

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 17, 2021

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

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=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. EXECUTIVE SESSION: FOR THE PURPOSE OF A DISCUSSION CONCERNING AN ATTORNEY CLIENT COMMUNICATION REGARDING LEGAL STEPS FOR ADDRESSING A PERSONNEL MATTER
- C. APPROVAL OF THE AGENDA
- D. APPROVAL OF MINUTES
 - November 10, 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 Coronavirus Relief Fund (no attachment)
 - H.2 Turf Field Conversation (no attachment)
 - H.3 Screen to Stay (no attachment)
- J. COMMITTEE & LIAISON REPORTS
- K. CHAIRPERSON'S REPORT
- L. BOARD ACTION
- M. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.
- N. POINTS OF INFORMATION

Tolland Town Council- November 9, 2021
- O. FUTURE
- P. NEW BUSINESS
- Q. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Zoom or In-Person Meeting

REGULAR MEETING – November 10, 2021

Present: Jennifer Gallichant, Christine Griffin, Tony Holt, Ashley Lundgren, Jacob Marie, Dana Philbin, Christina Plourd, Jayden Regisford, Sofia Shaikh

Administrators Present: Dr. Walter Willett, Superintendent of Schools

Also Present: Kathleen Pagan, Town Clerk

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

Dr. Willett explained that in accordance with Policy 9070, after an election, the board engages in the election of a chairperson and the Superintendent functions as the chair of the Board of Education until such time as a selection of a chairperson is made.

Ms. Plourd made a point of order asking if the members needed to be sworn in.

Ms. Pagan swore in the following Board of Education members:

Jennifer Gallichant, Christine Griffin, Tony Holt, Ashley Lundgren, Jacob Marie, Dana Philbin, Christina Plourd, Jayden Regisford, Sofia Shaikh

B. APPOINTMENT OF OFFICERS

Dr. Willett entertained nominations for chairperson for the Board of Education and reviewed the process.

Ms. Plourd made a point of order. She expressed concern about the first person being nominated receiving 6 votes in the affirmative.

Dr. Willett explained that no matter how many people vote in the affirmative for any given person, a vote will still be taken for each person nominated.

Ms. Plourd motioned to put forth to the Board to vote on all nominees at the same time by roll call vote or by ballot.

Mr. Marie seconded the motion.

Discussion: Dr. Willett recommended following the procedure advised by Board counsel.

In favor: Griffin, Holt, Plourd, Marie

Opposed: Regisford, Gallichant, Shaikh, Philbin, Lundgren

Abstained: none

Motion failed.

Dr. Willett requested nominations for chairpersonship of the Board.

Mr. Holt asked if nominees would have a moment to speak for themselves.

Dr. Willett responded that a motion may be made for nominees to make a statement for themselves.

Nominations for Chairpersonship

Ms. Shaikh nominated Ms. Lundgren.

Mr. Marie nominated Mr. Holt.

Dr. Willett requested a motion to close the nominations.

Ms. Plourd made a point of order and commented that a motion is not necessary. Dr. Willett responded that according to legal counsel a motion is needed, and he will follow what he was advised.

Ms. Philbin motioned to close the nominations.

Mr. Regisford seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Holt motioned that the nominees get to make a statement.

Mr. Marie seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Holt commented that policy directs the Board to pause and elect Board leadership every 2 years. He sees this not as a statement about leadership of the past but rather an opportunity to define the Board's future as a unique board with a common focus. He is honored by the nomination. It speaks volumes about the confidence in his character and ability. Mr. Holt added that he believes he brings a number of good things to table including passion, determination, and confidence. He explained that during the past term he developed a unique relationship with the Superintendent that combines respect with a desire to grow. His travels over the past year have given him an international perspective while allowing him to demonstrate his willingness to work hard for the betterment of Tolland Public Schools (TPS) regardless of where he is. Mr. Holt's work schedule shows only 2 small trips over the next 3 years. He added that he adheres to a servant leadership model empowering others to achieve their goals. If chosen, he will embody the word "team".

Ms. Lundgren commented that she has a proven track record and believes she is the best person to bring the Board together and work as a cohesive unit. She is not a politician – she is here to serve the community in the best interest of the district and students. Ms. Lundgren added that she always believes in what is right. She has a good working relationship with the Superintendent and believes this is an important factor when thinking of a chair position. She thanked the Board for the nomination.

Vote for the Nominees

Nominee: Mr. Holt

In favor: Griffin, Holt, Marie, Plourd

Opposed: Gallichant, Lundgren, Philbin, Regisford, Shaikh

Abstain: none

Nominee: Ms. Lundgren

In favor: Gallichant, Lundgren, Philbin, Regisford, Shaikh

Opposed: Griffin, Holt, Marie, Plourd

Abstain: none

Ms. Lundgren was elected Chairperson of the Board of Education.

Ms. Lundgren commented that the political parties need to be checked at the door. They are a team of 9 individuals and together they can continue the momentum to make the best changes for the district. She explained that the best situation is having bipartisan leadership.

Nominations for Vice Chairpersonship

Ms. Lundgren nominated Ms. Shaikh.

Mr. Holt motioned to close nominations for vice chairpersonship.

Mr. Regisford seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Vote for the Nominee

Nominee: Ms. Shaikh

In favor: Gallichant, Griffin, Holt, Lundgren, Marie, Philbin, Plourd, Regisford, Shaikh

Opposed: none

Abstain: none

Ms. Shaikh was elected Vice Chairperson of the Board of Education.

Ms. Lundgren opened the floor for nominations for the position of Secretary. She noted that Mr. Marie is detail-oriented and has assumed the role on an as-needed basis and did a wonderful job.

Nominations for Secretary

Ms. Lundgren nominated Mr. Marie.

Ms. Shaikh nominated Ms. Gallichant.

Mr. Holt motioned to close nominations for the position of secretary.

Ms. Philbin seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Vote for the Nominees

Nominee: Ms. Gallichant

Mr. Regisford motioned to vote for Ms. Gallichant for the position of secretary.

