

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 28, 2020

7:30 PM

Join Zoom Meeting

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

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=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- October 14, 2020

D. PUBLIC PARTICIPATION (2 minute limit)

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

E. CORRESPONDENCE

F. POINTS OF INFORMATION

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

H. SUPERINTENDENT'S REPORT

- H.1 COVID Update
- H.2 CRE Report (No attachment – Presentation in Meeting)
- H.3 BGP Ed Specs for Code Violation for Unsuitable Soils
- H.4 2021 Board of Education Meeting Dates (First reading)

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

- K.1 Policy 9130 – Time, Place and Notice of Meetings (second reading)
- K.2 Policy 1041 – Green Cleaning Programs (Second reading)
- K.3 Board of Education Goals

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

- Town Council-Meeting Minutes –October 6, 2020
- Town Council-Meeting Minutes –October 13, 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 – October 14, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin (arrived at 8:10 P.M.), Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent: Tony Holt

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

B. APPROVAL OF THE AGENDA

Ms. Plourd motioned to move both K.3 and K.4 to H.3 and H.4 respectively.

Mr. Marie seconded the motion.

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- September 23, 2020

Mr. Marie motioned to approve the minutes of the September 23, 2020 meeting.

Ms. Plourd seconded the motion.

Discussion: no changes

A roll call vote was taken. Motion passed unanimously.

- September 30, 2020

Ms. Plourd motioned to approve the minutes of the September 30, 2020 meeting.

Mr. Marie seconded the motion.

Discussion: no changes

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Sam Adlerstein, 164 Pine Hill Rd, commented that he sent a series of e-mails into the Board initially titled "anti-racism" and asked the Board to put this on the agenda. He believes that over the course of e-mails that the term "anti-racism" may not be the way the Board chooses to enter into the topic but he would like the Board to enter this topic and have a discussion about it in any format that it chooses with any language that it chooses. It is an important discussion hot topic in the world today and is highly relevant to the Tolland Board of Education.

E. CORRESPONDENCE

August 26, 2020

- E-mail requesting that the Board adopt a schedule that begins no earlier than September 8th; author states that families, administrators, and the FRC need time to prepare.
- E-mail expressing support of the Superintendent's decision to move forward with PIP.
- E-mail expressing support of the Superintendent's decision to move forward with PIP.
- E-mail from a parent moving into the district; author asks how/where to register her daughter for the 3rd grade

- E-mail concerned with the extra costs to parents caused by the half day Kindergarten plan
- E-mail disappointed that parents desiring full time schooling do not have the option; if PIP is chosen they need the Monday/Tuesday option
- E-mail articulating support for a PIP plan that begins September 8th
- E-mail articulating disappointment in the straw poll results; author supports a PIP plan
- E-mail from 2 medical professionals with children in the TPS; authors are in favor of cohorting children safely; authors ask how Tolland data will be tracked and in what intervals it will be shared.
- E-mail requesting a start date after Labor day
- E-mail articulating support for a September 8th start date
- E-mail articulating support for a September 8th start date
- E-mail articulating support for a September 8th start date
- E-mail thanking the Board for its efforts and supports a September 8th
- E-mail asking the Board to follow the advice of the administration while focusing on the needs of the entire population rather than those of any specific subgroup
- E-mail from a parent offering support for a later start date
- E-mail asking if TPS will still have students from other towns
- E-mail asking if decisions will be discussed with parents through regular means
- E-mail thanking the Board for extending the Evergreen clause
- E-mail thanking the Board for extending Dr. Willett's contract
- E-mail requesting that the district make every effort to offer a 4-day week; author believes learning is damaged through distance learning
- E-mail asking if a Chromebook will be provided for sixth graders
- E-mail asking for further information on Kindergarten bussing
- E-mail thanking Dr. Willett and his staff for all of the hours of hard work

September 23, 2020

- 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?

September 9, 2020

- E-mail grateful to the district for the back-to-school plans; author asks questions concerning Ms. Plourd's letter to the Governor; author offers data to contradict statements in the letter
- E-mail offering additional reading to a topic discussed in public participation
- E-mail articulating disappointment in how the Board is conducting business
- (5) E-mail discussing the responsibilities of a Board member and the recent letter written to Commissioner Cardona; author requests a higher level of civility from Board members
- E-mail discussing the passing of a civility clause and requesting a conversation on the social media policy; asks the Board to look at "Seeds of Civility" from Ellington
- E-mail lamenting the lack of bi-partisanship and questioning the letters sent by members of the Board to the state
- E-mail disappointed that so much time was spent discussing the letters sent to the state

October 14, 2020

- E-mail asking Board members to discuss anti-racism during the first point of information; author suggests that this statement may help align the Board as it has done in the past.

