



TOLLAND BOARD OF EDUCATION

VISION STATEMENT

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

AGENDA

October 14, 2020

7:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86358441213?pwd=dUJPNbV3BoZW1MT1ZJZ1F1K21XZz09>

Meeting ID: 863 5844 1213

Passcode: 5FgfFH

One tap mobile

+13017158592,,86358441213#,,,,,0#,,582724# US (Germantown)

+13126266799,,86358441213#,,,,,0#,,582724# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 863 5844 1213

Passcode: 582724

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJPNbV3BoZW1MT1ZJZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

- September 23, 2020
- September 30, 2020

C. APPROVAL OF MINUTES

D. PUBLIC PARTICIPATION (2 minute limit)

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

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

E. CORRESPONDENCE

F. POINTS OF INFORMATION

G. STUDENT REPRESENTATIVES' REPORT – Alexandra Costa and Simar Grewal

H. SUPERINTENDENT'S REPORT

H.1 Roles and Responsibilities-Jessica Ritter (no enclosure)

H.2 Monthly Financial Report

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

K.1 Capital Budget Request

K.2 ERF Request for Chromebooks

K.3 Policy 9130

K.4 Policy 1041 suspension

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

- Town Council, Historic District Commission & Commission on People with Disabilities Special Minutes – September 22, 2020
- Town Council-Meeting Minutes – September 22, 2020

N. FUTURE

Dr. Willett will set up:

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

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

REGULAR MEETING – September 23, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Tony Holt, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: Kate Howard-Bender

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF THE AGENDA

Ms. Plourd motioned to move item H.6 to item K.1.

Mr. Marie seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- September 9, 2020

Mr. Marie motioned to approve the minutes of the September 9, 2020 meeting.

Ms. Plourd seconded the motion.

Discussion: Ms. Lundgren clarified that she was not replacing Mr. Holt or taking away his secretarial duties. She knows he is on a business trip and was only looking to offer assistance. Ms. Howard-Bender volunteered her services. Ms. Lundgren reached out to both Mr. Holt and Ms. Howard-Bender. Ms. Lundgren let Mr. Holt know that Ms. Howard-Bender is willing to assist where needed.

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Colleen Yudichak, 12 Blueberry Hill, commented that she saw the new updates. She no longer has kids at Birch Grove or TIS but would like to know how everyone will safely distance. As she recalls the rooms are small but she is sure that this will be discussed this evening. Ms. Yudichak thanked TEPTO for donating \$30,000 toward Chromebooks. TEPTO's dedication to the schools is greatly appreciated and she wants to ensure TEPTO is acknowledged as it is in the agenda. In regard to technology, Ms. Yudichak believes all students should have some kind of device in their hands. It makes the educational experience that much greater.

E. CORRESPONDENCE

Mr. Holt presented the following:

- E-mail asking about the availability of district Chromebooks
- E-mail responding to the perceived misrepresentation of the Tolland Public School (TPS) community and lack of civility of BOE members. The writer voiced her disappointment over e-mails sent to Commissioner Cardona. Writer also expressed concern over the lack of accountability measures in the civility clause and suggested the creation of an ethics committee.

- E-mail expressing disappointment that most of the meeting of August 26th focuses on a letter to the Commissioner rather than on school reopening.
- E-mail articulating difficulties faced by the writer's child with online live streaming dates. Writer asks if first graders could join the kindergarten schedule. Writer asks for a teacher to focus specifically on online learning.
- E-mail requesting that the next evaluation period remain partial-in-person (PIP)
- E-mail recommending that the next evaluation period offer a 4 day in-school period in addition to PIP and full remote. E-mail offers data to support the benefits of such an option.
- E-mail articulating the importance of increasing the number of in-person schools days and articulates the difficulties of teachers attempting to teach both in-person and remote learners.
- E-mail thanking Dr. Willett and the BOE for working hard to ensure the transition in the classrooms was as safe as possible. Writer advocates for increasing the number of in-person days.
- E-mail asking Dr. Willett and the BOE to wait one more tracking period to allow for impacts created by sports before transitioning out of PIP.
- E-mail advocating for TPS to offer a 5 day in-school option for all students.
- E-mail following up on a previous data point concerning families that would move to fully remote learning if the district moved to fully in-person. The writer asked if the Board is following this data and if this has affected their considerations.
- E-mail supporting a full reopening of TPS.
- E-mail supporting a continuance of PIP to ensure ongoing health and safety. Writer asked what the process is for cleaning a classroom where there was positive contact. Writer asked if a note could be sent to the students in an infected student's cohort. Writer asked if a process could be put in place to prescreen staff and students via an online app.
- E-mail urging the district to stay on a hybrid schedule until there is a better idea what the year will look like.
- E-mail asking that the district remain cautious before moving back into full in-person. Writer feels that the current model is working well for their family.
- E-mail asking to keep the learning model status quo
- E-mail requesting that the elementary-aged kids attend school more than 2 days a week. Writer stresses that her children are experiencing health issues due to the pandemic and long stretches of remaining at home.
- E-mail complimenting the Board for their work and listening to the community. Writer requested a survey be sent to parents.
- E-mail requesting opening schools full time
- E-mail from a writer who articulates stressing the data behind letting children go back to school. Writer thanks the BOE for their efforts. Writer requests that the full option be offered so parents can choose what is best for their families.
- E-mail supporting full reopening during the next phase. Writer discusses concerns with the financial and logistical challenges with the FRC. Writer requests that the Board consider the mental health and financial burden associated with the current educational options.
- E-mail requesting that the decision be based solely upon students' safety and not on daycare or social aspects.

- E-mail concerned about the perceived shortage of paraprofessionals in the town. Writer believes that more effort should be made towards para pay. Writer does not support middle schoolers and high schoolers going to full in-person.
- E-mail from a writer that does not believe the time is right to go to full in-person. Writer requests that the PIP option is kept even if full in person is offered.
- E-mail articulating the condition of the state and the area COVID numbers. Writer believes that the time is right for full in-person.
- E-mail stating that the safest option is to continue PIP for another 21 day period
- E-mail recommending a 4 or 5 day in-person choice. Writer states that the hybrid model is creating undue stress upon children.
- E-mail recommending an increase in the number of in-person school days. Writer sees differences in their children's approach to in-person days vs. online learning days.
- E-mail requesting to know what indicators Dr. Willett uses to determine the best course of action
- E-mail discussing online discussions about moving from the hybrid model to full in-person. Writer believes that it is too soon to be making such a decision.
- E-mail discussing the writer's belief that the current option be maintained until the end of the quarter
- E-mail articulating the writer's belief that the hybrid model continue
- E-mail stating that the writer believes that the hybrid model provides a balance that keeps students connected with teachers and peers while helping to maintain a safe physical distance.
- E-mails (2) expressing disappointment that Tolland did not fight for the football team
- E-mail expressing concern with the conditions of the schools if the district returns to full in-person
- E-mail voicing concern if students are rushed into a 5 day in-person mode
- E-mail requesting a continuation of the hybrid model. Writer states they will find it difficult to send their child to school if full in-person is offered.
- E-mail stressing that things are going well with the hybrid model.
- E-mails stating the writer's belief that the current educational model being used in Tolland is balanced, pertinent, and appropriate
- E-mail expressing the writer's concern for returning to full in-person. Writer discusses the possible effects on lunch and face shield time. Writer states that the priority of the schools is to educate and to do so safely.
- E-mail asking how desks will be oriented to support social distancing in the case of full time in school
- E-mail stating the writer's opposition to full in-person learning and a preference to remain with PIP
- E-mail asking that Dr. Willett and the BOE trust the surveys rather than asking parents to answer a survey and write into the Board
- E-mail passionately commenting on restrictions to football practices
- E-mail asking for more fiscal support for families struggling under the current model. Writer also requests that the district be aware of the weight of the students' backpacks during transit.
- E-mail expressing disapproval for sending students back to school full time
- E-mail stressing the need to balance the risk of having students in school full time with the benefits. Writer stresses that making the safest choice involves recognizing that

there is no such thing as absolute safety. Writers shows that current data supports that full in-person education is best for the majority of students and urges that the Board members be willing to ask questions and offer alternatives to the Superintendent's recommendations.

- E-mail concerned with the number of paraprofessionals available for the K-4 day for the in school option
- E-mail advocating a 4-day in-person option for grades 6-12. Writer points out significant benefits for the students' mental and emotional health exist for these grades as well.
- E-mail requesting specifics on staffing. Writer is concerned that there will be enough paras in Birch Grove and TIS to be viable for IEPs.
- E-mails requesting answers to the following: 1. How many paraprofessional positions remain unfilled? 2. Are the needs of the students being fulfilled? 3. How does moving to 4 day all-in affect the number of needed paraprofessionals?

F. POINTS OF INFORMATION

- Ms. Lundgren commented that she reviewed the minutes of the February 26th meeting where they discussed the reading of letters into the minutes of meetings. They came to a consensus that they would lean toward the consolidation of the e-mails. She noted that the protocol is not in writing and this is something they should look at. She requested that Mr. Holt bring this to the Policy Committee. Mr. Holt responded that he will add this to the Committee's tracker.
- Mr. Holt commented that for the first time he utilized Facebook to ask some questions and received many responses. He expressed thanks to everyone and appreciates the input.
- Ms. Moran commented that she believes it is not appropriate for Board members to be asking for survey/feedback on social media from parents. It undermines the work of the Superintendent who is already doing his own survey. It also undermines the work of the Board and the member is getting information for himself and work of the Board should be done in public session. It is inappropriate and should be part of the social media policy.
- Ms. Philbin commented that there were over 70 e-mails received over the last few days. She thanked the community for reaching out and expressing their feelings. She noted that Mr. Holt brought correspondence from the September 9th meeting but they are missing the correspondence from the August 26th meeting and she would like the latter brought to the next meeting. She looks forward to discussing the TEPTO donation and talking about everything both the educators and staff are doing for the children.
- Mr. Holt inquired if the Board wants him to read the August 26th correspondence as part of the normal report. Ms. Lundgren responded that she would like them added to the record of the meeting.

G. STUDENT REPRESENTATIVES' REPORT – Alexandra Costa & Simar Grewal

- Yesterday seniors met with guidance counselors to discuss colleges. Application deadlines are coming up soon.
- Seniors took the in-school SAT this morning; due to COVID this was the first opportunity for many to take it.
- Student Council held its second official meeting this week.
- DECA met in-person on Tuesday (A group) and will meet again on Thursday (B group)

- Other clubs are in the process of starting up as well
- Guidance counselors will hold appointments over the next 2 weeks with individual students to discuss college decisions.
- Mental Health – Student Council is rebranding it as wellness and is looking at the end of October.

H. SUPERINTENDENT'S REPORT

H.1 COVID-19 Update

Dr. Willett noted that he will post updates on the blog, newsletter, and report them to the Board.

Dr. Willett explained that they have processed 25-30 submissions from families that are reporting COVID-like illnesses. Often this results in a quarantine period until an alternative diagnosis or PCR test can be provided. They are also processing people who have been traveling. The nursing director and staff have done an amazing job and Dr. Willett offered kudos to the community for taking it seriously and sending in information.