Mr. Holt seconded the motion.

Discussion: none

Vote:

In favor: Regisford, Gallichant, Shaikh, Philbin,

Opposed: Griffin, Holt, Plourd, Marie, Lundgren

Abstain: none

Nominee: Mr. Marie

Vote:

In favor: Griffin, Holt, Plourd, Marie, Lundgren
Opposed: Regisford, Gallichant, Shaikh, Philbin,
Abstain: none

Mr. Marie was elected Secretary of the Board of Education.

C. APPROVAL OF THE AGENDA – n/a

D. APPROVAL OF MINUTES

- October 27, 2021
Mr. Marie motioned to approve the minutes of October 27, 2021.
Mr. Holt seconded the motion.
Discussion: none
In favor: Gallichant, Griffin, Holt, Lundgren, Marie, Plourd, Regisford, Shaikh
Opposed: none
Abstained: Philbin
Motion passed.

D. PUBLIC PARTICIPATION

Lisa Burns, 214 Slater Road, congratulated everyone for winning the election. She sees a lot of new faces and many who have returned. Ms. Burns commented that it is a commitment from everyone and as a constituent thanked them and noted that she appreciates their time and efforts moving forward. She looks forward to a new Board.

Madhu Renduchintala, 93 Hurlbut Road, congratulated everyone who won election or reelection. He congratulated the newly elected leadership and wished everyone good luck over the next 2 years.

Kate Howard-Bender, 103 Goose Lane, congratulated everyone and reminded them that she is still a resource for them. If they need her for anything, they should reach out to her.

Colleen Yudichak, 12 Blueberry Hill Road, congratulated everyone and looks forward to working with them.

E. CORRESPONDENCE – tabled

F. POINTS OF INFORMATION

- Mr. Holt commented that he read through the e-mails and there have been many regarding the vaccine clinic. He asked if Dr. Willett could provide more information about the processes in place to ensure to those who signed up are the ones receiving the vaccinations.
- Mr. Marie thanked everyone who congratulated the Board members. He addressed the new members and noted that it will get heated at times and hopes they can all respectfully disagree and do what right for the district. He looks forward to working with everyone.
- Ms. Plourd commented that it is important to realize that the members can all be on different teams during the election, but the Board is a team starting this evening. She can only speak for herself but there are no hard feelings, nothing is personal, and she

will be a positive and engaged teammate for the leaders and the entire Board. Everyone has an equal voice. The Chair is not the boss of the Board but the facilitator to implement goals and ideas alongside the Superintendent. She hopes everyone feels the same. Ms. Plourd noted that if she seemed contentious with the point of order around the process, it was because she attended a CABA seminar on electing officers and felt she was well educated on how it was supposed to happen.

- Ms. Philbin commented that she is excited to see new folks and there are new opportunities to continue to move forward positively for Tolland. She thanked those who offered congratulations and their support. The goal is to do the right thing for all of Tolland.
- Mr. Regisford commented that it is cool that the Board has student representatives. He noted that their voices will likely matter more than those of the Board members. Their input will be appreciated, and he is looking forward to working with them.
- Dr. Willett addressed the question regarding the vaccination clinics. He noted that people may also reach out with questions via the Contact me portion on the website. Dr. Willett explained that the DPH provides direction to superintendents and that currently that direction is that districts should be doing all they can to maximize vaccinations in CT. It is one of the single most important strategies for resolving the pandemic and having students in school consistently. As part of this, the district is offering 2 vaccination clinics. One is in cooperation with the EHHD, November 13th, 10AM-4PM in the THS auditorium. Another is in cooperation with UCONN Health Network, November 15th, 12PM-3PM, at Birch Grove Primary School. Each is set up based on the specifications of each organization. The events have staging areas and registrations are often done prior to the event. Parents/guardians must explicitly state and sign paperwork confirming they want their student(s) to receive the vaccination. Upon arrival, identities are checked, and students may not enter the vaccination area until they have been confirmed in the registration area as having been matched with the parent/guardian and permission is granted by that parent/guardian. No child without permission from the parent/guardian will ever be vaccinated in the district. The organizations are responsible for verifying identities.
- Mr. Holt confirmed that in regard to the vaccinations, there must be an active approval from a parent/guardian. Dr. Willett noted that a child in this age group cannot be vaccinated without parent/guardian permission.

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

- Care & Share Program Participation – rather than a food drive due to COVID protocols, monetary donations are being collected to purchase gifts cards; money will be collected this week and next
- Wellness Week – activities, speakers, and a schedule will be set in the coming weeks

H. SUPERINTENDENT'S REPORT

H.1 Discussion on Committee Members (no enclosure)

Ms. Lundgren asked that the Committee Chairs provide information about their respective Committees.

Finance & Facilities: Ms. Griffin explained that the Committee meets on the 3rd Wednesday of every month at 5:30PM and meetings last 60-90 minutes. The

Committee reviews the numbers with Dr. Willett and recently has been working on the COVID Relief Fund (CRF). In terms of facilities, they review the capital budget which is now at town. Over the past 18 months they have discussed COVID-related expenses as well as the 1% fund (ERF).

Policy: Mr. Holt explained that policies are important and help schools establish rules and procedures and create standard quality for learning and safety as well as expectations and accountability. Without them, schools would lack the structure and function necessary to provide for the educational needs of students. TPS has approximately 108 policies. The Committee tries to ensure that the policies in place are the right ones, determine if new policies are needed, and if shifts are needed based on curriculum and state mandates. The policies represent the framework upon which the district is built and someone outside of Tolland could read the policies and understand the district's priorities. The Committee meets at least 1x per month and reviews policy based on recommendations from the state, legal advisors, the public, and the members.