F. POINTS OF INFORMATION

Ms. Howard-Bender commented that she is surprised that Mr. Marie presented the list of correspondence because she thought she would do so and this is confusing to her. Second, she responded to Mr. Adlerstein and said that she completely agrees. She too is frustrated that they have not seen any items about anti-racism, inclusion etc. other than during the goal discussion although she is excited about the goal discussion from the other night.

In regard to the correspondence, Dr. Willett explained that he has covered many of topics in the Superintendent's Blog and if anyone has any direct questions he will address them.

Ms. Lundgren added that she knows the Superintendent is working diligently on the anti-racism item for a future meeting. She added that she received a message from Mr. Holt that he sent the correspondence to Mr. Marie and in turn she asked him to read the information.

Ms. Moran commented on the racial issues. She sent the Board an e-mail about this and believes it should be a Board discussion. The e-mail did not imply for Dr. Willett to respond but for the Board to discuss what it will do and its intentions as a Board which is different than what the Superintendent is doing. They should be working with Dr. Willett on this and as a Board have a commitment to something. Ms. Lundgren commented that she understands but believes the Board needs to have an understanding of where everything lies right now with Dr. Willett and his obtaining of grants for various programs in order for the Board to have a discussion about what is happening in the school system. Ms. Moran explained that it is more of a discussion about the Board as a whole.

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

- Mental Health Week – This is being finalized and will be a focus for the entire year. The speaker has been pushed back so that everyone has access to the presentation. They are having morning breathing exercises and decorating the school.
- SATs – Seniors took the exam on September 23rd; it was optional. Results will be received tomorrow.
- They would like to have more discussions with the Board on the topic of racism and noted that it is not something they can ignore.

H. SUPERINTENDENT'S REPORT

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

Dr. Willett introduced Attorney Jessica Ritter from Shipman & Goodwin LLP. She explained that she has been asked to speak about practical tips on becoming informed board members. This evening's agenda is designed so they can discuss the roles and responsibilities of board members, the overlap and interplay with the superintendent, and board meeting essentials including a basic review of FOIA.

Attorney Ritter reviewed the following presentation:

Responsibilities of the Board

- Agent of the State
 - The CT constitution delegates its authority to the Connecticut legislature to make decisions with respect to public education. The legislature has delegated much of that responsibility to local and regional boards of education and therefore board members serve as an agent of the state.
- Policymaker for the school district
 - Board members are policy makers for the school district.
 - A Policy Committee should function as looking at the broad overreaching issues but giving the superintendent and the administration enough flexibility to implement the policy on a day-to-day basis. It ensures compliance with state and federal law and that regulations embody the principles of the policy while making sure the administration has discretion and flexibility with respect to the regulations and how they impact school on a daily basis.
 - Over the past decade the Legislature has mandated several policies that education must adopt and leaves little room for discretion.
 - The Policy Committee ensures policies are up to date.
- Board acts through the Superintendent, who serves as "chief executive officer" of the Board
 - A board's one employee is the superintendent of schools who, by statute, is defined as the CEO of school district operations and oversees every other employee in the schools. A board of education should never be in the position where it is evaluating or making performance based decisions related to anyone other than the superintendent of schools.
 - A board legally has, on an annual basis, an obligation to evaluate the superintendent of schools. Under §10-157 a superintendent of schools can never have a contract that runs longer than 3 years. An evergreen clause

that is longer than 3 years can never be associated with a superintendent's contract.

- Administration retains responsibility for school district operations

Duties of the Board

- Preserve Confidentiality
 - Board members have an obligation to preserve confidentiality. If confidential student information is disclosed in violation of the executive session requirements and in violation of FERPA (Family Educational Rights and Privacy Act) one could be subjected to an investigation by a federal agency that oversees FERPA and could ultimately have federal funding taken away. One could subject the district to liability and potentially subject oneself to individual liability if someone felt that one was reckless in the way that he/she disclosed information.
- "Quasi-Judicial" function
- Connection with Community
- Other Statutory Duties
 - Budgets
 - Once the board has its annual appropriation it has significant autonomy in how it allocates the appropriation.
 - Policies
 - Negotiations