The EHHD reported 2 cases in Tolland proper, not in the TPS. Dr. Willett reviewed the most recent data (09/22/2020 4:40p.m.) and noted that it appears to be consistent and the threat condition remains low. At this time they have spent about \$104K on COVID-related impacts which includes facemasks, shields, hand sanitizer, cleaning products, Plexiglas, touchless water dispensers, and other items.

Dr. Willett reviewed the COVID decision tree which represents most of the considerations with respect of how they come to a determination and noted that it is posted on the blog:

COVID Option Determination

- Collaboration with stakeholders
 - Administrative Unit, Teacher Unit, Support Unit, Facilities, Transportation, BOE, Medical/Nursing/Health, confer directly with local health district
- Review of school-based data and trends
 - Review of COVID-like and influenza-like illness – Syndromic Surveillance
 - Review of Daily morning and evening check-ins and reports
- Review of literature and reputable information
 - Harvard GI
 - John Hopkins
 - CT Travel Advisory
 - Addendums (State of CT)
- Consideration of agency guidelines and directives
 - CDC – Centers for Disease Control
 - DPH – Department of Public Health
 - EHHD – Eastern Highland Health District
- Review of State thresholds/indicators
 - Leading Indicator
 - Number of COVID-19 Cases (7-day rolling avg. per 100k)

- Secondary Indicator
 - Percent positivity rate (# of positive tests/# of total tests, 7-day rolling avg.)
 - Number of new COVID-19 hospitalizations per 100,000 population (7-day rolling avg.)
 - COVID-like and Influenza-like illness (CLI and ILI) Syndromic Surveillance

Dr. Willett noted that tomorrow there is a Superintendent's Open Forum at 4:00 p.m. where the community can ask questions and get further articulation. Another session will be held on September 29th.

Dr. Willett addressed the question regarding the workforce. Traditionally every year there is some transition in the workforce. In regard to paraprofessionals approximately 20 of them decided they wanted to pursue something else and the district is in the process of advertising and going through the workforce to fill those positions. Further, they are in contact with a temp agency that may be able to provide another 8 or 9 paraprofessionals. He believes in the coming weeks they will stabilize the situation and they are currently providing educational services and will continue to do so. The district has a responsibility to ensure the health and safety of students.

In regard to spacing at Birch Grove and TIS, Dr. Willett provided information. At Birch Grove they have a \$9M portable project which looks like a school. While it has its limitations, the portables and TIS are within the state's requirements and guidelines and the district will not do anything that is in violation of DPH or the State of CT. The CDC recommends 6' distancing but most districts will not be able to attain this nor is it a requirement of the state. The state has laid out information based on indicators of prevalence and data points. Within the guidelines the district will provide a safe and stable environment for students. Dr. Willett believes they are in a space where it is reasonably safe for pre-K – 5 to be in school 4 days a week. This is sensitive to family needs and is the best place for students to be whose families are comfortable with the model. This option is being provided because it is the best opportunity to serve students. Dr. Willett added that when reviewing what has happened over the past month, the district has built its capacity with respect to the training and conditioning of students to use PPE. Students are complying which is one of the most important aspects. The district will review lunch waves and spread out those populations as they move into the October 5th – 30th period and continue to reevaluate the processes to maximize social distancing to the greatest extent possible as well as closely watching for COVID-like symptoms and quarantining when necessary. Doing this aggressively will allow the district to have students in school 4 days a week which will be important in providing for both the mental and physical health of students. Families need this and the functioning of staff will be even more educationally optimal when they can have students physically in front of them particularly in the lower grades.

Dr. Willett explained that the weak link is in the older student and young adult populations. He noted that this is not a pejorative comment about young adults but in DPH meetings it is being noted that most of the COVID situations are typically coming from outside of the schools (i.e. weddings, sports unaffiliated with school) among the

older student populations. Thus, keeping grades 6-12 in the hybrid model for now is important because if there is a problem it can be quickly mitigated. If a student begins to feel unwell or is in a situation where someone is COVID-identified, having a series of remote days reduces the size of the population that could be impacted and would be less likely to impact the entire school. If there is an impacted student in grades K-2 it may impact the classroom which would then work remotely for 14 days and the situation can be contained. At THS, because of the transitioning and things young adults are involved in, there is a much greater chance that this could shut down the entire high school. The hybrid model provides greater flexibility for the district to react to situations that may occur at this grade level. Further, with the hybrid model there is a very low probability of the entire high school being out for 14 days. Dr. Willett added that they also need to consider Tolland's proximity to UCONN and the crossing of populations due to collective participation in activities.

Ms. Philbin asked how the students' days will change at Birch Grove and TIS. For example, the population in the buildings will increase under the 4-day model. They will follow the guidelines but she recalls early on that social distancing would be at 3' rather than 6'. How does this look in terms of spacing for students and teachers in class and at lunch? Under the hybrid model students are sharing desks but now both desks will be utilized. Dr. Willett responded that in regard to the desks the students will likely need to use lockers and some type of combination of spaces. They will review spacing and consider students accessing lockers in a planned and careful manner. Other alternatives will be considered as well. Dr. Willett explained that early research shows that at this age level students are not impacted by COVID at as high of a frequency. By increasing the number of students in the classroom through a planned and gradual methodology they are not dramatically increasing risk based on research. At this time, for example, they will avoid bringing high school students in to tutor first graders since there is greater prevalence among the older students. The issue is more about the "who" and not so much the "how many" at this time, based on the data of prevalence.

Ms. Philbin asked what the face shield and mask use will look like as compared to the PIP model and in regard to recess. Dr. Willett explained that special area rooms will be reallocated and used so students may spread out during lunch where he expects there will still be 3 students per table. The state is not putting prohibitions on this because the vast majority of illness right now in our area of Connecticut may be COVID-like but not be COVID. In our area there are very few people infected with COVID and most of the students are not in danger in this situation. If the potential arises the district is far ahead of where it was in March, April, and May of last year and has many processes set up to intercept situations and address them including multiple layers: parents/guardians, staff watching in the schools, and PPE. If a student shows signs of being unwell they are isolated and quarantined until there is a diagnosis or PCR test. Dr. Willett explained that right now the prevalence of COVID is very low and children are being safe. Families are struggling and being strained. What helps families most is getting students in school and together. Modifications can be made and the district can maintain an acceptable level of safety. This allows students to have the option to be in school where they can access services directly. Given all of the considerations and having 4 in-school days with Wednesdays for cleaning they are continuing to approach

this in a very gradual and safe manner building capacity and providing students the services they need.

Dr. Willett clarified that there will no longer be AM/PM kindergarten classes. All students will attend full days, 4 days per week in-person.

Ms. Philbin inquired about the use of Chromebooks and the sharing of the devices at TIS. Dr. Willett responded that in grades 6-12, where families have district-issued Chromebooks they have required that students bring them to school. This would be extended to TIS. They also have devices at TIS that will continue to be utilized. Dr. Willett added that they expect to receive the Chromebooks from the state in October. He noted that in terms of technology, while they have been working on the one-to-one initiative, teachers have adapted instruction to be able to manage and will continue to do so. Dr. Willett noted that the Chromebooks are very important but they will be able to manage through this period. Ms. Philbin commented that hopefully with the grant and large donation from TEPTO they are not too late to get the Chromebooks for TPS.

Mr. Marie commented that he believes this is the right decision and is glad to see PreK-5 will be in-person. Many parents have expressed concern about childcare, the mental health aspect, and difficulties of having young children do hybrid learning. Further, the data presented is good information and hopefully if it continues they can bring some of the older students back in the next period as well. Mr. Marie highlighted an e-mail that there are 200-300 contact tracers in the state who look for COVID hotspots. This makes him more supportive of moving more students into the 4 day in-person schedule.

Ms. Plourd commented that the rubric puts things into perspective of everything that is considered – not only the state threshold indicators. She appreciates that they did the hybrid start and believes it will help parents, staff, and students bounce in and out of the model if necessary. She advocated for using unconventional spaces to help with the distancing and while there are challenges for grades 6-12 she is concerned about the mental health of students in that population. At some point Ms. Plourd would like to know the plan to get grades 6-12 back in school. Dr. Willett explained that they have looked at using tents but it would not be tenable or a viable option. He noted that students in grades 6-12 do have an in-person presence for a couple of days per week which helps. They are watching the intermingling of the populations and want to avoid any spikes or infections which would lead to students being fully remote. Dr. Willett reviewed contact tracing and is confident that there is a growing and sufficient capacity.

Ms. Moran expressed concern about the staff workload. She recommended that the Board focus on things like SBAC testing and teacher evaluations and take those items off the backs of the staff so they can focus on teaching. These items loom over teachers and the Board should be a united front for the staff and tell the state to forego the testing and evaluations this year. Further, in regard to the community, students are going to UCONN to visit friends and students are returning from college who may have siblings in the school system. There is no way to know if they are abiding by protocols and quarantining but this is part of the community doing its part to ensure everyone is safe and caring for each other. Dr. Willett noted that from the standpoint of teacher evaluations the state has provided an alternative option for this year. He met with the

Professional Development Evaluation Committee (PDEC) and believes they will take this up and adopt it in the coming days. Dr. Willett will then let the state know by October 1st that they are going with the alternative option which he believes teachers will find to be less stressful. That said, he agrees about the issue of standardized testing. At this time they need to be doing progress monitoring and assessments for student growth. He respectfully suggests that we let the state know the teachers need to be able to focus on teaching and not administer the traditional SBAC this year. If the Board feels strongly it can write a letter to the state. Ms. Moran commented that she is in favor of doing so. She asked how many paraprofessional openings there are in grades K-5. Dr. Willett responded that it is approximately 20. Traditionally, there are usually 6-7 open positions at the start of every year. He added that they are entering negotiations with the paraprofessional union. Dr. Willett noted that the district is doing what needs to be done to fill the vacancies. The paras and teachers are much needed. Dr. Willett noted that he does what is in the best interest of children.

Ms. Moran commented that paras are a sensitive topic right now and as someone who has served on the Negotiating Committee for her entire time on the Board (almost 7 years) she noted that this is something that the district has struggled with and she believes paras can often be the difference that leads to a classroom that is calm and run efficiently. They are doing a job that not everyone can do and are very much appreciated. Ms. Moran knows that the human resources person is working hard to bring in more staff. Dr. Willett commented that this is a difficult time and people are pulling together to make it work for children. Dr. Willett reported the paras are doing an amazing job, as well as the teachers, custodians, nurses, ABAs, behavior intervention specialists, BCBAs, secretaries, and administrators. They are all vital and they cannot serve students without educators. He cares deeply for everyone that works for the school system and they will not put people in harm's way. They will do all they can to move forward and everyone in this field right now is doing a service to this country and a service to this community. He thanked everyone and those who feel like they need to leave the career at this time he respects their decision. The state has FFCRA and other provisions to allow people to address the issues. They will honor those and showing up for work every day now is showing up for children, America, and the community. Dr. Willett is more thankful for the people that work in this district than he has ever been for anything else in his life right now. They are doing an amazing job.

Ms. Lundgren commented that the Board should discuss the SBAC testing at some point and suggested that perhaps the Communications Committee could draft a letter. Ms. Moran explained that in the past they have had Dr. Willett help draft letters with the proper language and she will steer it through the Communications Committee.