Curriculum: Mr. Marie explained that the Committee plays an important role in partnership with educational professionals in evaluating the current curriculum and pending changes as well as resource allocations among different programs. The Committee also plays a role in spearheading and supporting new education programs. He would like the Committee to move in the direction of ensuring student success and that what is in place is working. Further, with COVID-19 the Committee plays a role in monitoring the effects of learning loss and other pandemic-related issues.

Communications – Ms. Plourd noted that Policy 9190 discusses each of the Committees. The Communications Committee is a communications and outreach committee. It is charged with increasing opportunities for 2-way communication between the Board and other municipal boards, commissions, committees, and the public. They have been working on improving communication with the public and Ms. Plourd believes they can do better in terms of communication with other municipal boards. If she remains on the Committee, she would like to have increased communication with the student representatives as well as with the younger student population.

Negotiations – Ms. Philbin explained that the Committee works with Dr. Willett, Ms. Waterhouse, and the respective union representatives. The Committee often has a lot of work at once and does not meet monthly. The conversations are secure and confidential. It is an interesting committee to be a part of and members are able to see the financial aspect as well as other impacts. Dr. Willett noted that Committee meetings can be lengthy.

Mental Health Task Force – Mr. Holt and Mr. Marie are members and there is 1 available opening.

Board members should e-mail Ms. Lundgren with their committee/committees of interest.

H.2 Monthly Financial Report

Dr. Willett reviewed attachment H.2.

The October 2021 financial report shows an available balance of \$843,758 or 2.07% of the BOE's current budget.

Dr. Willett reviewed the following highlights:

- Salaries (110); over budget; additional hires of associate educators; teachers hired with ESSER grants; ESY and summer program; grants are outstanding – when received line item will balance
- Substitutes (120); under budget; will be expended as year progresses
- Overtime (130); under budget; cannot be encumbered
- Stipends (150); over budget; fully encumbered; pay to play funds have not been collected in their entirety; on trend
- Health Ins/Severance/Empl Benefits (190,200,210); under budget; expect to be expended as the year progresses
- FICA/Med/Soc Sec (220); under budget; driven by newly hired and retired employees; expended throughout the year
- Retirement/Course Reimbursement/Unemployment (240, 250, 260); under budget; incurred as year progresses
- Benefits/Consultant/Workers Comp (310, 270); under budget
- Legal/Audit/Tech (340, 350); under budget; expenses will increase as year progresses
- Repair/Maintenance/Cleaning (420, 430); expenses will be incurred as the year goes on; some expenses are cyclical; may be additional expenses due to the BGP project
- Transportation (510); over budget; special education routes; numbers may fluctuate
- Special Education Tuitions (560); over budget; available balance will change as the year progresses and expenses for specialized services are incurred; ECS funds are received from the state in February and May and will help put this in balance
- Energy (620); funds have been transferred to the UISF
- Textbooks (640); under budget
- Instructional Supplies/Materials/ Misc. Supplies/ General Supplies (610, 690, 600, 730); under budget

H.3 Enrollment

Dr. Willett reviewed attachment H.3.

Dr. Willett explained that this is version 1 of the enrollment report and updated information will be provided throughout the year including projection data. He noted that the numbers may fluctuate over time in the range of 10-20.

Dr. Willett reviewed the District Enrollment Statistics, Version 1 2021/2022 including information on research on class size from the Tennessee Demonstration Project and the American Psychological Association (APA).

Dr. Willett reviewed the District Figures (November 4th) – Draft Future Projections with available NESDEC data, to be updated for 2021/22. He noted that the TPS are not projected to drop below 2000 enrollments. Projections 10 years out at this time

indicate a greater number of students, approximately 40 students (PK-2), of which 35 students are (K-2), and 31 students (3-5) based on the birth rate and related factors.

Dr. Willett reviewed the intervention initial numbers. The 246 cases of service. It was noted that a student with math service and ELA services counts as 2 services. Dr. Willett reviewed the breakdown by school and the ratios. Future reports will have greater breakdown of the data. Lastly, the section-by-section enrollment numbers were reviewed.

Ms. Gallichant asked if they also look at the data related to social emotional health benefits and class sizes. Dr. Willett responded that there will be opportunities report out existing information as well as to gather data related to this. The term SEL was not used when some of this research was generated, but research in this area was done, and he will pull data from the APA and other reliable sources, and include it in future reports.

Ms. Griffin asked which grades received the teachers that were added this year via the ESSER funds. Dr. Willett responded that they are in grades K and 2 and will be funded by the grant over the next 2-3 years.

Ms. Philbin commented on the ratios for TMS and asked if they are looking to streamline the class sizes. Dr. Willett explained that there is a burst of students in grade 7. The coming classes are less and will balance. Ms. Philbin asked how many additional students came to Tolland since March 2020. Dr. Willett responded that additional students in the range of 10-20 came to Tolland. He noted that there was an influx of English Language Learners identified. Further, most of the projection data has not yet taken into account babies born during the COVID pandemic.

I. COMMITTEE & LIAISON REPORTS

- Curriculum – Special Meeting October 28th; discussed a possible grant to expand Personal Finance course options at TMS

J. CHAIRPERSON'S REPORT

Ms. Lundgren welcomed the new Board members. She noted that she truly appreciates all the work done by Mr. Renduchintala and Ms. Besaw and thanked them. Ms. Lundgren is looking forward to setting and reaching Board goals as a team.

K. BOARD ACTION

- K.1 Birch Grove Primary School Change Order
Dr. Willett reviewed attachment K.1.
Ms. Philbin noted that the work has been done in the Birch Grove Building Committee and the motion is to authorize Dr. Willett to sign the related documentation to apply for reimbursement.

Mr. Marie motioned 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.

Mr. Regisford seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

L. PUBLIC PARTICIPATION

Kate Howard-Bender, 103 Goose Lane, asked if the intervention ratio includes special education and tier 3. She asked what happens when the ESSER funds go away. They need to consider the teachers who are currently budgeted with ESSER funds. If they are depending on ESSER funds to keep class sizes at a rate that is good for students, they need to be forward thinking about ensuring money is in the budget.