Rights of Board Members

- Authority at meetings only
- Otherwise same rights as other citizens
 - Just because one is a board member it does not mean that one sheds their rights to be an actively involved who is a zealous advocate on behalf of their child.
 - The issue is if one uses their position to try to advantage their child or someone else in the school system.
 - Ms. Ritter highlighted an example and noted that one needs to be mindful that an ethics complaint could be filed.
- Free speech and teamwork
- Role of the Chairperson

Duties of Board Members

- Confidentiality/Educational Need to Know
- Parental Complaints
- Impartial Judge
 - Expulsion hearings (Conn. Gen Stat. §10-233d)
 - School accommodations hearings (Conn. Gen Stat. §10-186)
 - Transportation Hearings
 - Teacher tenure Hearings (Conn. Gen Stat. §10-151)
 - COMPARE: Grievance hearings

Code of Conduct for Board Members (Social Media Considerations)

1. Adhere to all Board policies, rules and regulations;
2. Conduct him/herself in a fair and impartial manner;
3. Refrain from interfering with the implementation of a Board policy decision by the administration;
4. Refrain from interfering with the duties of any school district official;
5. Refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. Refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any students or school district official in any manner or using any medium.

What Exactly is a "Meeting"

"...Any hearing or other proceeding of a public agency, any convening or assembly of a quorum of multimember public agency, and any communication by or to a quorum of a multimember public agency whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control jurisdiction or advisory power."

"Meeting" Does NOT Include:

- Any meeting of personnel search committee for executive level employment candidates
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business
- Strategy or negotiations with respect to collective bargaining
- A caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency
- An administrative or staff meeting of a single-member public agency; and communications limited to notice of meetings of any public agency or the agendas thereof

Types of Meetings

- Regular
 - Contained on the annual schedule of meetings with the Town Clerk by January 31, for the ensuing year (Conn. Gen. Stat. §1-225(b))
 - Agenda must be posted at least 24 hours in advance
 - New business may be added to the agenda by a two-thirds vote
 - Minutes must be available for public inspection within seven days of the meeting
- Special
 - Those meetings not included on the list of regular meetings filed with the Town Clerk
 - Notice of a special meeting must be filed at least 24 hours before the meeting convenes
 - Business limited to items on posted agenda. Items cannot be added to the agenda

- Minutes must be available for public inspection within seven days of the meeting
 - Emergency
 - it is rarely appropriate to have an emergency meeting
- All meetings must be noticed in advance.

Executive Session

- Two-thirds vote needed to enter executive session
- Motion should be clear as to reason for executive session
- Limited reasons to go into executive session
 - Personnel matters
 - Pending claims and litigation
 - Security devices and real estate
 - Confidential documents
 - Collective bargaining strategy documents

Board Member Conduct

- Board members cannot be removed from their elected position on the Board by a vote of the Board
- Board officers can be removed by a vote of the Board
- The Board can vote to "censure" a Board member

Conflicts of Interest

- Board member cannot be employed by the school district
- No statutory provision against a relative being employed by district
- Board member actions may be governed by Board policies or ethics provision in local charter
- Board members may need to recuse themselves from impartial BOE hearings

FOIA and Electronic Messages

E-mails by a quorum of Board members may be an illegal meeting of the Board

- Caucus is limited to members of the Board
- Communications at Board meetings must be open to the public
- Electronic communications by Board members are subject to disclosure under the FOIA

Discussion/Questions & Answers:

Ms. Howard Bender asked Ms. Lundgren to ask Mr. Holt to watch this presentation since he is the Chair of the Policy Committee.

Ms. Plourd commented that she believes the Policy Committee is detail-oriented. They have lists to ensure compliance and items they would like to discuss.

Dr. Willett noted that the district subscribes to Shipman & Goodwin's model policies. Attorney Ritter explained that by doing so they are always able to give the district what it is legally required to have and ensure compliance with policies where there is little discretion.

Ms. Griffin arrived at 8:10 P.M.

Ms. Moran asked who should initiate changes in policy. Attorney Ritter explained that a lot of the policy will be what the superintendent and administration proposes. They are the educational experts. They make proposals to the board; it goes through the committee process, and then goes back to the full board for final approval.

Ms. Howard-Bender noted that the Board has received requests that it have an Ethics Committee but the only ethics board deals only with financial ethics. Attorney Ritter responded that she does not know of many boards of education that have their own ethics committee. Traditionally a town or city through its charter has an ethics committee.