Ms. Besaw commented that she is proud of the staff and the administration for putting together what they have so far. She explained that initially she was not wholly behind the hybrid model but did see the reasoning for it. She is thrilled that K-5 will attend school 4 days a week and is hopeful for the same for the rest of the grades. She understands and appreciates Dr. Willett's reasoning but believes those students have needs as well. She respects all of the consideration of the data that Dr. Willett is taking and supports all of the work of the teachers and administrators.

Mr. Holt commented that his favorite thing with the reopening plan was this evaluation plan where Dr. Willett and the staff were able to take the temperature of stakeholders. They were able to move forward K-5 and do so from a logical and poignant perspective that shows that this process works and has merit. He is looking forward to seeing the next evaluation and the one after and how they can open safely. He thanked everyone involved in getting to this point in what had to be a very stressful series of meetings and analytics.

H.2 BOE Goal Setting – September 30, 2020

Dr. Willett reviewed attachment H.2.

The goal setting meeting is set for September 30th at 7:00 PM. and will be held in the library at THS provided that there are not any issues with the location. If there are any problems Dr. Willett will communicate further information. Dr. Willett will arrange the session so that those who are unable to attend in person may do so virtually. Nick Caruso will be in attendance and this session will be the last of 3 goal setting sessions with a goal of developing Board goals. Dr. Willett noted that they will continue with the Portrait of a Graduate work.

H.3 BOE Capital Budget Request

Dr. Willett reviewed attachment H.3.

Dr. Willett explained that typically the capital budget is due to the town around the first or second week in October and this year the date is October 8th. He has reached out to Mr. Rosen and asked if it could be submitted on October 15th. On October 14th Dr. Willett will provide detailed information to the Board about the listed projects and noted that 6-14 possible projects could be added. The information provided this evening is a general overview.

Dr. Willett reviewed the chart and noted that yellow represents capital requests, brown represents Town Council allocation (transfer from the BOE to the Town which put it in the capital project account), green represents projects that were bonded and purple is for when the opportunity arises. The latter items are not officially part of the five year plan but if a grant or money became available these would be things they would pursue. Dr. Willett noted that if one goes online to the Superintendent's page, on the left side there is a link for capital budgets which includes information about the five year plan.

Mr. Marie asked if the Board will be provided with a description of the listed items such as Music and Art Lab upgrades and Classroom Tech upgrades. Dr. Willett explained that a detailed breakdown of the projects is online and added that some of the "when the opportunity arises" projects may not be in as much detail because they are not yet part of the official documentation. Dr. Willett reviewed the online page which includes the projects' location in the plan, project description, project need description, and a project budget and funding source allocation description. He will continue to update the page.

H.4 TEPTO Donation

Dr. Willett reviewed attachment H.4.

Dr. Willett explained that it is his great pleasure to announce TEPTO has done an unbelievable kindness to the school district. The Tolland Elementary Parent Teacher Organization generously donated \$30,000. These funds will have a direct and

meaningful impact and educational benefit for the students. The donation conforms to policy/regulation 3050. Dr. Willett is amazed by the generosity of this offer and the district thanks TEPTO and all of the hardworking TEPTO members. It is another example of how this community comes together and he feels fortunate to be part of this community. He thanked Jenn Gallichant for reaching out.

Ms. Lundgren thanked TEPTO and commented that this donation is fantastic will be put to good use.

Ms. Besaw thanked TEPTO for the donation. She asked if there is a plan for the funds. Dr. Willett responded that he plans for it to go toward technology. He explained that a donation cannot be accepted if it imposes restrictions. Ms. Besaw thanked everyone who participated.

Ms. Philbin thanked all of the families that generously donated to TEPTO throughout the years and supported this and all of the PTO programs. Tolland PTOs and specifically TEPTO have done a phenomenal job supporting teachers, students, and staff. The facemasks and lanyards are being used but this donation is above and beyond generous. This is people taking care of people and the community taking care of the community. Ms. Philbin added that it is disheartening though. If they had properly funded the Chromebooks and the one-to-one program that Dr. Willett presented in previous budgets they may not have been in this situation. She wants to ensure this is top of mind going into the next budget season. Ms. Philbin is appreciative for TEPTO's kindness and generosity.

Ms. Moran expressed a big thank you to the TEPTO. The PTOs and booster clubs do amazing things for the schools and fund a lot of cool things at their particular schools. They are trying to come together and do some collaborative items as well. TEPTO has done a lot over the years for students and staff.

Ms. Plourd expressed her thanks as well.

H.5. Student Technology/Devices and ERF Request

Dr. Willett reviewed attachment H.5.

Dr. Willett explained that the district has been working with teachers and TMS is a great example. The Board did virtual instructional rounds and many felt it was very valuable and learned how technology is crucial and needed in the classroom and in servicing general education even without the pandemic.

Dr. Willett explained that with respect to the grants the district will receive around 800 devices. Another grant will provide Wi-Fi units that are being distributed to families in need. Outside of these grants, they still need to draw from the ERF to complete the process of allocating the appropriate level of technology to students so they will benefit and be well positioned. The ERF is in place and has a balance of over \$400K. Another \$200K has been requested to be transferred, after the audit, into the fund from 2019/20 end of year funds. Dr. Willett expects that up to \$200K of the fund will be needed to purchase the remaining units. The October 14, 2020 BOE meeting agenda will have an item officially requesting that the Board move forward with an allocation from the ERF.

Dr. Willett expects the request from the ERF to be between \$140K and \$200K based on the grant money received.

Mr. Holt clarified that today's agenda item is informational and the allocation would bring the level of technology to the point that would be required for every student to have a device. Dr. Willett explained that this would provide what would be needed for each student in grades 3-12. It would also allow the district to serve PK-2 with additional devices. In turn the appropriate level of technology would be provided for every student. Mr. Holt asked if the Board could also learn about future year maintenance and requirements from a physical perspective. Dr. Willett will present replacement cycle alternatives.

Ms. Griffin commented that this was discussed at length at the FFC meeting. She is in full support of using the ERF and thanked Dr. Willett for getting the grants.

Mr. Marie believes that it makes sense to use the ERF in this way given the circumstances. He asked about replacement costs in the future when grants are not available and recommended that the Board to have a goal regarding how to provide for future technology needs.

H.6. Field and Grounds Agreement [moved to item K.1]

I. COMMITTEE & LIAISON REPORTS

- Finance & Facilities – the Committee met last Wednesday and discussions included the following: COVID-related expenses, using the ERF for purchasing devices, the capital request, and the Field and Grounds Agreement
- Policy – the Committee met today and discussions included the following: Policy 9130, Policy 5140, CAFE vs. Shipman & Goodwin recommendations for policies in regard to COVID direction that is being received
- Birch Grove Building Committee – everything is on target and on schedule; the playground at Birch Grove is in full use; a mock up room will be created at the Birch Grove site

J. CHAIRPERSON'S REPORT - none

K. BOARD ACTION

K.1. Field and Grounds Agreement

Dr. Willett reviewed attachment K.1.

Dr. Willett explained that the agreement is reevaluated each year by the Town and the Board. They will work collaboratively throughout the year to determine the funding allocation for the turf field. Other modifications are boiler plate and maps are included to define areas of responsibility. Dr. Willett will sign the Agreement upon approval by the Board.

Ms. Plourd motioned to approve the Fields and Grounds Agreement as presented.

Mr. Marie seconded the motion.

Discussion:

Mr. Holt asked if the FFC recommends approval of the Agreement. Ms. Griffin responded that the Committee reviewed the Agreement and other than minor edits the only change was to #21 regarding the turf field at THS. The Committee agreed on the change. Mr. Holt asked if there is a timeline associated with this. Dr. Willett responded that they will need to come up with a solution in about 3 years. Mr. Marie added that he is happy with the Agreement and would like to stay apprised of what happens with the turf field given that it is an expensive capital improvement. Dr. Willett noted that it is a good example of the Town and the Board acting as a single entity, cooperating, and working with each other.

A roll call vote was taken. Motion passed unanimously.

L. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, expressed thanks to the teachers, paras, admin, and staff for an amazing start of school. She commented that if this does not demonstrate why they need an assistant superintendent she does not know what else does. She begged the Board, when it goes into negotiations for the next budget season, to consider an assistant superintendent. Ms. Costa commented that it is amazing and there must have been a short term memory lapse on the part of some of the Board based on the need for Chromebooks and the approval of Chromebooks now with the grants and TEPTO donations. She added that it is unheard that the Board did not hear in March, April, and May that Chromebooks would be needed.

Jennifer Gallichant, 150 Timber Trail, commented that she would like to take this opportunity as the President of TEPTO to thank the parents and families who participate in the fundraising efforts. It is because of their generosity and support of students that this donation was possible. She also thanked the members of the TEPTO Board: Bethany Lescoe, Tina Smith, Linda Scheidel, Jenn Reynolds, Diana Gascon, Kristen Overton, and Becky Moore for their collaboration and unanimous vote. She stated she hopes the resources will help not only as a pandemic response but also as part of a Tolland Public School one-to-one technology initiative. They believe that students deserve the advantages of one-to-one technology. There are clear benefits to one-to-one technology including higher test scores, paced individualized curriculums, and student equity. The hope and goal is that this year the BOE will work on a plan that not only supports one to one technology but also plans to develop a sustainable technology program for every student in TPS with devices that are maintained and accessible for all.

M. POINTS OF INFORMATION

- Town Council – Special Meeting Minutes – September 8, 2020
- Town Council – Meeting Minutes – September 8, 2020
- Town Council – Meeting Minutes – September 12, 2020
- Mr. Holt commented that he wants to offer his apologies to Dr. Willett if he felt that the online questions undermined his efforts. Mr. Holt explained that it is his focus to educate himself on the educational topics and issues as they relate to the citizens of the town. In addition to his Facebook questions he spoke directly with Dr. Willett, reviewed reports and articles, and sent e-mails to educated individuals both on and off of the Board to better prepare himself to be able to discuss the issues online. Mr. Holt

apologized if this undermined Dr. Willett and noted that this was not his intent and believes Dr. Willett understands the focus.

N. FUTURE

Dr. Willett will set up:

- School rounds/tours (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding by Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)
- Update on CRE efforts, Equity Efforts
- Ongoing effort for culturally responsive education
- ELA Presentation
- High School Principal BOE visit

O. NEW BUSINESS - none

P. ADJOURNMENT

Ms. Philbin motioned to adjourn the meeting 9:52 p.m.

Ms. Plourd seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi

Clerk

TOLLAND BOARD OF EDUCATION

Tolland High School Library
One Eagle Hill
Tolland, CT

SPECIAL MEETING MINUTES OF SEPTEMBER 30, 2020

Note: This was a hybrid-type meeting with some participants attending in person and others via remote communications.

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Kate Howard-Bender (remote), Karen Moran (remote), Dana Philbin (remote)
Members Absent: Tony Holt, Jacob Marie
Administrators Present: Dr. Walter Willett, Superintendent of Schools.
Others Present: Nick Caruso, Senior Staff Associate for Field Services, CABE; Public

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ashley Lundgren, Chair, called the meeting to order at 7:01 PM. The Pledge of Allegiance was recited.