M. POINTS OF INFORMATION

- Town Council – October 26, 2021
- Tolland Town Council/Commission on People with Disabilities/Historic District Commission Joint Meeting – October 19, 2021
- Ms. Griffin noted that the FFC has discussed how to keep the teachers hired with the ESSER funds in the budget. Dr. Willett has noted that there will be some retirements over the next few years. Further, Ms. Griffin stated some of the one-time large expense items will be removed from the budget as well. They will consider what needs to be done to ensure proper staffing for students.
- Dr. Willett noted that the intervention number is cases and added that the goal is to have retirements cover the ESSER-funded positions.
- Mr. Holt asked about the Transportation line item. Given the challenges this year with buses, he asked if there have been any conversations about fiscal relief with First Student. Dr. Willett responded that there have not been any savings discussed at this time but this will be discussed over the coming months. The district is billed in multiple month iterations.
- Mr. Regisford asked if the information presented this evening is available to the public online. Dr. Willett responded that it is.
- Ms. Griffin requested that the Board hold a retreat sooner rather than later. Ms. Lungren agreed and noted that it needs to be an in-person retreat. A workshop regarding roles and responsibilities will take place as well.
- Mr. Marie asked if Board goals would be set earlier than in the past. Ms. Lundgren responded that they would hold the retreat and the roles and responsibilities workshop first.
- Ms. Plourd noted that some changes she would like to see would be the use of the Future and New Business agenda items and have more Board discussion. She added that CAFE offers a lot of good resources. The seminar she watched on the election of officers was offered by CAFE. Lastly, she would like to see Dr. Willett's goals as well as those of the district first so the Board can tie its goals to theirs and align them.

N. FUTURE - none

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Marie motioned to adjourn at 8:31 PM.

Mr. Regisford seconded the motion.

Discussion: none

A roll call vote was taken. All were in favor. Motion passed.

Respectfully submitted,

Lisa Pascuzzi

Clerk

MINUTES

TOLLAND TOWN COUNCIL ORGANIZATIONAL AND REGULAR HYBRID MEETING NOVEMBER 9, 2021 – 7:00 P.M.

Present: Brenda Falusi, Steve Jones, Sami Khan, Lou Luba, Tammy Nuccio, John Reagan, Colleen Yudichak

Also Present: Kathleen Pagan, Town Clerk; Lisa Hancock, Interim Town Manager; Mike Wilkinson (ZOOM), Director of Administrative Services

1. **CALL TO ORDER (BY TOWN CLERK):** Town Clerk Kathleen Pagan called the meeting to order at 7:00PM.

2. **PLEDGE OF ALLEGIANCE:** Recited

3. **MOMENT OF SILENCE:** Observed

4. **ADMINISTRATION OF OATH OF OFFICE**

Ms. Pagan administered the Oath of Office.

The following were sworn in: Ms. Falusi, Mr. Jones, Mr. Khan, Mr. Luba, Ms. Nuccio, Mr. Reagan, Ms. Yudichak.

5. **ELECTION OF CHAIRPERSON**

Ms. Pagan requested a nomination for Chairperson.

Mr. Khan nominated Mr. Jones for the position of Chairperson.

Mr. Reagan seconded.

There were no other nominations for Chairperson.

Nominations were closed.

All were in favor. None opposed. No abstentions.

Mr. Jones was named Chairperson.

6. **ELECTION OF VICE CHAIRPERSON**

Mr. Jones requested a nomination for Vice Chair.

Ms. Yudichak nominated Mr. Reagan for the position of Vice Chairperson.

Mr. Luba seconded.

There were no other nominations for Vice Chairperson.

Nominations were closed.

All were in favor. None opposed. No abstentions.

Mr. Reagan was named Vice Chairperson.

7. **DISCUSSION OF MEETING SCHEDULE AND SET TIME FOR REGULAR MEETINGS**

Mr. Jones reviewed the proposed 2021, 2022, & 2023 meeting schedule which lists the regular meetings to be held on the second and fourth Tuesdays of the month at 7:00 P.M.

Ms. Falusi motioned to approve the meeting schedule and set time for regular meetings.

Mr. Luba seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

8. **RULES OF PROCEDURE**

Mr. Jones reviewed the Town Council, Tolland, CT Rules of Procedure, amended 01/26/21.

Mr. Luba motioned to approve the Rules of Procedure that were amended on January 26, 2021 as laid out.

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

9. **PROCLAMATIONS/PRESENTATIONS:**

Mr. Reagan motioned to amend today's agenda to add a proclamation recognizing the 100th birthday of Anne Y. O'Bara.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Mr. Jones read the Proclamation celebrating Ms. O'Bara's 100th birthday into the record.

The Proclamation highlighted that Ms. O'Bara has been a resident of Tolland for over 60 years where she and her husband built their home in 1963 and lovingly raised 3 children. Ms. O'Bara was the Air Raid Warden in World War II. Ms. O'Bara worked at UCONN for 22 years and is a huge UCONN girls' basketball fan and has not missed a game. Ms. O'Bara loves getting her hands dirty with gardening. She is loved and cherished by family and friends and has 8 grandchildren. The Council, Ms. O'Bara's family and friends, and the entire community joyfully celebrate the 100th birthday of Ms. O'Bara.

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

Sophia Johnson, 48 Crystal Lake Road, congratulated the Council members and knows that Chairperson Jones will do his best to serve the community. She commented that at the recent election Ms. Nuccio and Mr. Khan received the highest number of votes and asked if it would be most prudent to appoint the chairperson and vice chairperson with respect to the highest number of votes. Ms. Johnson noted that she does not know if this has ever been done or how the seats are selected and asked for clarification and the rationale for the current appointments. She noted no disrespect to Mr. Jones as Chairperson but asked about the choices that do not reflect the popular vote.