Ms. Griffin asked how to handle a situation where someone reached out to a board member because the person was unhappy with an administrator. Attorney Ritter responded that it is the superintendent's role to handle it. If in such a case the administrator is either disciplined or ultimately evaluated out, he or she is going to have a statutory right to challenge that decision and the board sits as the judge and jury of that decision. In turn the person could make the argument that the board was intimately involved in the evaluation, involved in discipline, worked closely with the superintendent, or had constant communication with parents and did not follow the appropriate channels. This could mean that board members are forced to recuse themselves from any type of hearing. If too many board members have to recuse themselves then there will be a problem because the administrator can argue they cannot get a fair proceeding. They may then either be forced to hold on to an underperformer because they did not go through the appropriate channels or they will need to pay the person a lot of money to separate. If the board feels the superintendent has not appropriately addressed an underperformer, it can hold the superintendent accountable.

Ms. Lundgren noted that the Town of Tolland does have an Ethics Commission. The Commission has 3 members who are appointed by the Town Council. Attorney Ritter responded that this very standard.

Ms. Howard-Bender clarified that the Ethic Commission noted by Ms. Lundgren only deals with financial impropriety. The desire from the constituents was specifically in regard to social media impropriety. Attorney Ritter clarified that the board has been asked to have a social media policy for board members. She explained that the board does not necessarily need a standalone ethics committee. The Policy Committee can address a social media policy for board members. Attorney Ritter noted that a model social media policy is included in the presentation. It ties into one's free speech and how one can be a board member but also balance that with one's First Amendment rights. Attorney Ritter confirmed that the Board currently does not have a social media policy and that a few Board members are active on social media. She explained that a board member has the right to engage in social media and the right to speak one's mind within reason. When one is on social media they are speaking as an individual and not a board member and they need to make it clear that they are speaking on behalf of

themselves and what they are saying on social media does not reflect the board. This is the same regardless of the communication i.e. social media or newspaper. If speaking as a board they need to be sure the chair has given the authority to do so.

Dr. Willett noted that a social media policy exists for personnel but not for Board members.

Attorney Ritter commented that she is often asked if it makes sense to have a social media policy. She believes it does because they want to balance board members' right to engage in social media while being mindful that as elected officials they are held to a higher standard. People are looking to them to lead. She reviewed the Code of Conduct for Board Members (Social Media Considerations) that could be considered for a policy.

Ms. Philbin explained that they have several members who are quite vocal on social media in multiple capacities as well as several members that are minimal or not at all on social media or engaging in social media. She provided examples of what she has seen that includes: meeting minutes, posts that a meeting will be taking place, videos of meetings, solicitation of how something is working in the schools, negative comments about administrative staff, and posts where multiple board members and other board and commission members have responded and engaged in continuous conversation some of it pleasant some of it not so pleasant. This is where she becomes concerned with social media. Young adults read this information as well. People feel they are doing the right thing in getting the word out but there are proper channels and procedures. Attorney Ritter explained that there is not a hard line between what is protected by the First Amendment versus areas from which to refrain. Thus, it would be a case by case analysis and much will be common sense. Meeting minutes that have been approved is a public document so this can be shared as well as items contained in the minutes. She would be concerned about going on social media whether she says she is speaking as an individual or a board member, everyone knows she is a board member and if she is saying something very negative about an administrator this is problematic for a variety of reasons. As a board member one cannot evaluate someone who is not the superintendent of schools and irrespective of that the administrator can come after the member for slander or defamation. As board members they have broad statutory protection under the indemnification statute §10-235 which says that if I am acting within the scope of my responsibilities and I am making good faith based decisions and I am sued I am protected because I can demonstrate that I acted in good faith and I was not reckless or negligent in carrying out my responsibilities. Thus, if one is sued as a board he/she will be indemnified. However, one is not covered if he/she is sued for defamation and he/she is attacking an administrator or superintendent or another school employee if the argument could be made that he/she was reckless in his/her comments and that would constitute a reckless disregard for the truth. Thus, board members need to be mindful of this. In regard to the other items it is a matter of common sense. If a board has a policy like the one presented then if the chair felt the policy was violated the chair could point to it and say that while one has First Amendment rights this is interfering or serving in direct contrast to the policy. Attorney Ritter noted that she is not suggesting that the Board adopt this policy but it would give the Chair and rest of the Board the ability to call out a board member who may be acting in a manner inconsistent with some of the principles identified.

