District regarding the request for streetlights on the Green
- Correspondence and informational e-mails from various organizations in town about the Miracle Field proposed for Birch Grove

**13. CHAIRPERSON'S REPORT**

Ms. Nuccio invited the Girl Scouts in the audience to ask questions. They did not have any questions.

Ms. Nuccio noted that a presentation will be made to Tolland Youth Football and Cheerleading on October 30<sup>th</sup> at the night game. She will share further information with the Council once it is received.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Mr. Luba noted that he has discussed the Veterans Recognition Commission with Mr. Tapp and Mr. Maynard. Mr. Luba, as a veteran having lived in Tolland for a number of years and having family members who are veterans living in town as well, thanked Mr. Tapp for his service and all he has done for veterans throughout the years.
- Ms. Falusi expressed her disappointment that they scheduled a joint meeting the same night as a library program about racism and equity. The Council made a statement about racism and equity and to schedule something on the same night as an event in the community where they could have come together and done great learning was disappointing. She added that while they will say there is only so much time left on the calendar, they made a point that this was important and a statement noting its importance is on the webpage. This did not make it feel important. Ms. Falusi thanked those who reached out to her and asked about it.
- Mr. Jones reflected that this evening is the last gathering of the Council for this term. It has been a humbling experience and he has enjoyed learning different perspectives. It has been sad to see some people go and there has been some onboarding. He is looking forward to what the next Council will accomplish and wished everyone the best of luck. While it has been a tumultuous last 2 years, it has been eye-opening, and he has enjoyed every minute. Mr. Luba was in agreement.
- Ms. Nuccio echoed Mr. Jones. The election is in a week, and she hopes to see everyone back. It has been a good 2 years and they found a lot of common ground. The Council met the majority of its goals, which were ambitious, and Ms. Nuccio believes they did a lot of work to do good for the town. She thanked everyone.

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

Heather McCann, 62 Crossen Drive, thanked the Council for recognizing Gifted, Talented, and Neurodiverse Awareness Week and honoring Grace Miller who is a special young woman. They are lucky to have the Millers not only as neighbors but also as friends. With this higher level of awareness and acknowledgement she hopes the Council will be more supportive of funding of programs, services, and resources of special education as they are presented and recommended by the Board of Education. Ms. McCann commented that she feels encouraged and this is a step in the right direction. She thanked the Council and Miss Miller for her bravery and advocacy. The McCanns are very proud of her.

Claudette Morehouse, 89 Merlot Way, noted that after year-long testing, the last water test for the contaminated wells was performed yesterday. She asked if the Council received any information or communication from DEEP and noted that she has not. Ms. Morehouse asked if the Council got any input from the EHHD and what the next steps are moving forward. She appreciates any input from the Council.

*Mr. Wilkinson responded that DEEP performed the testing and he believes they are summarizing the information and will create a report, but he does not know when it will be done. This will be done in conjunction with, or in communication with, the EHHD.*

**16. ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 7:51 PM

Mr. Luba seconded the motion.

A roll call vote was taken.

Motion passed unanimously.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Lisa A. Pascuzzi". The signature is written in a cursive, flowing style.

---

Lisa Pascuzzi  
Town Council Clerk

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Town Council Chair