Renie Besaw, 230 Grant Hill Road, asked that the Council continue to pursue, and come to a decision, around the turf field at the high school. It is an expensive operation and there has not been any monies put aside to address this. She does not want to see an \$800K-\$1M bill come due in a couple of years when the field needs to be resurfaced. It does not have a life expectancy long enough for bonding. Ms. Besaw believes it is the Council's responsibility to plan for this and decide on a plan of action.

Christina Plourd, 101 Metcalf Road, congratulated the Council members. She agreed with Ms. Besaw's comment as a private resident and not a member of the Board of Education. She advocated for, given the increasing vaccinations and low hospitalization rate, removing masks from the Town Hall setting.

Lisa Burns, 214 Slater Road, congratulated the Council members. She noted that it is wonderful to see new faces and those who have served on the Council in the past. They all make a tremendous sacrifice from families and friends, and it does not go unnoticed. She wished everyone good luck in the next couple of years.

Kenny Trice, 53 Doe Run, congratulated everyone and told them to work as a team.

11. PUBLIC HEARING ITEMS:

11.1 Consideration of a resolution to amend the Code of the Town of Tolland, Chapter 112, Parks and Recreation Areas (§ 112-5 – Park regulations).

Tonight's public hearing is regarding a resolution to amend §112-5, Park Regulations. The amendments would not allow cannabis, edibles, marijuana, or any type of smoking on town lands. Ms. Hancock noted that she drafted the policy amendments and Attorney Conti made edits and is in attendance this evening to address any questions.

Ms. Falusi motioned to open the public hearing.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Liz Costa, 54 Josiah Lane, commented that she understands the ordinance and its purpose but questions the edibles. It is not easy to determine if someone is eating an edible or a brownie.

Mr. Jones asked why "edibles" was incorporated into the language. Attorney Conti explained that it was included in the draft presented to him. It struck him that it was desired that no marijuana or cannabis-type products, whether smoked or eaten was wanted. It will be difficult to enforce but it was his understanding that this is what the Council wanted and why it was included.

Liz Costa, 54 Josiah Lane, thanked Attorney Conti. She fully supports the amendment particularly from a smoking aspect. Having been in a park in Amsterdam and taking her children out of the park due to the amount of smoke, she understands but does not agree with edibles. There is no harm to this, and it is difficult to enforce.

Mr. Luba motioned to close the public hearing.

Ms. Falusi seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Ms. Nuccio asked Attorney Conti about §112-2 and the definition of "cannabis". Attorney Conti responded that the draft he received from Ms. Hancock was based on that of another town. He reviewed the definition and compared it to how it was defined in the CT General Statutes and for the purposes of enforcement, he did not believe "cannabis" and "marijuana" should be combined as they were in the other town's document. The definitions in this draft are those used in the CT General Statutes.

Mr. Luba commented that it would be consistent to include edibles since they also ban alcohol from parks. It would be just as difficult to enforce but he fully supports the proposed change.

Ms. Falusi explained that her concern is not the consumption of edibles but what is left behind. She is afraid someone may accidentally leave a partially consumed package behind and that a child could find it and not be able to differentiate it. She added that whoever was irresponsible in this

way would have the onus on them for the action. She asked about definition of “park” and “property” in regard to Parker Place. Parker Place is owned by the town but leased. Under §112-10 it notes that the Town Manager may designate areas where smoking and cannabis use are acceptable. She wants to ensure people are not put in a position where they cannot consume something that is legal in their own residence.

Ms. Hancock asked Attorney Conti if there could be an exclusion for Parker Place since it is people’s homes. State statute noted that they cannot withhold anyone from consuming cannabis in their own home. The other town properties are not people’s homes. Ms. Hancock clarified that Parker Place is owned by the town and leased to Access Agency for elderly housing. Attorney Conti recommended that the private residences be excluded. He can amend the definition of “park”.

Ms. Nuccio asked if Parker Place could fall under §112-10 as a leased property and be exempted. Attorney Conti responded that it could - §112-10 would allow the Town Manager to exclude Parker Place. Ms. Hancock noted that the section prohibits the use of cannabis and only gives the Town Manager the option to allow smoking in designated areas so an exemption would be needed under the definition of “park” or it would need to be added that the Town Manager has to authority to allow cannabis only in residential, leased town buildings. Ms. Nuccio commented that the ordinance is about parks and recreation areas. Parker Place is neither. Ms. Hancock explained that they need to include language to exclude Parker Place. She noted that they do not have currently have anything in place regarding smoking in town buildings, but it is covered under state statute. That said, when she amended the document, she included the language regarding smoking. They would want to leave town buildings in the ordinance because there are other buildings such as the senior center.

Mr. Luba noted an exclusion is already included under the definition of “park”. He recommended adding, “and any other leased or other properties designated for residential purposes as determined by the Town Manager”. By stating this, if other properties come up that would fall under this, they would be included. Attorney Conti was in agreement. He added that smoking has been an ongoing issue at Parker Place and there have been multiple complaints by tenants of other tenants. He noted that they need to be mindful of overstepping the lease provisions between the landlord and individual tenants.

Attorney Conti noted that in light of the comments, he and Ms. Hancock will review the draft and return to the Council with an amended revision.

Ms. Falusi asked if they should also look at the museums regarding the cannabis provisions and request input from those who oversee the properties. Ms. Hancock recommended prohibiting it from any municipal, non-residential building to be consistent.

Straw Poll – Should the public hearing be postponed to the first meeting in December?
Result: all members were in favor

Ms. Falusi motioned to postpone the public hearing to the first regular meeting in December.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

12a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL

Tourism: Ms. Falusi noted that there has not been a recent meeting. In regard to Tolland Tourism social media, she reached out to a number of businesses to let them know about the Facebook page, that they may post on the page, and tag it. The page currently has 700 followers.