B. BOARD OF EDUCATION GOAL SETTING DISCUSSION

Mr. Caruso updated the Board on the progress made in their first meeting. At that time they came up with four goals, three of which he felt there was a reasonable consensus. For the fourth goal, which focused on equity and inclusion, he said he got the sense that there might be some disagreement about what these terms entailed. During the first discussion, he said that due to the ongoing pandemic, Dr. Willett had recommended the Board prioritize such things as the health and safety of students and staff and the continuation of quality instruction regardless of method as well as ongoing communication. He noted that the number of Tolland students according to the State a year ago was 2,392.

Ms. Moran noted she was not at the first goal setting discussion but wanted to be sure the goals of the Board of Education are reflective of the District's goals.

Mr. Caruso went through each of the goals as he had written them after the last session. These, he noted, were just his interpretations and would serve as a starting point for further discussion.

1. The Tolland Board of Education shall ensure the completion and implementation of the Portrait of a Graduate Report.
2. The Tolland Board of Education shall maintain a culture and climate conducive to high levels of teaching and learning.

3. The Tolland Board of Education shall provide resources, including non-traditional revenue sources, to ensure a quality education for all students.
4. Create [nurture/support] a diverse and inclusive community where every member is acknowledged, respected and has the necessary resources to thrive (race, gender expression, etc.)

Ms. Griffin said she was concerned that she wasn't seeing any specific academic goals. Dr. Willett said they could have an academic goal, but if they do so, it should be broadly worded. He said traditionally SIP goals tend to be more specific. Dr. Willett said, due to Covid-19, the State of Connecticut has provided school systems with the opportunity to develop flexible goals this year. There should be a focus on social and emotional matters, student engagement, family engagement, and if there is an academic goal, it should have a focus on the other three. Mr. Caruso said a lot of that articulation comes from the Portrait of a Graduate (POG) Report and that it does not make sense to get too detailed until that report comes out.

Ms. Moran said POG has a lot of academic information in it and she did not feel the need to have a separate academic goal.

Dr. Willett said whatever goals are set, they should mesh with the POG and the Flexibilities document. Ms. Plourd said in looking at the academic goals on the Flexibilities document, she was concerned there are no academic goals. Dr. Willett said they are still there, but, due to Covid-19, they are not emphasized the way they would be in a typical year. Ms. Plourd asked those Board members attending remotely if they felt the POG had an academic goal. There was consensus that it did.

Mr. Caruso said he would assume they will look at those recommendations and want to implement them. He said they may also want to add something additional. He said it is hard to have a conversation right now, when that work is still around the corner. He said they may want to have that conversation next spring or this time next year.

Ms. Moran noted the POG is about more than academic success, so the goal should be broader. She said she would prefer to keep the POG more in their sights. She said she did not want them to pigeonhole themselves. She said Goal #2 encompasses behaviors, as well as health and safety.

Ms. Howard-Bender said she was interested in action steps and suggested tweaking Goal #2 to add after *teaching and learning* something like *leading to individual student success*. There was consensus that this would be a good addition. Ms. Moran said she hoped they would make sure to include the student representatives in the conversation.

The Board discussed Goal #3 and the idea that the original conversation was about finding more creative ways to raise revenue without always going back to the same well.

Ms. Besaw said year after year, they tend to have two choices, to either increase the budget or cut programs. She asked what their other options were and discussed the need to raise revenue to save programs, such as bringing in more tuition-paying students. Ms. Howard-Bender said she needed to be sold on this suggestion. She said this is not new and that historically the Board has searched everywhere for additional revenue, but still ends up having to cut programs. Ms. Lundgren said the idea was to think outside the box. Ms. Moran suggested they word the goal differently. She said even when they have increases in their budget, they are not in line with inflation.

Mr. Caruso said the conversation was about considering ways to find non-traditional sources of income, such as the Business Academy, tuition and cost avoidance. However, it was also about more than that. It was about acknowledging or recognizing the fact that if they are going to maintain the work they need to do, then they need to look internally and externally to create efficiencies and look at other sources.

Ms. Howard-Bender said they have been cutting programs year and year because they are not willing to ask taxpayers to give more. She said the District has been running on a shoe-string budget for years and they need to communicate this to the Town Council. She also said she felt creating efficiencies was a false narrative, because their teachers and administrators are already working very efficiently. Ms. Besaw said she simply felt it was a goal to continue that work. Ms. Plourd reviewed the previous Board's goals. She said the idea is to not stop looking for ways to improve.

Mr. Caruso suggested revised language, such as *Advocate for appropriate resources....*

Ms. Moran suggested an introduction that says something along the lines of their *being cognizant of the needs of our district*. She said she also agreed with advocating for appropriate resources.

Ms. Besaw suggested using some of the goals from the previous Board that Ms. Plourd had reviewed.

Mr. Caruso said some of the original conversation revolved around grant opportunities, and whether they had the facilities or services that could draw other students from outside the District.

Ms. Philbin said she wanted to circle back to the discussion about needing to be cognizant of the needs of their District. She said she didn't want to be looking in the rearview mirror but to be looking forward.

The Board settled on new language for Goal #3 to read:

The Tolland Board of Education shall assess our District's needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.

The Board discussed Goal #4, which was crafted to date to read:

The Tolland Board of Education shall create [nurture/support] a diverse and inclusive community where every member is acknowledged, respected and has the necessary resources to thrive (race, gender expression, etc.)

Ms. Lundgren said she liked the statement. Ms. Griffin asked how the Board of Education could show their support of a diverse community. Ms. Moran said they do so by being open to Open Choice, being an inclusive community by working to entice people of all backgrounds to Tolland. Ms. Besaw said she didn't like the "etc." at the end of the statement as it might make some groups feel excluded. Mr. Caruso said the issue that is being discussed more around the country is there being a need to better understand the experiences of others.

There was discussion about whether the term "nurture" might be better than "create" or if they should use "nurture and support" in this goal's wording. The Board settled on new wording: *The Tolland Board of Education shall 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.*

Ms. Moran asked if they needed to talk about strategic prevention. Mr. Caruso said he felt Goal #2 incorporates mental health, or at least that was the intent of the conversation. Ms. Howard-Bender said they may need to be more explicit about it in Goal #2. Mr. Caruso cautioned against mentioning any specific program as it then could tie the Board town. Ms. Plourd said strategic prevention also may fall under Goal #3. Dr. Willett said it may make sense to mention it considering the work the community has been trying to do. He noted the strategic prevention framework encompassed such things as ERASE as well as community events and initiatives. He said the last Board addressed advocacy.

The Board considered optional wording for Goal #2, such as *The Tolland Board of Education shall maintain a culture and climate conducive to high levels of teaching and learning and protecting mental and physical health conducive to student success.* There was a brief debate if this should be part of Goal #3 instead of Goal #2.

After further discussion, the Board fine-tuned Goal #2 to read: *The Tolland Board of Education shall foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and that leads to individual student success.*

The Board discussed next steps. The goals will be made available to the full Board and will be shared with the student representatives for their feedback. They will vote on the goals at the next meeting.

C. ADJOURNMENT

MOTION: Ms. Plourd/Ms. Beshaw to adjourn the meeting at 8:41 PM. A vote was taken on the motion. Ms. Griffin, Ms. Plourd, Ms. Besaw, Ms. Moran, Ms. Philbin, Ms. Howard-Bender, and Ms. Lundgren voted in favor. Motion carried.

Respectfully submitted,

Annie Gentile
Clerk (substitute)

TO: Board of Education

H.2

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

RE: Monthly Financial Report for September 2020

Date: October 6, 2020

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

Please find attached the monthly financial report for the FY 2020-2021 fiscal year. The month of September 2020 is the 3rd month of the 2020-2021 fiscal year. The monthly financials for this school year may look a little different due to the COVID pandemic but the goal remains to provide for student needs and success. The attached report is only a temporary financial snapshot identifying three months of activity. As with any financial report generated during the school year, not all purchase orders have been created, not all materials purchased and not all staff hired. This monthly 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, 3 months of expenses, encumbrances and available balances as generated through the financial software.

Since this report identifies many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$3,230,352 will be converted into encumbrances or expenditures over the next several of months.

The attached September 2020 financial report shows an available balance of \$3,230,352 or 8.07% of the BOE's current budget. As previously stated, this amount will reduce over the next several months. It is extremely important to understand that this available balance is somewhat normal occurrence considering the worldwide COVID19 pandemic. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Items like, health Insurances are booked as teachers return to school, substitute expenses started in September, special education student tuitions will continue to increase, utility transfer to the town is complete, 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.

Considering the worldwide pandemic, the current school budget is impacted both positively and negatively. There could be additional financial shake out on the current and long-term budget resulting from the impact of the virus. Since the virus continues, all preventative measures will also remain in place. The continued impact from the virus will change how we track, spend, monitor, and educate our students. The situation remains fluid and changes are based on health guidelines, government closure or reopening directions and the safety of the community. The Superintendent will be the focal point to distribute information when it becomes available.

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

The Budget for FY20-21 was Town Council approved for \$40,017,290. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any budget 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 2021 from the state. The second payment is due in May 2021.