Ms. Besaw explained that one of her concerns around policy is how do to enforce it because no one is going to get kicked off the board. Second, social media has pages where people can be blocked and there is back and forth conversation going on. She feels it would be impossible to enforce a policy. Further, fair and impartial is subjective. Ms. Besaw noted that she is not saying that it might not be a good idea but who would police the pages that perhaps cannot be seen by all. Attorney Ritter responded that she is not saying that board members cannot post or be critical of the school or town budget. She is saying that they need to use common sense and draw a distinction between attacking an administrator and saying things that could be viewed as inflammatory or obscene in any manner or anything that may impact or give liability to the board. Boards cannot unseat an elected official but can, through Robert's Rules censure an individual. While only a public reprimand, it is impactful. Board chairs have the right to strip anyone of committee or other roles if they feel that they are constantly, knowingly and intentionally in violation of board policy.

Ms. Plourd asked if Dr. Willett sent Attorney Ritter the Board's Civility Policy. Although the Policy does not address social media directly, Ms. Plourd believes it includes a lot of what is listed under the Code of Conduct for Board Members. She does not see the need to add another policy that is not enforceable. As far as the public reprimand, she feels this from things she has posted online or said in meetings and believes some of the ethical questions come from a letter she wrote to the Governor that was signed by other Republicans in the caucus and nobody outside of the caucus. Ms. Plourd noted that she received a lot of e-mails about illegal caucusing and asked Attorney Ritter to elaborate on if there is such a thing as an illegal caucus or would it only be an illegal meeting if something goes outside of that. Attorney Ritter explained that with respect to a caucus, if you are split on Republican and Democratic lines, and one meets as a caucus and decides to write to the governor, you are free to do so. This is not an illegal meeting. It would be an illegal meeting if you invite anyone who is not part of the Republican Party to do so as well. Ms. Plourd confirmed that they wrote a letter, sent it to the Governor, and signed it that they were speaking on behalf of the caucus that authorized her to send it but have been accused of having an illegal meeting. Attorney Ritter responded that this was not an illegal meeting and they were speaking on behalf of the caucus and not the whole Board.

Ms. Plourd explained that she did not respond to an e-mail from the minority caucus because there were requests for items to be put on the agenda that copied her, the Chair, and Dr. Willett. Ms. Plourd believed that by responding that they would create an illegal meeting. Attorney Ritter explained that the Board's bylaws address the chair being the one who sets the agenda but they need to be mindful that does not mean that they should shut out a minority caucus if there is an agenda item that at least 3 board members feel very strongly about having. There is a state statute that speaks to this so there needs to be balance when the agenda is set. With respect the question as to whether it would be an illegal meeting, they need to be mindful about e-mails. Any e-mail that Ms. Lundgren sends to Ms. Plourd is subject to FOIA. This does not mean that the e-mail exchange is an illegal meeting but it is most likely subject to public consumption. She added that they can have unilateral communication or communication where they are not exchanging a viewpoint or discussing views/ideas

such as responding that the meeting packet has been received even though there is a quorum on the e-mail. If there is a quorum and there is a discussion on what should or should not be on an agenda then it could be construed as an illegal meeting but would be on a case by case analysis. The better thing to do would be to have a minority caucus member call the Chair.

Dr. Willett asked Attorney Ritter how it would work on social media if a series of board members engage in a thread or discussion. Attorney Ritter reviewed "What Exactly is a Meeting". One needs to be mindful that he/she is not protected because the mode of social media was used; likewise for a text message.

Ms. Howard-Bender commented that Ms. Besaw noted that they do not need a code of conduct because it does not have teeth. The civility code that was entered into the Board policy had no teeth in it. The Republican super majority did not want to add any teeth to it. The code of conduct did not have any teeth and neither did the civility policy and that is why she did not vote for it even though she is on the Policy Committee and helped write it. Ms. Howard-Bender commented that it is also important for everyone to know especially in terms of how they are acting – are they acting as individuals, as a caucus, as Board members. In all three letters that Ms. Plourd wrote she identified herself as the Vice Chair of the Board. Illegal caucus or not there is a question of impropriety and whether they are undermining the Superintendent, the Board's sole employee.

Ms. Moran commented that she understands the item of not creating a meeting. The concern about the letters, and what they heard from the public, is that it was done without discussion by the Board as a whole. It was not done in a way that unified the Board or informed the minority members of the Board that it was being written. The tone was that they were speaking as Board members and it felt inappropriate. Additionally, in regard to social media, an easy social media policy is just not to do it. Don't talk about Board business outside of meetings. There were times, before social media, that municipal boards were held to this. People are going to run into Board members but when it comes to undermining the work of the Board as a whole, or the work of the Superintendent, they need to be cognizant.