Sustainable CT: no updates

12b. REPORTS OF TOWN COUNCIL LIAISONS

- Planning & Zoning Commission – Ms. Falusi provided an update of last night's meeting.
- Birch Grove Building Committee – no meeting
- WPCA – no meeting
- Conservation Commission – no meeting

13. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 13.1 Appointment of Town Attorney for the term from November 9, 2021 through November 7, 2023. Ms. Hancock noted that the Charter requires that when there is a new election of council members that they appoint or reappoint a town attorney for the councilors' term. She brought forward a recommendation to reappoint Attorney Conti.

Ms. Nuccio motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Richard S. Conti as Town Attorney for the term from November 9, 2021 through November 7, 2023.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 13.2 Consideration and action on approving the Projects/Grants Manager Job Description.

Ms. Hancock noted this position was approved in the FY21/22 budget process with a phase-in approach to begin January 1st. She, Mr. Wilkinson, and Ms. Bellody drafted the job description, and it is being presented this evening for approval so that they may move forward and advertise the position. Given the number of grants available, they need to find someone to manage applications and project management. Mr. Wilkinson explained that one of the current issues is that Ms. Bellody does a lot of the work right now and they want to be able to transition this at some point. He added that there are more and more opportunities for grants and cited the example of the new infrastructure bill. Thus, the position could create opportunities. The position is not only about getting grants but also project administration particularly for capital grants. Once the job description is approved, they will begin the recruitment process.

Ms. Falusi asked if there was any consideration of including project management skills in the job description. An extensive amount is not mentioned and some grants rely on heavily on these skills. Ms. Hancock responded that they included language regarding project management but are not requiring PMP certification due to the salary requirements.

Ms. Nuccio motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached non-union group Projects/Grants Manager Job Description.

Ms. Yudichak seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

13.3 Discuss setting of a Workshop(s) to review the Town's Vision Statement to identify goals and set activities.

Ms. Hancock proposed that the Council set its goals/objectives differently this year. Several years ago, the town worked with community members, staff, politicians, and others to set a vision for the town as well as its mission statement. She would like to hold a workshop with the Council to review the vision and mission statement and identify the goals. They would then look at the objectives needed to meet those goals as well as specific, measurable activities. The workshop would be a brainstorming environment. Once the Council reaches a baseline of where it would like to go, Ms. Hancock recommended bringing in people, such as staff, commissions, or public who would be impacted for input.

Mr. Luba commented that he likes the idea and noted that workshop dates have been scheduled for 2 evenings in December. Last time it was held on a weekend day, and he believes it worked well because it was conducive to working together and focusing.

Ms. Falusi provided a history and noted that previously an e-mail was sent to councilors asking them to identify their goals and objectives. The responses were categorized and a list was created. It was effective because they were not questioning goals. Another time the councilors met at the Training Center for over 4 hours but did not get to everyone's goals. Thus, she believes it is more equitable to have the members submit their goals, group them, and create the goals and objectives everyone would like to see. Ms. Falusi recommended working on the vision and mission statement and then the individual goals. She noted that she was nervous about having department heads come before the Council to present and defend their needs and recommended that Ms. Hancock collect the information and present it to the Council so it would be more comfortable for everyone. Ms. Hancock responded she understood but there is a desire by the department heads to provide input if a decision is made that will impact their operation. They will do what is needed but want the Council to understand that there may be limitations and want to be able to communicate what may be needed to make things happen. Ms. Falusi noted that field trips have been beneficial in the past and are an opportunity for department heads to communicate their needs. While some department heads may be comfortable in a setting where they are peppered with questions posed by the Council others may not be. As the Town Manager Ms. Hancock should be able to advocate for the department heads and their needs. Ms. Hancock responded that she could do so.

Mr. Reagan commented that it is important to have interaction between the department heads and the Council. He has been told by more than one that they often feel they do not have input. They could either present before the Council or write and submit communication through the Town Manager and he believes offering these options would be beneficial. Mr. Reagan likes the idea of grouping people's thoughts and believes it would save time. He added that he likes the field trips – it is a great way to get to know staff.

Ms. Nuccio commented that it was better having the workshop on the weekend because people did not have work or other obligations and likes the recommendation of having a meeting to discuss the vision and mission statement since this should be the guide for the Council. She recommended compiling a list of members' goals, but noted that they should be discussed as a Council. The

Council needs to do the business of the town and goals are new items on top of this. The last Council was very ambitious with its goals, and while many were touched on, some were not addressed. In terms of staff, the Council knew some of the goals would have an impact and tried to create boards where volunteers would handle most of the work. The Council works with department heads while working on the budget and this is where members learn the needs. Goals are different. Ms. Hancock explained that when she noted about hearing the needs of the department heads, she did so in regard to the Council setting a goal that would need staff support and how it would impact the office. The needs would be items such as additional staffing, hours, or tools to accomplish the Council's goals. Mr. Jones added that it would be beneficial to share the vision and mission statement with the department heads so they align the information with their goals as well. Ms. Hancock noted that this is included in the budget process but she can focus on this with them.

Ms. Yudichak commented that as a new Council member she knows a lot about the town but there is a lot to learn. She does not want to overwhelm the staff and would like an opportunity to speak with them. Ms. Yudichak asked if Ms. Hancock would involve the community as well. Ms. Hancock responded that it would be up to the Council. There are different ways they can gather information. Ms. Yudichak noted that she would like a tour of the facilities. Ms. Hancock responded that they can arrange this. The Chair and Vice Chair will reach out to Ms. Hancock to discuss dates for tours and a format.

- 13.4 Approval of the November 23, 2021 Town Council meeting being held only remotely through Zoom. Ms. Hancock explained that while November 23rd falls during a holiday week, there are still important items that need to be addressed and it may be easier for members to attend if the November 23rd meeting is held remotely.

Ms. Falusi motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the November 23, 2021 Town Council Meeting be held only remotely.

Mr. Khan seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

- 13.5 Appointments to vacancies on various municipal boards/commissions.