Tolland Public Schools

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

From Date: 7/1/2020

To Date: 9/30/2020

Fiscal Year: 2020-2021

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$22,522,117.53	\$3,332,463.46	\$3,332,463.46	\$19,189,654.07	\$19,016,606.94	\$173,047.13	0.77%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$10,623.48	\$10,623.48	\$356,604.52	\$174.00	\$356,430.52	97.06%
0100.0000.130.00.000.1	Overtime	\$218,870.00	\$71,717.62	\$71,717.62	\$147,152.38	\$112.56	\$147,039.82	67.18%
0100.0000.150.00.000.1	Stipends	\$389,839.90	\$28,657.49	\$28,657.49	\$361,182.41	\$445,078.23	(\$83,895.82)	-21.52%
0100.0000.190.00.000.1	Pension/Severance	\$205,561.00	\$50,545.64	\$50,545.64	\$155,015.36	\$50,098.40	\$104,916.96	51.04%
0100.0000.200.00.000.1	Employee Benefits	\$535,750.00	\$269,350.04	\$269,350.04	\$266,399.96	\$233,423.08	\$32,976.88	6.16%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,252,093.00	\$1,456,122.36	\$1,456,122.36	\$3,795,970.64	\$3,710,747.81	\$85,222.83	1.62%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$727,048.40	\$99,335.29	\$99,335.29	\$627,713.11	\$496,877.45	\$130,835.66	18.00%
0100.0000.240.00.000.1	Retirement (ICMA)	\$262,917.61	\$42,147.34	\$42,147.34	\$220,770.27	\$187,794.67	\$32,975.60	12.54%
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	\$50,981.00	\$15,228.12	\$15,228.12	\$35,752.88	\$85,227.00	(\$49,474.12)	-97.04%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$128,467.35	\$128,467.35	\$137,144.65	\$128,470.77	\$8,673.88	3.27%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$55,842.00	\$6,838.68	\$6,838.68	\$49,003.32	\$18,820.20	\$30,183.12	54.05%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$1,668.30	\$1,668.30	\$63,611.70	\$0.00	\$63,611.70	97.44%
0100.0000.320.00.000.1	Prof Educ Svcs	\$241,004.00	\$12,887.50	\$12,887.50	\$228,116.50	\$111,786.41	\$116,330.09	48.27%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$5,074.18	\$5,074.18	\$29,407.82	\$16,530.00	\$12,877.82	37.35%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$203,145.00	\$36,715.35	\$36,715.35	\$166,429.65	\$93,073.06	\$73,356.59	36.11%
0100.0000.350.00.000.1	Tech Services	\$470,460.50	\$203,402.19	\$203,402.19	\$267,058.31	\$68,542.80	\$198,515.51	42.20%
0100.0000.410.00.000.1	Sewer/Water	\$33,931.00	\$33,931.00	\$33,931.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,458.00	\$17,996.94	\$17,996.94	\$117,461.06	\$67,167.40	\$50,293.66	37.13%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$246,783.00	\$26,685.18	\$26,685.18	\$220,097.82	\$27,112.41	\$192,985.41	78.20%
0100.0000.440.00.000.1	Rentals	\$173,565.00	\$42,570.23	\$42,570.23	\$130,994.77	\$87,711.58	\$43,283.19	24.94%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,808,995.00	\$23,365.15	\$23,365.15	\$2,785,629.85	\$2,482,112.29	\$303,517.56	10.81%
0100.0000.520.00.000.1	Property/Liability Insurance	\$204,069.00	\$101,106.95	\$101,106.95	\$102,962.05	\$90,011.24	\$12,950.81	6.35%
0100.0000.530.00.000.1	Telephone/ Postage	\$66,870.00	\$10,686.92	\$10,686.92	\$56,183.08	\$38,405.14	\$17,777.94	26.59%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$7,745.00	\$7,745.00	\$10,255.00	\$14,352.00	(\$4,097.00)	-22.76%
0100.0000.550.00.000.1	Printing and Binding	\$19,327.00	\$6,647.92	\$6,647.92	\$12,679.08	\$675.00	\$12,004.08	62.11%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,844,555.00	\$157,595.94	\$157,595.94	\$1,686,959.06	\$1,092,523.04	\$594,436.02	32.23%
0100.0000.580.00.000.1	Travel and Conference	\$26,159.00	\$1,507.69	\$1,507.69	\$24,651.31	\$899.00	\$23,752.31	90.80%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$3,413.14	\$3,413.14	\$88,580.86	\$2,500.00	\$86,080.86	93.57%
0100.0000.600.00.000.1	General Supplies	\$140,753.00	\$21,318.27	\$21,318.27	\$119,434.73	\$15,310.22	\$104,124.51	73.98%
0100.0000.610.00.000.1	Instr Supplies/Mat'l's	\$317,986.37	\$55,575.02	\$55,575.02	\$262,411.35	\$76,988.07	\$185,423.28	58.31%
0100.0000.620.00.000.1	Energy	\$1,611,759.00	\$1,411,835.90	\$1,411,835.90	\$199,923.10	\$194,793.06	\$5,130.04	0.32%
0100.0000.640.00.000.1	Textbooks	\$121,123.99	\$43,770.83	\$43,770.83	\$77,353.16	\$9,890.87	\$67,462.29	55.70%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$44,690.00	\$32,308.20	\$32,308.20	\$12,381.80	\$8,566.28	\$3,815.52	8.54%
0100.0000.690.00.000.1	Misc Supplies	\$49,059.00	\$2,850.24	\$2,850.24	\$46,208.76	\$9,840.66	\$36,368.10	74.13%
0100.0000.730.00.000.1	Equip Instruct - New	\$89,734.00	(\$17,092.82)	(\$17,092.82)	\$106,826.82	\$107,012.74	(\$185.92)	-0.21%
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	\$52,346.95	\$28,085.30	\$28,085.30	\$24,261.65	\$14,556.47	\$9,705.18	18.54%
Grand Total:		\$40,017,290.25	\$7,783,147.39	\$7,783,147.39	\$32,234,142.86	\$29,003,790.85	\$3,230,352.01	8.07%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Capital Budget Request

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

FOR BOE MEETING: October 14, 2020

ITEM SUMMARY:

The Capital Budget is due from the TPS to the Town manager on October 15, 2020 as illustrated in the BOE Capital item of 9-23-2020.

Attached is a review of the Five Year Capital Budget request from the Tolland Public Schools through 2026: Tolland CIP1 FY22-26 CB 10.5.20.

- The yellow represents BOE Capital Requests through FY2026.
- The brown represents the Town Council allocation following the BOE request for FY17-18 remaining funds for BOE Capital Projects (*L.Hancock Agenda Item 5-14-2019 Capital Improvement Funds: October 18th list*).
- The green represents the Town Bonded Project status FY18-20.
- The purples represents WOA (or When the Opportunity Arises) items. Currently this is where many additional technology projects are requested.

FINANCIAL SUMMARY:

<u>School</u>					Cost	Year
<u>BOE</u>						
Artillery Lift					\$80,000	2022
<u>BGP</u>						
Radio Setup					\$15,000	2022
<u>TIS</u>						
Front entry sidewalk/concrete					\$30,000	2022
Nurse re-design					\$41,000	2024
Basement custodial closet re-do					\$15,000	2023
Grease trap interceptor					\$10,000	2023
<u>TMS</u>						
Auditorium/Stage Curtains					\$12,000	2022
Café Tables					\$48,000	2024
Paving Bus lot					\$110,000	2022
Track Re-surface					\$140,000	2023
Stage Risers					\$46,000	2023
<u>THS</u>						
Track					\$350,000	2025
Special Ed- redesign					\$15,000	2022

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed Motion: *Motion to approve the BOE Capital Budget Request for FY22 through F26 and authorize the Superintendent to provide it to the Town Manager for consideration.*

Second. Discussion. Vote

SUPPORTING MATERIALS ATTACHED:

Tolland CIP1 FY22-26 CB 10.5.20: <https://drive.google.com/file/d/1-yYvUI43r5Ik-La13VAVmcTzv2FiLHYg/view?usp=sharing>
Project Sheets / Descriptions: <https://drive.google.com/drive/folders/1TkK0cl5PWvLFLSCzi3Ujv18hWRv5JC-?usp=sharing>

Town of Tolland
Departmental Capital Projects Update As of 9.23.2020

Department: Board of Education

Division: Central Office

Prepared By: Walter Willett Superintendent

Date Prepared: September 23, 2020

**** BOE Proj/Town Capital Funds Carried from FY18**
Town Bonded Projects FY19-21
BOE Capital Requests FY20-26
BOE Capital Projects Funded by USIF

When Opportunity Arises

Dept. Priority	Project Title	FY 2021	FY 2022	FY 2023	FY2024	FY2025	FY2026	TOTAL	WOA
HIGH	TMS Paving of parking lot (exclud access Rd & exit)	259,310						259,310	
HIGH	TMS Gym floor	25,000						25,000	
HIGH	Dist Wide IT School Surveillance & Access Contol Sys	35,000						35,000	
MEDIUM	THS VCT Tile replacements Multi-areas	10,000	10,000					20,000	
MEDIUM	Dist Wide BOE office Window replace Sept 20	8,400						8,400	
MEDIUM	Dist Wide BOE Park lot repave town bonded 10/20	90,000						90,000	
MEDIUM	THS Boiler Water Filtration System	85,000						85,000	
MEDIUM	TMS and TIS Geothermal Purge Cart	4,000						4,000	
MEDIUM	THS Security Panel/Burglar system		15,000					15,000	
MEDIUM	TMS Library and Main Office carpet			26,950				26,950	
MEDIUM	TIS Window Glass Replacements		16,850					16,850	
MEDIUM	THS,TMS,TIS Interior LED Upgrades Dec 20	343,000						343,000	
MEDIUM	TIS Concrete Front Main Entry		30,000					30,000	
MEDIUM	TMS Auditorium/Stage Curtains		12,000					12,000	
MEDIUM	TMS Bus Lot Paving		110,000					110,000	
MEDIUM	THS Special Ed Re-design		15,000					15,000	
MEDIUM	BOE-Artillery Lift		80,000					80,000	
CRITICAL	BGP(New school) Radio System		15,000					15,000	
MEDIUM	TIS Basement Custodial Closet			15,000				15,000	
MEDIUM	TIS Kitchen Grease Trap Interceptor			10,000				10,000	
MEDIUM	TMS Track Re-surface			140,000				140,000	
MEDIUM	TMS Stage Risers			46,000				46,000	
HIGH	Dist Wide Wireless Access Point Upgrades			130,800				130,800	
MEDIUM	TIS Modular Roof Replacement				45,000			45,000	
MEDIUM	TIS Nurse Re-design				41,000			41,000	
MEDIUM	TMS Café Tables				48,000			48,000	
MEDIUM	THS Track					350,000		350,000	
MEDIUM	TIS Hobart HighTempConveyorDishwasher&Sink Sta	\$44,539						44,539	
MEDIUM	THS Oven/Steamer Combo		\$44,839					44,839	
HIGH	THS Roof Replacement						5,500,000	5,500,000	
MEDIUM	TIS Replacement Ceiling Tile (Building wide)	318,000						318,000	
MEDIUM	TMS Replacement Ceiling Tile (Building wide)	318,000						318,000	
HIGH	THS Classroom Tech Upgrades								126,122
MEDIUM	THS STEM/Math Enhancement								50,000
HIGH	THS Business Lab Upgrade								16,125
HIGH	TMS Classroom Tech Upgrades								93,000
HIGH	THS Science Lab Tech Upgrades								56,761
MEDIUM	TMS STEM/Math Enhancement								30,000
HIGH	TIS Classroom Tech Upgrades								107,590
HIGH	TIS Science Lab Tech Upgrades								34,071
MEDIUM	TMS Computer Ed Labs Upgrade								75,450
MEDIUM	THS World Language Lab Upgrade								23,640
MEDIUM	TMS Art & Music Labs Upgrade								35,173
MEDIUM	TMS Replacement Science Lab Furniture								36,380
MEDIUM	TMS Renovation of 6 Science Labs								1,060,000
MEDIUM	TMS Technology Ed Labs Upgrade								26,240
MEDIUM	TIS Computer Ed Lab Upgrade								14,818
MEDIUM	TIS Keyboarding Lab Upgrade								38,853
MEDIUM	TIS Library Lab Upgrade								24,308
MEDIUM	THS CADD Lab Upgrade								22,728
HIGH	DR Server Upgrades								15,413

BOE TOTAL CAPITAL PROJECTS w/o WOA	\$1,540,249	\$348,689	\$368,750	\$134,000	\$350,000	\$5,500,000	\$8,241,688	\$1,886,672
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BOE CAPITAL PROJECTS REQUESTED	\$237,939	\$348,689	\$368,750	\$134,000	\$350,000	\$5,500,000	\$6,939,378
BOE CAPITAL PROJECTS BONDED BY TOWN	\$636,000	\$0	\$0	\$0	\$0	\$0	\$636,000
BOE CAPITAL PROJECTS "WOA"	\$0	\$0	\$0	\$0	\$0	\$0	\$1,886,672
BOE CAPITAL PROJECTS TO BE FUNDED BY USIF	\$347,000	\$0	\$0	\$0	\$0	\$0	\$347,000
BOE Proj/Town Capital Funds Carried from FY18	\$319,310	\$0	\$0	\$0	\$0	\$0	\$319,310

ALL CAPITAL PROJECTS	\$1,540,249	\$348,689	\$368,750	\$134,000	\$350,000	\$5,500,000	\$10,128,360
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Note: **** BOE Proj/Town Capital Funds Carried from FY18**
Projects Funded Per L Hancock TC agenda item of 5.14.19

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: ERF Request for Chromebooks

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

FOR BOE MEETING: October 14, 2020

ITEM SUMMARY:

Through existing resources and grants over 636 Chrome Books have been acquired. The district will need an additional 392 to provide students the needed technological resources.