Ms. Plourd commented that sometimes she feels she is reprimanded at the table and looks forward to the rest of the presentation so it can save her from the error of her ways. Attorney Ritter explained that it sounds like there are some hurt feelings but she does not feel there is a complete error in the ways. There is a right to caucus and to say that they need to be careful about e-mail communications. It sounds like the minority caucus is asking that they would have wanted to be informed that the letter was being sent. This is something the Board needs to decide going forward, there was not a violation of policy per se.

Ms. Philbin explained that there is an opportunity for civility and cohesive teamwork that the Board is trying to work toward. Civility and social media are 2 separate items and they have an opportunity to put policies in place and have leadership guide those policies. She does not necessarily want to use the term "reprimanding" but believes there needs to be accountability and structure. Ms. Philbin added that with the

dynamics of this Board the minority does not have representation in the leadership. As a minority caucus she asked Attorney Ritter for her recommendation about bringing items to leadership and adding items to the agenda. Attorney Ritter responded that given FOIA it will always be a case by case analysis. She cannot give a hard line rule. Based on FOIA they will always look at the facts to make a determination as to whether there is an illegal meeting. The more cautious approach, if one wants to reach out to the chair and vice chair, is to present agenda items that one would like to see being mindful that it will all be subject to FOIA but will not be construed as an illegal meeting if there is not an exchange of viewpoints. Attorney Ritter recommended that the communication requesting an agenda item be sent only to the chair and the superintendent. This way there is not a quorum. Attorney Ritter added that she would resist, on all sides, the exchange of viewpoints in writing. She added that it is appropriate for the chair to call the communicator to discuss the request.

Dr. Willett asked Attorney Ritter to address executive sessions regarding student discipline. Attorney Ritter explained that the agenda items needs to be specific. The exemption under FOIA is to discuss confidential student records in accordance with §10-233d. The expulsion hearing would have to be properly noticed and the agenda item would have to be very clear that the board is going into executive session to discuss confidential student records in accordance with the expulsion statute. Names are never mentioned including when voting to expel in open session.

Ms. Moran asked if they can ever use "executive session – personnel matter". Attorney Ritter responded that this would not be deemed as sufficient.

H.2 Monthly Financial Report

Dr. Willett reviewed attachment H.2.

The attached September 2020 financial report shows an available balance of \$3,230,352 or 8.07% of the BOE's current budget. Dr. Willett highlighted line items including salaries, substitutes, stipends, repairs/maintenance, and transportation.

Dr. Willett noted that 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.

Ms. Howard-Bender commented that she is concerned about the paras and asked if the district is currently understaffed. If so, what is the plan to remediate this? Dr. Willett responded that they are actively working to address this situation and currently there are staff challenges. They have hired people as recently as a day or two ago. The schools are staffed and while it is impactful it is not crippling operations.

Ms. Howard-Bender asked what is meant by the district relying on pay-to-play funds and what it means for budget implications. Dr. Willett explained that the funds are higher than most in the area and Tolland typically utilizes these funds to support the athletic program. Although there will be some offsets such as a reduction in transportation, this line will run in an over budget status until the funds are collected. Because fewer funds will be collected this year they are uncertain how the line will resolve.

Ms. Howard-Bender commented on transportation and that Dr. Willett cited that it was partially due to LEAP. She guesses that it is also due to students who have decided to attend school remotely. She asked what else is impacting this line. Dr. Willett responded that the savings is because they are currently not transporting students to placements for a number of issues including COVID and they are being serviced in district. He noted that it is early in the year and cautioned that it should not be considered available funds.

Ms. Howard-Bender commented that the special education line is great and speaks to the planning that Dr. Willett and Ms. Hess have done over the years to keep students in district. Dr. Willett noted that the district is well serviced by Ms. Hess and Ms. Cote.

Ms. Griffin noted that previously it was discussed that the district has approximately \$104K of COVID expenses and inquired if this number has increased. Dr. Willett responded that it is now approximately \$108K. They are submitting expenses and if reimbursement from the state becomes available some of the funds may be regained.

Ms. Moran commented that they are early in the year and recalled when the Board spoke about the FY2020 budget that Dr. Willett had a list of items that would need to be put back into the budget and she feels this is an important conversation to have. Dr. Willett noted that it is very early in the year and when the Board has presentations from people such as the ELA supervisor it will get a sense as to where items are budget-wise and about things that are needed.

Mr. Marie motioned to extend the meeting past 10:00 P.M.