- 13.5a. Appointment to Agriculture Commission - Alternate
- 13.5b. Appointments to Tolland Mental Health and Substance Use Advisory Task Force – Member and Alternate
- 13.5c. Reappointments to Library Advisory Board
- 13.5d. Reappointments to Inland Wetlands and Watercourses Commission

Mr. Reagan motioned to approve the appointments to the vacancies on the various boards and commissions as laid out in 13.5.

Ms. Nuccio seconded the motion.

Discussion: Ms. Falusi and Mr. Jones thanked the volunteers.

All were in favor. Motion passed unanimously.

14. OLD BUSINESS (ACTION/DISCUSSION ITEMS): None.

15. REPORT OF THE INTERIM TOWN MANAGER

- Once the infrastructure bill comes forward there may be several opportunities to apply for funding.
- Ms. Hancock met with FEMA today and the application for Storm Isaias was closed out. The town will receive in the range of \$50K-\$60K depending on what is approved. Most of the reimbursements were for funds expended from the general fund. While they did not expect reimbursement, Ms. Hancock filed an application and it was approved. The funds thus far received have been deposited into the Emergency Declaration Fund to be used for future emergencies. She is still working with FEMA on the COVID applications.

Ms. Nuccio welcomed the new Assistant Director of Human Services. She asked about the Tolland Food Bank and the Holiday Care & Share Program and if information would be sent out about what the town needs to collect and where to bring donations. Ms. Hancock responded that they are working closely with the State Police and the Stuff A Cruiser program. Town Hall employees participate and sponsor a family as well and this is communicated through Human Services. Ms. Hancock will speak with Ms. Bellody regarding sending an e-blast to the community.

Mr. Luba asked if there are any outstanding charges or reimbursements that would be covered under the current emergency declaration. Ms. Hancock responded that they are still purchasing PPE and cleaning supplies but nothing as drastic as items purchased in the beginning. She does not know what the future holds and if the declaration of emergency is removed, they may not be able to receive grant funds, so she is hesitant to recommend removal. Mr. Luba asked that since the executive order left the discretion of the masks to the town managers, if there has been any discussion about removing the mask mandate in town facilities and specifically town hall. Ms. Hancock responded that she has spoken with health officials and the CDC guidelines are to continue to require the use of masks in town buildings. Today, the state's positive case rate was 3.2% and she is trying to keep a balance for the town staff and others; thus, she does not see removing the requirement as of yet but does speak with health officials on a weekly basis.

16. ADOPTION OF MINUTES

16.1 October 19, 2021 Hybrid Special Joint Meeting Minutes with Town Council, Commission on People with Disabilities and Historic District Commission

16.2 October 26, 2021 Hybrid Regular Meeting Minutes

Mr. Reagan motioned to approve the minutes as laid out in 16.1 and 16.2.

Ms. Falusi seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

17. CORRESPONDENCE TO COUNCIL

- Multiple e-mails concerning the joint meeting with the Tolland Historic District Commission and the Commission on People with Disabilities about the sidewalks and ADA compliance
- Correspondence about the street sweeper discussed at the last meeting; the Town Manager responded to the correspondence
- Ads and similar e-mails unrelated to Council business

18. CHAIRPERSON'S REPORT

Mr. Jones noted that on December 2nd at 6:30PM there will be a special hybrid meeting regarding the town manager search and encouraged the public to participate. Mr. Jones noted that he is honored and appreciates everyone's support for his chairmanship as well as support for Mr. Reagan as Vice Chair. He believes they have a similar temperament and skills that will be effective for the Council. Mr. Jones recognized the leadership and his relationship with Ms. Nuccio over the past 2 years that worked very well. He appreciates her continued service.

19. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Ms. Falusi asked that in regard to meeting schedules that they make it a priority not to schedule special or joint meetings on evenings with other elected boards' regularly scheduled meetings; particularly, if there are public hearings on those days. She also wants to be cognizant of Christian, Jewish, and Muslim holidays at the very least and not schedule regular or special meetings on those dates. Ms. Falusi noted that the CT Conference for Municipalities is holding free training on January 8th, 9AM-3PM for all newly elected officials. Items to be reviewed will include: budgets, FOIA, town meetings, and public hearings. Those in newly elected positions may sign up at ccm-ct.org.
- Ms. Nuccio noted that November 27th is the kickoff for the Christmas Parade. The fire department is accepting applications for floats from individuals, organizations, and businesses.
- Mr. Luba congratulated all the Councilors. He believes they have a great team, can accomplish a lot, and is looking forward to working together. He noted that he understands the reasoning behind raising hands for voting but for the vision impaired who may be accessing the meeting online, perhaps a concurrent voice vote could be done as well.
- Mr. Jones noted that a communication has been sent to the Councilors regarding committee assignments. He served with Mr. Luba to vet applications for boards and commissions previously and would be open if anyone would like to hold the position. Mr. Jones noted that FOIA training for newly elected officials and others would be beneficial. Mr. Luba will provide contact information about FOIA training to Ms. Hancock.
- Ms. Yudichak commented that she is excited to be working with everyone on the Council and is happy for Mr. Jones as Chair and Mr. Reagan as Vice Chair. She inquired about the procedure for Councilors who have questions for town departments. Mr. Jones responded that questions should be sent to the Town Manager. If it is related to Council business, the communication should be copied to the Chair and Vice Chair as well.

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

Sophia Johnson, 48 Crystal Lake Road, expressed concern about the appointments to boards and commissions agenda item. She cited a resident up for appointment and expressed concern about how the person demonstrates themselves on social media. *Mr. Jones apologized that Ms. Johnson was muted and noted that they cannot have public comment that is denigrating to residents. If someone has an issue with a resident, it should be taken up personally. Public Participation should stay within the jurisdiction of the town and not be a personal attack on another resident.*

Steve Leibowitz welcomed Mr. Khan and Ms. Yudichak to the Council as well as the returning Councilors. They enjoyed working with everyone in the last session regarding the Miracle Field and would like to keep the momentum going. There were positive comments at the last meeting and they discussed setting up a special meeting. Mr. Jones mentioned that he would like to keep this moving forward and set up a special meeting prior to December given the schedule of when the capital improvement plan is presented to the

Council. Mr. Leibowitz would like to schedule the special meeting in November and keep the momentum going. *Mr. Jones responded that he would confer with the Vice Chair and the Town Manager about potential scheduling.*

Rebecca Risley commended Mr. Jones on how he ran the meeting tonight and how he handled the situation earlier in Public Participation. She congratulated everyone who was elected.