Through existing resources and grants over 562 Lenovo Laptops have been acquired. The district will need an additional 234 to provide students the needed technological resources.

FINANCIAL SUMMARY:

Chromebooks Required	392
Cost each	\$276
Total Cost	\$108,192
TEPTO donation applied to technology	\$30,000
Chromebook Funding Required	\$78,192

Laptops Required	234
Cost each	590
Laptop Funding Required	\$138,060

TOTAL ERF REQUEST: \$216,252

The funding needed beyond the aforementioned sources will equate to about \$78,192 for Chromebooks and \$138,060 for laptops for a total estimated amount of up to \$216,252 needed from the Educational Reserve Fund (ERF). Technology purchases are a qualifying category for the use of this fund.

A replacement cycle would begin in FY2023 for Grade 3 and Grade 9, with Grade 6 added in FY2025 and FY2026. Replacements would be \$41,400 for Chromebooks, and \$75,000 for laptops.

Parent/guardians will be able to opt into an insurance plan for the devices their children use, or will have to pay an accountability if a device requires repair or replacement (similar to other equipment used by students). Option #1 will be \$45 with a case, Option #2 will be \$30 without a case. If device is damaged, the payment covers the repair/replacement of the device. Insurance can be purchased 2x in one year, after a third incident, the full cost of the replacement is incurred by the parent/guardian.

BOARD ATTORNEY REVIEW: N / A

BOE ACTION DESIRED:

Proposed Motion: *Motion to approve the use of \$216,252 of the Educational Reserve Fund to purchase 392 Chromebooks and 234 laptops. Second. Discussion. Vote.*

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SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 9130

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

FOR BOE MEETING: 10/14/2020

ITEM SUMMARY:

Moving the time of Board of Education meetings from 7:30 PM to 7:00 PM needs to be done as a board action revision to Policy 9130 and is therefore offered to the Board of Education through the attached. Once resolved, the central office will work to update and set forth the future meeting dates with the new start time.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Proposed motion: Motion to change the start time of Board of Education meetings from 7:30 PM to 7:00 PM and amend Policy 9130 accordingly.

SUPPORTING MATERIALS ATTACHED:

Policy 9130 revision

Time, Place and Notice of Meetings

1. Regular Meetings

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year at **no later than** the first regular meeting in November.
- B. In compliance with the General Statutes of the State of Connecticut, the Superintendent of Schools, on behalf of the Board of Education shall file this calendar with the Town Clerk by November 30.
- C. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.
- D. If at any point in the meeting the Board of Education should not retain a quorum, then the Chairperson of the Board may adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
- E. Pending minutes of regular board meetings will be posted on the school district website within 48 hours of the meeting.

2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, twenty-four (24) hours before the time stated for the meeting to convene.
- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 7:00 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 10:00 p.m. unless extended by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in Council Chambers of the Hicks Municipal Building, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

P.A. 08-3 Special Session (June 11) – Comprehensive Ethics Reform

Approved: 10/9/02
Revised: 1/14/09
Revised: 11/14/12
Revised: 3/25/15

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Suspension of Policy 1041 Green Cleaning Programs

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

FOR BOE MEETING: 10/14/2020

ITEM SUMMARY:

CGS 10-231g established requirements for a ***Green cleaning program at schools***. In accordance with 10-231g the Tolland Board of Education Policy 1041 Green Cleaning Programs was established.

In a letter from March 5, 2020 from the Commissioner of Administrative Services Josh Geballe, the following was communicated:

Please know that it is acceptable to use most conventional cleaning and sanitizing products. The majority of disinfecting soaps and cleaning products are exempt from state-mandated "green" cleaning protocols. State laws that require the use of "green" cleaning products also provide an exception for the use of any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law. Use of items such as alcohol-based hand sanitizers, chlorine bleach disinfectants and hand soaps and disinfectant wipes are permitted by the states green cleaning laws. Also, as per CDC guidance, hand soap and warm water are effective disinfectants when used correctly – primarily washing vigorously for at least 20 seconds. In short, if a cleaning product is normally available at local retail establishments, then it is most likely acceptable to use.

To the extent that the laws around green cleaning products have been interpreted locally to further restrict use of environmental cleaning products and/or personal care products, in the context of COVID19, these laws should not be misconstrued to limit compliance with the relevant CDC and/or DPH guidance necessary for protection of public health and safety.

As the school district, state, and nation contend with the COVID19 pandemic, the Board of Education, notwithstanding the mandates of law, can temporarily suspend policy 1041.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: consulted.

BOE ACTION DESIRED:

Potential Motion:

Motion to temporarily suspend board policy 1041 while maintaining legal expectations and requirements.

Second. Discussion. Vote

SUPPORTING MATERIALS ATTACHED:

Guidance Regarding "Green Cleaning" Requirements and Coronavirus/COVID 19

**TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
September 22, 2020 – 7:00 P.M.**

MEMBERS PRESENT: Tammy Nuccio, Chair; Steve Jones, Vice Chair; Brenda Falusi, Cassandra Forsythe, Lou Luba, John Reagan, Kurt Schenher

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Michael Wilkinson, Director of Administrative Services; Nancy Dunn, Assistant Director, Human Services

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed in honor of Supreme Court Justice Ruth Bader Ginsberg.
4. **PROCLAMATIONS/PRESENTATIONS:** None
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2-minute limit)* - none
6. **PUBLIC HEARING ITEMS:** None
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL**
 - Central Region Tourism Commission – Ms. Falusi is creating a brochure for the Central Region. She reached out to the Town Manager to discuss creating a Facebook page for tourism and hospitality for Tolland.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS**
 - Blight Committee – meeting cancelled
 - Land Acquisition Committee – no meeting
 - Planning & Zoning Commission – Ms. Falusi provided an update.
 - Permanent Celebration Committee – Ms. Forsythe provided an update.
 - Board of Education – Ms. Forsythe and Ms. Nuccio provided an update.
 - Water Commission – Mr. Jones provided an update of the September 9th and 21st meetings.
 - Conservation Commission – Mr. Jones provided an update of the September 10, 2020 meeting.
 - Library Foundation Meeting – Mr. Jones provided an update of the September 14, 2020 meeting.
 - WPCA – Mr. Reagan provided an update of the September 15, 2020 meeting.
 - Birch Grove Building Committee – Mr. Luba provided an update.
 - Agriculture Commission – no meeting
 - Parks & Recreation Board – Mr. Schenher provide an update of the September 14, 2020 meeting.
 - Commission on People with Disabilities – Ms. Nuccio provided an update.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Appointments to vacancies on various municipal boards/commissions.
Mr. Rosen noted that resignations were received from the following:
 - Resignation Letter from Rick Field (Board of Assessment Appeals & Veterans Recognition Commission)

Town Council Meeting

- Resignation Letter from Larry Gramling (Parks & Recreation Advisory Board)

Mr. Rosen noted that he received a letter of interest from Madhu Renduchintala, an alternate on the Board of Assessment Appeals. Mr. Renduchintala would like to be appointed to the full position vacated by Mr. Field. The term would expire November 3, 2021.

Mr. Jones motioned to appoint Madhu Renduchintala to the full member position on the Board of Assessment Appeals for a term expiring November 3, 2021.

Ms. Falusi seconded the motion.

Discussion:

Mr. Luba expressed concern that this would be Mr. Renduchintala's third or fourth board/commission position. Mr. Rosen noted that Mr. Renduchintala is on two boards/commissions. Mr. Luba apologized and noted that he does not have any objection. A roll call vote was taken. Motion passed unanimously.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS)

- 9.1 Discussion on the creation of the Tolland Mental Health and Substance Use Advisory Task Force.
Mr. Rosen noted that Ms. Dunn is in attendance this evening.

Mr. Rosen noted that this evening they are presenting the draft that was last discussed at the meeting on July 29, 2020 for further discussion. This draft was submitted to the Board of Education (BOE) for input and no changes were made.

Ms. Nuccio commented that she does not believe that any edits are needed at this point but noted some items that were brought up by members of the BOE.

Ms. Nuccio inquired if this task force will be handled as a regular committee in that it will have minutes and be televised. Mr. Rosen explained that it is a standalone public body and in turn agendas and minutes will be required. Currently, under Executive Order 7B, meetings must be recorded (audio at minimum) and be posted. If they return to in-person meetings in the future, the task force meetings would need to be open to the public but not required to be recorded. Any subcommittees of the body would also need agendas, minutes, and be open to the public.

Ms. Nuccio addressed privacy concerns. She explained that she does not believe this will be an issue given the intent of the mission statement. The intent is not for the task force to discuss individuals.

Mr. Luba commented that this is something that can be addressed where a member of the public may wish to offer testimony, a statement, or input regarding an issue. They could be directed to keep the discussion in general terms and not mention any names. If it is something that needs to be addressed specifically or by name they could do so in an executive session. Although there are FOIA issues there are also HIPPA protections. As presented the task force is to address only general issues. Ms. Nuccio commented that she assumes that if someone was speaking about themselves then that would be within their right. It is not a breach of privacy if they are speaking about themselves.

Ms. Falusi commented that executive sessions have specific rules and HIPPA is not one of them. Further, in a smaller town such as Tolland, when one is discussing demographics and impacts to demographics, some of the populations may be so small that it would be easy to identify the people, family, or individual being discussed. Although specifics are not being mentioned, identity could be determined by process of elimination. In turn, she disagreed about the privacy information that could

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come up in the open forum. She believes information can be collected by department heads without the public's need to be involved. It would save time as well. Ms. Falusi added that some items, such as having a charrette, may be difficult to do during the pandemic. She recommended looking at this piecemeal so they can protect people's privacy while getting everything done in a timely manner.

Mr. Reagan commented that with respect to privacy, his vision for the task force is not to provide services to members of the community who are struggling with a substance use disorder or mental health issue. The task force is to evaluate services currently in place and make recommendations to the Town Council. Thus, privacy would not be an issue at all.

Mr. Luba agreed with Mr. Reagan. Mr. Luba explained that he was addressing that if someone came forward and wanted to present testimony or an issue to the task force, this is where privacy concerns could arise but the focus of the task force should be on examining services and making recommendations. The focus should not be on providing services. Any further concerns should be referred to the Town Attorney.