Ms. Plourd seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Ms. Griffin, in response to Ms. Moran's comment, noted that the total of what will need to be restored in FY21/22 is approximately \$147K in programs. Ms. Moran explained that there is a lot of uncertainty and the Board will need to rely on the Superintendent and administrators.

H.3. Policy 9130

Dr. Willett reviewed attachment K.3.

This item is in regard to moving the time of Board of Education meetings from 7:30 PM to 7:00 PM and would need to be a board action revision to Policy 9130. Section 3 in the policy would be amended.

Mr. Marie confirmed that the time change would be effective for the new calendar year.

H.4. Suspension of Policy 1041 Green Cleaning Programs

Dr. Willett reviewed attachment K.4.

He explained that he learned that rather than suspending the policy the board can motion to amend/update it. The recommendation is to amend Policy 1041 after section 5 and the CT general statutes references. The verbiage is available on the Board dashboard.

I. COMMITTEE & LIAISON REPORTS

- Birch Grove Building Committee – Ms. Philbin provided an update that included the following: information on the reimbursement for the unsuitable soils which is awaiting a signature; tabled items will be discussed at upcoming meetings; the site supervisor noted that the project is ahead of schedule; the building has been enclosed and temporary heat is being set up; the mock up room.
- Curriculum Committee – Ms. Howard-Bender noted that they did not hold a meeting because they did not have enough people attending. She asked Ms. Lundgren to ask the ELA Supervisor Barbara Daly-Byrnes to attend the next meeting and give a presentation. Ms. Howard-Bender also requested that if a Board member cannot make a meeting that this is communicated to the Committee Chair. Ms. Lundgren noted that currently the plan is to have Ms. Daly-Byrnes attend the first meeting in November. Ms. Lundgren noted that she believes meetings can be held if some members are not present. Ms. Howard-Bender responded that it did not seem right to hold it without at least 3 people.

Mr. Marie noted that he expressed an interest in joining the Negotiations Committee and sent an e-mail with relevant information. He would like this to be a future agenda item.

Ms. Plourd asked if they could ask Attorney Ritter about committee quorums as a follow up question.

- Policy – met and updates were presented in this evening's first read items.
- Communications – meeting was cancelled; Ms. Moran will likely schedule a special meeting.

Ms. Moran commented in regard to members on committees. In her experience, in an area such as curriculum where programs are discussed if 2 members are missing, and in turn missing the information and discussion, then it is not very productive. She would defer to the opinion of the committee chair to decide what will be productive.

- Negotiations – Ms. Besaw noted that negotiations are starting with the paras and meetings are being scheduled.

Ms. Philbin commented that they have not had a Town Council Liaison report in a number of months and inquired if they are still being done. Ms. Moran responded that with COVID and all of the meetings they are trying to juggle it fell by the wayside and she cannot always attend. She expects there may be some Board issues discussed as they enter budget season and at that time perhaps a liaison should attend. It is something that will need to be revisited. Ms. Moran asked if Mr. Marie could take this on as a responsibility. Mr. Marie noted that he would be happy to discuss it with the Chair. Ms. Besaw added that the Town Council minutes are included in the Board packets. Ms. Moran commented that the Chair has a good communication channel with the Town Council Chair so if there is something on the agenda where they need a Board member in attendance Ms. Moran thinks the Chair would let Ms. Lundgren know. Ms. Lundgren noted that she can reach out to the Town Council Chair to ensure they are not missing anything.

J. CHAIRPERSON'S REPORT - none

K. BOARD ACTION

K.1 Capital Budget Request

Dr. Willett provided background information and explained the legend of the Departmental Capital Projects Update As of 9.23.2020.

Dr. Willett reviewed the capital budget requests including the following: artillery lift, radio setup, TIS front entry walk, nurse area redesign, basement custodial redo for the closet, grease trap, auditorium stage and stage curtains at TMS, cafeteria table replacements, paving of the bus lot, track resurfacing, stage risers, THS track, and special education redesign. Tomorrow the information will have a full disaggregation of all of these projects.

Ms. Plourd inquired about the artillery lift. She asked if the FFC (Finance and Facilities Committee) has a cost analysis of purchasing a unit versus renting and how long it would take to recoup those costs, the cost of owning the equipment and how it balances out. Dr. Willett commented that he believes the town has an artillery lift but there are some stipulations on its use. If the district had one there would be more flexibility and options for the town and schools and a significant amount of money could be saved over the long run. The FFC met and discussed capital but did not have this information at that time. Ms. Plourd asked about the lifespan of an artillery lift. Dr. Willett responded that he will research it. Ms. Howard-Bender asked if this is something that Mr. Sztaba needs. Dr. Willett responded that he does. Mr. Sztaba is very conscious about funds and doing things efficiently. Dr. Willett trusts him and added that Mr. Sztaba is a great facilities director. As a resident of Tolland he always looks to how they can be more efficient and this is an example of that. A brief discussion took place regarding artillery lifts.