21. **ADJOURNMENT**

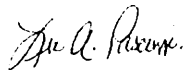
Mr. Luba motioned to adjourn the meeting at 8:38 PM

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

Town of Tolland, Connecticut
Job Description

Position Title:	Projects/Grants Manager/Admin.	Grade Level:	NU - 4
Department:	Town Manager's Office	Date:	11/9/21
Reports to:	Town Manager	FLSA Status:	Salaried Exempt

Statement of Duties: Employee is responsible for the development and administration of town-wide grants and special projects, including capital projects and construction grants, as a specialist in obtaining new grants by identifying, researching, and applying data by writing proposals and submitting any other materials required to secure new grant funding as well as renewal of existing grant funding. Provides management and oversight for certain capital improvements and projects. Working independently and with a high degree of initiative, this position will work actively with federal, state, as well as community agencies and organizations to implement programs, monitor progress and assess results. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Town Manager, the employee works from organizational policies and objectives, establishing short-range plans and objectives for grants and special projects, and assumes direct accountability for major departmental and municipal results. Employee consults with supervisor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises responsibility in the development of departmental and municipal grants and projects. The employee is also expected to attempt to resolve conflicts that arise and coordinate with others as necessary to resolve issues.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimate and allocates the financial and staff resources required. Employee prepares an operating budget and related reports. Assists or oversees the grants and projects functions, including or effectively locating, applying and administering grants. Employee provides no direct supervision over employees who works at the same location and the same work schedule. Work operations are subject to frequent and abrupt changes in deadlines, volume of work and goals due to uncontrollable or unpredictable circumstances.

Confidentiality: Employee may have some limited access to confidential information such as employee personnel files, collective bargaining, law suits, criminal records/investigations and department records in accordance with the state public records law.

Judgment: Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and

Town of Tolland, Connecticut

Job Description

recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Contacts: Employee has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and overall fiscal responsibility for municipal departments. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions and adverse public relations to the municipality.

Occupational Risk: Occupational risk exposure to the employee in carrying out essential functions is similar to that found in typical indoor or office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversees and participates in the development and provision of grants and special projects, including request for proposals, bid documents, administration and close out of capital projects and construction grants.
2. Responsible for maintaining effective employee working relations as well as liaison with other governmental entities as well as local, state and federal agencies.
3. Conducts independent research as required.
4. May assist the Town Manager in the development and implementation of the Town budget, administrative policies/programs and management systems.
5. Prepares various reports for the Town Manager, Town Council and Town Boards as required.
6. Research, identify and obtain new grants and funding
7. Research and analyze pertinent data and develop winning proposals with use of collaborative data from appropriate Town Department Head(s) or Town Planner.
8. Develop and submit and follow-up on grant applications and proposals within

Town of Tolland, Connecticut Job Description

deadlines.

9. Develop and maintain diverse network of grant sources and funding organizations.
10. Attends meetings of appropriate state, local and regional organizations and performs other liaison functions to coordinate efforts in obtaining new grants and renewing existing grants;
11. Develops quantifiable goals and objectives, evaluation and compliance standards, timetables, other program components and board policy for program area and individual projects;
12. Establish written schedule of goals and provide Town Manager with status of all grant activity in an on-going 30, 90, and 120 day spreadsheet. Maintain ongoing status sheet for all grant activity.
13. Monitors and assesses on-going programs for conformance to reporting requirements, budget and timetable guidelines and program effectiveness;
14. Monitors appropriate law changes for compliance.
15. Monitors use of grant monies awarded to the town to ensure adherence to all terms and conditions in conjunction with appropriate Department Head(s) or Town Manager.
16. Performs research to support the application for or the disbursement of grants including needs analysis, literature review and regulations critique to identify problems and determine priorities; Performs specialized related duties in the area of grants and compliance management.
17. With oversight from Town Manager or Director of Finance and the Town Attorney, prepares contracts and agreements related to grant and/or project activities.
18. Prepares quarterly and annual reports and town annual capital plan or section of capital plan related to program area or grant reporting requirements.
19. Provides technical assistance and acts as resource person to grantees; recommends funding; performs other related duties as required.
20. Acts as staff liaison to Town Boards and Commissions as assigned.

Recommended Minimum Qualifications

Education and Experience: Bachelor's Degree with a Master's Degree preferred and three to five (3-5) years of work experience in the public sector with an emphasis on grants/projects management; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Class D Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Knowledge of local, state and federal grants laws/regulations, and projects pertaining to municipal employees; knowledge of town department operations and services. Knowledge of accepted grants practices and procedures regarding their

Town of Tolland, Connecticut
Job Description

application and administration. Knowledge of the town government organization. Knowledge of grant administration techniques and practices. Knowledge of the development and administration of municipal budgets in Connecticut.

Abilities: Ability to develop, implement and monitor the effectiveness of a wide range of grant and project services. Ability to work effectively with confidential information. Ability to work effectively with employees as well as members of the public and elected /appointed officials. Ability to manage multiple tasks in an organized and timely manner. Ability to identify problems and take initiative to correct the problems.

Skill: Excellent work ethic. Proficient written and oral communication skills. Proficient personal computer hardware and software programs including word processing and spread sheet applications. Ability to learn project management software.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands required to perform the work. Employee is required to lift, push or pull office equipment.

Motor Skills: Duties require minimal motor skills for activities such as moving objects, operating a telephone, personal computer, and other office equipment.

Visual Skills: Employee is required to constantly read documents for general understanding and analytical purpose. Employee is not required to distinguish colors.