Mr. Jones inquired if there is a timeline for the existence of the task force and if they will include a deadline. Ms. Nuccio responded that it was her hope that this would be a 6 month task force that would complete the charge by the end of the year so they would know if resources are needed and if so reviewed and put into the budget. At this time she does not see that this could happen due to delays in finalizing it and getting input from the BOE. She believes that the task force would be in place until it comes up with recommendations. Mr. Rosen spoken in regard to the FOIA and cited the 5 reasons one may go into executive session. HIPPA does not fall under any of the 5 items. He asked Ms. Dunn how this was handled by the Local Prevention Council (LPC).

Ms. Dunn explained that the LPC does not discuss items of this nature. The task force is not where this should come up or be where people go to complain about the mental health of a neighbor, drug issues at a playground etc. If such issues do come up, they need to be referred to the appropriate department. She did not envision the task force dealing with such issues. Ms. Nuccio asked Ms. Dunn her opinion about the LPC and/or staff being able to handle or provide direction. The conversation about the task force is that it would be a community task force to evaluate what is currently available and asked if this is something the LPC or Human Services is doing. Ms. Dunn responded that they know what is available and have spent years working on this. The level of the Town Council, BOE, and the task force provides a group that can review this from a whole-town perspective and have some clout. Perhaps by working together they can direct either the school or town to do things that will meet the needs of the town. Ms. Dunn believes that most on the task force will not have a lot of experience in the area and will use Human Services as a resource.

Mr. Luba inquired of Ms. Dunn if this would be a value-added task force that would assist identifying what needs to be done in the town. Ms. Dunn responded that it would and it will bring attention that there is an LPC and that this is an issue in Tolland along with how it should be addressed. Ms. Nuccio agreed that this is a way to get people involved and learn what is needed in the community.

Ms. Nuccio noted that she will relay the answers to the questions posed by the BOE and she is comfortable with the mission and makeup as it is currently stated.

Mr. Jones believes the mission statement is thoughtful and likes the layout of the language for the membership. His only concern was overutilization of town staff but Ms. Dunn addressed this. He wants to see the members of the task force doing the heavy lift and not the staff. Mr. Jones added that in terms of the open dialogue, where there are recommendations or opportunities for grants or

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programs they may be able to work with the library or other groups to allow more community-based engagement.

Ms. Falusi inquired about the phrase "related behaviors" and wanted to ensure these are the terms they want to use – that they are appropriate and inclusive of what is needed. Ms. Nuccio explained that they replace "issues" with "related behaviors" and confirmed this with Ms. Dunn who explained that it is the behaviors. Society and the individual are impacted by the behaviors and she believes this is an important piece.

Mr. Rosen noted that a new ordinance will need to be created in the Town Code and in turn they will need to set a public hearing to discuss establishing the task force. Ms. Nuccio noted that it will be on the next agenda to set the public hearing. A brief discussion of the timeline followed. Ms. Dunn will provide information about the LPC and Mr. Rosen noted that he will share the information with Dr. Willett.

- 9.2 Consideration of a resolution to amend the resolution adopted on July 9, 2019 for the financing of a fire rescue truck and the setting of a Public Hearing thereon for October 13, 2020.

Mr. Rosen noted that Ms. Hancock is in attendance and reviewed this item. At the last meeting they discussed what the 5-year outlook would be if the fire truck was paid for with cash and at the end of the meeting the decision was made not to rescind the bond authorization but to draw up what it would look like to pay for the truck with \$400K in cash and up to \$350K of debt. This evening's action is to set the public hearing for the next Town Council meeting on October 13, 2020.

Ms. Falusi commented that next month they will review the 5-year capital plan. Ms. Nuccio noted that the 5-year capital plan will be reviewed in November. Ms. Falusi would prefer to hold off until they review the 5-year capital plan and can review the plan with and without the fire truck. She does want to ensure that if it is delayed that if a purchase order comes up for the fire truck that they will be able to move forward. Mr. Rosen clarified that the capital plan will be submitted to the Council on December 7, 2020. The public hearing is traditionally not until February. He added that the Chief is not being held up and is doing what needs to be done and the staff is comfortable with how it is being handled.

Mr. Jones motioned

MOTION that the following resolution be introduced and set down for a Public Hearing on October 13, 2020 at 7:00 p.m. via Zoom Remote Meeting:

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

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

WHEREAS, this resolution would amend the Original Resolution to provide for the use of General Fund - unassigned fund balance in an amount of up to \$400,000 and bonds or notes in an amount of up to \$350,000 to finance the appropriation approved under the Original Resolution for the acquisition of the Fire Rescue Truck.

NOW THEREFORE, BE IT RESOLVED,

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- (1) That the Tolland Town Council hereby amends the Original Resolution such that the \$750,000 appropriation approved thereunder be financed with the use of General Fund - unassigned fund balance in an amount not to exceed \$400,000 and the issuance of bonds or notes in an amount not to exceed \$350,000.*
- (2) That the appropriation approved by the Original Resolution and all other terms of the Original Resolution, except as amended hereby, shall remain in full force and effect.*

Mr. Luba seconded the motion.

Discussion: Mr. Jones commented that is still unsure if the split is a good idea but he is in favor of it going to public hearing to get more information. Ms. Nuccio asked that he submit any questions to the staff so they can prepare the information for the public hearing. Mr. Jones responded that he would do so.

A roll call vote was taken. Motion passed unanimously.

9.3 Discussion and review of §A176-6 of the Town Code, Policy Regarding Use of Tolland Green by Groups and Organizations

Mr. Rosen reviewed this item which was last on the Council's agenda on July 28, 2020. At that time the Council had a copy of §A176-6 of the Town Code which was adopted in 1984. Tonight's packet includes the permit procedure for use of the Green. This evening's discussion is about putting together a working draft of possible amendments that the Council would like to make to §A176-6 of the Town Code

Mr. Jones asked if the map will need to be revised since it appears to have the old layout of the Green. He asked if the map was designed in-house by the planning department. Mr. Rosen responded that he will research this. As a point of information they recently received requests to use the Green and are distributing the map that is included this evening. People seem to understand the 4 spaces but since they are updating the will look to correct the map as well.

Mr. Jones asked if there are any other town green policies that could be used as a guideline. Mr. Wilkinson responded that towns do the policies differently but he can provide samples if the focus is narrowed. He added that he spoke with the insurance provider and the insurance advisor and determined that there is not a blueprint for town green policies.

Mr. Luba commented that in doing a legalese review he recommended putting it in the same framework and format of the Town Green Signage Policy. In turn he recommended having section A reflect the policy purpose including: I. a place for civic gatherings in the Town of Tolland and II. To protect public safety by ensuring that events and/or gatherings are appropriately monitored, and III. To protect the integrity of the Town Green and the surrounding neighborhood. Mr. Luba will send a draft document to Mr. Rosen for distribution. He believes the language should be similar to that of the sign policy and include that use be limited to civic, religious, non-profit/not-for-profit groups located in the Town of Tolland, agencies of the Town of Tolland government, and any groups or organizations specifically approved by action of the Town Council. Mr. Luba believes that, in accordance with previous discussions, that the timeframe be reduced from 3 weeks to 48 hours. He believes the biggest issue is that of liability. If a request is made for a permit the applicant should either have the insurance policy that is currently required or sign a waiver that the event organizer will be responsible for any liability. Mr. Luba noted that anything involving gross negligence on the part of the town would fall outside of the scope based on general case law. If a group chooses not to

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get a permit then there should be a subsection noting that if one does not comply with the permit request/requirements then one is accepting liability and holding the town harmless. Mr. Luba recommended adding language in this regard under subsection F. Alternatively, it could become subsection G. Lastly, he recommended adding 2 subsections: if there is an event on the Town Green and it is the determination of public safety on scene that a public safety issue is being created that public safety may terminate the event and the standing provision that if at any point the Town Council decides that for a specific event it wants to waive the requirements it may do so but it would need to be a specific issue for a specific event brought before the Town Council. Mr. Luba noted that other towns have similar provisions.

Ms. Falusi asked Mr. Wilkinson about insurance, liability, and coverage. Mr. Wilkinson explained that like for any town facility or land the town has liability insurance. If there is a third party claim it would go through the insurance carrier which would defend it. He added that as Mr. Luba alluded any other issues, the reason one asks for insurance is because it shifts the liability and he provided an example. This is why they ask for insurance for organized events.

Ms. Falusi noted that "Board of Selectmen" will need to be changed to "Town Council".

Ms. Falusi commented that she has 3 items to discuss in regard to use of the Town Green. Today they did a walk on the Green and a number of kids were on bikes doing an activity on the Green and in time will gather in groups spontaneously. There will also be spontaneous vigils and remembrances and other items. For items that cannot be scheduled, such as a vigil, she does not believe they should regulate those items. She also does not believe they should regulate against gatherings on the Green because this is historically what it is for. She is concerned they are trying to tell people how they are supposed to use the Green but agrees that large events should be scheduled so they do not interfere with each other. When 4-page documents are created requiring insurance and 3 weeks of notice then it gives a non-community feel to the Green use and that people are not welcome – that they want a pristine lawn and not have people celebrate or observe together. It is inappropriate in many respects in terms of freedom of speech and gathering when a group decides it wants to use the Town Green and the Town Council decides and regulates how the Green may be used.

Ms. Nuccio explained that they are not creating the policy but are looking to change the policy that is currently in place.

Mr. Schenher explained that his main issue with the original policy was that it had to go through a bureaucratic process through the Town Manager's Office. He has an issue with the Town Manager being able to grant waivers to some without a basis and likes Mr. Luba's proposal that insurance and/or liability be signed over to the person organizing the event or goes around the process. Mr. Schenher would like to see Mr. Luba's proposal.

Mr. Luba commented that one of the main things is with the last revision he noted. They are not looking to bar people from using the Green or to keeping it pristine. The Green should be used by people for gatherings. The issue is that there is a permit process for large gatherings to ensure the town is appropriately covered and that organizers take the appropriate steps to ensure protection for the town. It is fine for people to get together for gatherings such as vigils and this is why there is a provision for those who do not go through the permit process. It is fine not to go through the permit process but if anything that occurs in relation to the spontaneous gathering then the organizer bears first liability short of gross negligence on the part of the town. He noted that many towns include this and he believes it is legally sound and protects the town.

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Mr. Jones referred to the permit document and the use of electrical outlets and inquired how long it takes after an event for a damage assessment to be completed. Lastly, with the new signage policy for the Green do applicants have the right to move signage if they are renting a section but need additional space. Mr. Rosen addressed the last item and does not believe that the event space and signage area coincide. He added the DPW does the damage assessments and he believes it is relatively quick. Mr. Jones explained that if electricity is needed and generators are brought in he would not want them to be a nuisance to residents on the Green.

Mr. Reagan commented that after reviewing the minutes from the July 28th meeting that if he lived on the Green he may be concerned about what is being discussed. If there is a gathering by an organization that wants to deliver a message to the community then it should be regulated but if someone wants to use the Green for wedding photos or similar items he does not believe it should be an issue. It is important to distinguish between organizations which want to deliver a message vs. a spontaneous gathering.

Ms. Nuccio asked Mr. Rosen how they define an event in contrast to a gathering. She believes a large event is different than a gathering on the Green. For an event it may be reasonable to request more than a week notice. Further, section B notes nonprofit organizations and she would like to have a definition of event and a gathering – the latter of which is nonprofit. In regard to section C, she would like this tied to a definition of an event. In section E, should "organizations" be "organizers"? In regard to liability Ms. Nuccio would like to know about size limits. Further, in regard to the permit (2nd paragraph) she recommended removing "which to date has included the addition of the reproduction lampposts, grading, curbing and reseeding of the South Green and the re-planting of American Elm trees. More work is planned for the Green in years to come." She recommended that it say, "The Council also directs and oversees the restoration of the Green and the Council will need to manage the events in order to minimize impact to the Green while still providing opportunities for public use of this town property." In regard to the third paragraph, Ms. Nuccio commented that it contradicts the policy in that the policy says "3 weeks" and the permit states, "at least one week in advance". Mr. Rosen responded that they strive for a week. Ms. Nuccio asked how damage will be handled. Further, she noted that Mr. Wilkinson reviewed that they do have insurance but she believes they need to recognize what Mr. Luba stated. If someone organizes an event and someone is hurt then it is the organizer's responsibility, once "event" is defined, and on the event's insurance and not on the taxpayers.

Mr. Luba commented that town ordinances recognize events as a recreational as well as organized. Generally it is better to stay away from a set number. Other ordinances focus on the type of event and how it is organized or if it is a recreational event such as a book reading or sport. This may fall under recreational usage. He noted that it is a nebulous area and added that state statutes only refer to recreational vs. non-recreational events. The main issue is rather than focusing on the number or type of event is to focus on the last waiver – anyone may have access to the Green but if it falls outside of normal gross negligence of the town then the organizer of the event accepts responsibility and does so at their own peril. This is where the focus should be rather than setting parameters in regard to whether it is an "organized" event.

Mr. Jones recommended possibly using the language in C of "the party (ies)" as a reasonable replacement for "organizations" as amendments to sections E and F. This would cover the applicant and the organization. Ms. Nuccio commented that she believes this would work.

Mr. Rosen recommended opening any edits to the full Council via a straw poll. He added that they need to define recreation events vs. organized events so he can begin revising the policy. Ms. Falusi

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asked if this is defined in the town charter or town policies. She wants to avoid any confusion and ensure the language is consistent.

Mr. Luba agreed that Mr. Rosen and the Town Clerk should look through the charter and other policies to learn if there are any definitions in place. When he put together the draft he did not see any specific definitions after a cursory review.

Town Clerk Sheila Bailey joined the meeting at 8:32p.m.

Mr. Rosen asked Ms. Bailey if there is anywhere that an organization or event is defined. Ms. Bailey responded that she is not aware of any definitions in the code and will need to research this.

Mr. Rosen spoke in regard to the timeline. If something is taking place, 24-48 hours' notice is better than no notice. If a lot of people will be in attendance they need to let public safety and the troopers know for traffic and pedestrian safety. For a planned event, a week notice is good. Ms. Nuccio commented that she is comfortable with having a one week notice for a planned event.

Mr. Rosen will put together a red-lined version of the document for the next meeting and Mr. Luba's proposal can be showcased at a future meeting. Mr. Rosen recommended holding straw polls at the next meeting.

Mr. Luba commented that he hears the concerns and some additional language that could be provided to Mr. Rosen may include that nothing in the policy precludes any individual or collective use of the Green but a failure to obtain a permit will result in a waiver of town liability.

Mr. Jones asked if the application covers the potential closure of the Green which for the purpose of public safety would be incumbent upon the organization to close the carriage road or create a detour. Mr. Rosen responded that the trooper's office and public safety have a permit process that is completed for large events which addresses provisions where roads need to be closed to keep people safe.

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

- Ms. Bailey provided the following information
 - Residents began receiving the state applications on Friday and over the weekend.
 - Another election drop box has been installed in front of the library.
 - An e-blast was sent to residents explaining that they will be receiving their applications. Approximately 380 residents applied on their own before the state's application was received and Ms. Bailey requested that they not send both but she has received several. The e-blast also notified residents of the location of the drop boxes and that ballots will not be mailed until October 2, 2020.
 - DPW installed 2 sandwich boards near the sidewalk indicating the locations of the drop boxes.
 - The Town Green will have a notice that there are 2 drop boxes and their locations.
 - They posted for 2 part-time employees to help with absentee balloting. Two people have been hired and started on Monday. They each work about 5 hours per day.
 - Thus far they have processed 1,100 absentee ballot applications. The ballots have been ordered and once received they will be prepared for October 2, 2020. Prior to the part time help they processed 380 absentee ballot applications and in the

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past 2 days they have processed an additional 720. There are still 150 applications to be processed.

- Town Hall has been great. Mr. Lappen and his crew helped set up 2 workstations in the vault and IT is ensuring that it works with the state's absentee balloting program. The Tax Office has assisted with the prep work. The staff of the Town Manager's Office and Finance has assisted as well.
- In terms of an estimate, if percentages equal those of the primary, Ms. Bailey believes they may receive between 7,000-8,000 applications.
- Ms. Bailey addressed what happens if someone is deceased. When a resident passes away in town, or if a resident lives in another town but the residence on the death certificate is Tolland, a copy is received by the town and a list is provided to the registrars so the names can be removed from the voter registration list. Otherwise, unless the family notifies the registrar of voters, inactivity will cause the person to come out of the system.
- Ms. Bailey addressed Election Day registration.
- Today he walked the historic sidewalks along the Green with the Historic District Commission, the Town Council, and the Commission on People with Disabilities. The State Historic Preservation Office sent a representative as well. They now have some ideas for grants to apply for such as the Community Connectivity Grant.
- Town Council Special Meeting, October 6, 2020 at 7p.m. to address storm preparedness response and emergency provisions on the town-side.
- Tax Assessor noted that after an evaluation year a committee is convened in regard to the senior tax freeze program. Thus, the committee may need to be reconvened to advise the Council if any program changes are needed.
- The budget cycle is approaching and department heads are putting together capital requests.

11. ADOPTION OF MINUTES

- 11.1 September 8, 2020 Remote Special Meeting Minutes
- 11.2 September 8, 2020 Remote Regular Meeting Minutes
- 11.3 September 12, 2020 Special Site Walk Meeting Minutes

Mr. Jones motioned to adopt the minutes as laid out in 11.1, 11.2., and 11.3.

Ms. Forsythe seconded the motion.

Discussion: Mr. Jones noted that he reviewed the minutes for the September 8, 2020 Remote Regular Meeting but will abstain from voting on the September 8, 2020 Remote Special Meeting because it was an executive session. Mr. Luba noted that he is in the same situation and will abstain from voting on the September 12, 2020 Special Site Walk Meeting minutes as well.

Mr. Jones rescinded the motion.

Mr. Jones motioned to adopt the minutes as laid out in 11.1.

Ms. Forsythe seconded the motion.

A roll call vote was taken.

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	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
<i>Nuccio</i>	x		
<i>Jones</i>			x
<i>Falusi</i>	x		
<i>Forsythe</i>	x		
<i>Luba</i>			x
<i>Reagan</i>	x		
<i>Schenher</i>	x		

Motion passed.

Mr. Jones motioned to adopt the minutes as laid out in 11.2.

Ms. Forsythe seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Mr. Jones motioned to adopt the minutes as laid out in 11.3.

Ms. Forsythe seconded the motion.

A roll call vote was taken.

	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
<i>Nuccio</i>	x		
<i>Jones</i>	x		
<i>Falusi</i>	x		
<i>Forsythe</i>	x		
<i>Luba</i>			x
<i>Reagan</i>	x		
<i>Schenher</i>	x		

Motion passed.

12. CORRESPONDENCE TO COUNCIL

- Town Council was cc'd on a number of e-mails regarding a water issue
- e-mail from the Tolland Library Foundation requesting a meeting in October
- e-mail concerning boards and commissions and volunteers and participation

13. CHAIRPERSON'S REPORT

- Chair Hour: October 1, 2020 at 6:30p.m. via Zoom
- Town Council Special Meeting, October 6, 2020, open to the public
- Walk today on the Green with the Historic District Commission, the Commission on People with Disabilities, and the State Historic Preservation Office representative, and staff;
- Scarecrow contest, businesses only, registration is due by October 1, 2020

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Mr. Jones noted a great deal of trees were collected due to the storm and stored in the Baxter area. The current plan is to do wood chipping. He inquired if instead they could contract a service to split the wood into logs and allow residents to use them for burning or perhaps sell the wood so as to make better use of good wood. Mr. Rosen noted that he received an e-mail from the director of the DPW. The logs are roughly 8' in length and the average person would not have a way to haul them away. Due to liability chainsaws may not be used at the site. Further there would be an issue in regard to regulating the area. That said Mr. Rosen will pass the inquiry along to Mr. Lappen.

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- Ms. Falusi commented that she believes what Mr. Jones noted would be a great opportunity to share with residents. Something will need to be done with the wood and that means DPW hours and manpower. If there is a fee for splitting the wood it may be a wash when compared to the number of hours DPW will need to spend chipping it.
- Ms. Falusi asked for an update on the Virtual Celebrate Tolland event. Mr. Schenher commented that it went well and businesses were thankful they could do something.
- Mr. Luba expressed his gratitude and sincere thanks to the Council members and members of the community who reached out to him after the last meeting. The heart of Tolland is overwhelming and he is truly blessed to be in such a great town. He thanked everyone for their support and wants everyone to know of his appreciation.
- Mr. Jones thanked Mr. Field for his decades of service in town. Mr. Field recently stepped down from 2 boards and Mr. Jones wishes to express his gratitude as well to Mr. Gramling. Mr. Jones appreciates all both did to positively impact Tolland.

15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit) - none

16. **ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 9:19 p.m.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk

**TOLLAND TOWN COUNCIL,
HISTORIC DISTRICT COMMISSION, &
COMMISSION ON PEOPLE WITH DISABILITIES
SPECIAL JOINT MEETING**

HISTORIC DISTRICT SIDEWALK SITE WALK

September 22, 2020 – 3:00 P.M.

TOWN COUNCIL MEMBERS PRESENT: Tammy Nuccio, Chair; Brenda Falusi, Kurt Schenher

HISTORIC DISTRICT COMMISSION MEMBERS PRESENT: Jodie Coleman-Marzialo, Chair; Celeste Senechal

COMMISSION ON PEOPLE WITH DISABILITIES PRESENT: Walter Glomb, Chair; Randa Utter, Rob Deichert, John Molteni, Kim Little, Susan Lucek

OTHERS PRESENT: Michael Rosen, Town Manager; Scott Lappen, Director of Public Works; Bev Bellody, Director of Human Services; Cathy Labadia, SHPO; Marena Wisniewski, SHPO; Annalee Hughes, Jessie Fuentes

1. **CALL TO ORDER:** Mr. Rosen called the joint meeting to order at 3:01 p.m.
2. **SITE WALK of Historic Sidewalks:** A site tour was taken of the property. CT State Historic Preservation Office (SHPO) representatives were in attendance and offered guidance on potential grant opportunities the Town could apply for to preserve the historic aspect of the sidewalk, while also considering improvements to its walkability.
3. **ADJOURNMENT:** Mr. Rosen adjourned the meeting at 4:09 p.m.

Submitted by,

Mike Rosen
Town Manager