Mr. Marie asked about the front entry sidewalk concrete for TIS. On a supporting document there are 2 different replacement costs and he would like to know the price differential and how long each option would last. Dr. Willett presented the breakdown for the main entry and will research additional information.

Mr. Marie asked about the bus lot at TMS. The area is exclusively used by the bus company. Have they ever looked into having the bus company contribute to the upkeep of this area? Dr. Willett explained that this is a consideration in the contract i.e. that Tolland is providing a bus area so one does not need to be rented.

Mr. Marie expressed concern about the artillery lift and believes it would take about 14 years to cover the cost not including maintenance. He would like to know more information about this. Dr. Willett explained that the Facilities Director is asking for this because he believes it will create efficiency. Ms. Griffin commented that if the town has an artillery lift she would suggest that they hold off on the unit for now and work with the town and see exactly what the issue would be for the district to use it.

Ms. Griffin commented that she does not see the grease trap and stage curtains as capital expenses. She would expect the grease trap to be repairs and maintenance and the curtains as equipment or something along those lines.

Ms. Griffin asked about the tracks. She clarified that the \$350,000 for the track at THS does not include the turf and that the tracks at TMS and THS are coming up within 2 years of each other. She asked who uses the track at TMS – does the town use it and if so could the town absorb some of the cost. Students at TMS also use the THS track. Ms. Griffin explained that she is concerned because the turf field will need to be addressed as well. The right answer is not to let the TMS track fall apart. Dr. Willett explained that the TMS teams use the track. Ms. Griffin confirmed that the THS track is 10 years old, asked if it was installed correctly given its condition, and asked if the district has any recourse. Dr. Willett responded that he has not heard that it was installed incorrectly.

Ms. Griffin asked about the special education redesign. Is this something that will protect the privacy of students? Dr. Willett explained that it will.

Ms. Griffin commented that there are a lot items on the WOA (when the opportunity arises) list that are listed as high priority. These items include classroom tech upgrades and science lab tech upgrades. Ms. Griffin believes these items are direct education enhancements to students and as much as she understands the need for the artillery lift she cannot help but see the high priority items and thinking that those items should be done sooner. Dr. Willett provided a history of the WOA.

Dr. Willett explained that things like grease traps either come out of Board operations or capital. Such an item may be under capital as a reasonable expense because it lasts for number of years, is a specific amount of money, and will ensure that they will not need to pay more for maintenance later. Another example is the stage curtain item. While comparatively small items, when combined, they are large increases for the Board's operating budget.

Ms. Philbin commented that in her short time of knowing Mr. Sztaba she believes he is a gem for the Tolland schools and cited all he has done on the Birch Grove Building Committee. Ms. Philbin provided information on the artillery lift: 10K artillery boom lift rental is \$6,800/month plus fees which is over \$81,000 for 12 months. The artillery lift is an \$80K purchase through 2022. In regard to sharing with the town, she asked if Dr. Willett researched this. Dr. Willett explained that if the units are maintained he believes they can get beyond 6000 hours of use. It is included because it is needed and likely would save money in the long run. Ms. Philbin commented that Mr. Sztaba is fiscally responsible and getting the bare minimum of what he needs.

Ms. Besaw commented that she appreciates that Mr. Sztaba spent a lot of time on the list and nothing she says is a commentary on his work ethic or knowledge. She agrees with Ms. Griffin that perhaps the lift should be put on hold until they can do more research on if the town has one, if it can be shared, any obstacles to sharing it, or perhaps purchase one together. Server upgrades are high on the list and with the reliance on technology that seems like something that they may want to move up the priority list if there are options for the lift. She does not understand why the town and the Board are not striving to work together and sharing expenses. Going back 3 years they are spending \$6,000 per year on average for the lift and there may be other potential associated cost such as licensing and maintenance.

Ms. Besaw addressed the tracks. Upkeep is costly and she is sure people research how to keep this under control.

Dr. Willett commented that he wants to make it clear when he supports Mr. Sztaba that is not meant to imply he does not have Board support. There are many reasons why something makes it to the capital list and at the end of the day the town decides, regardless of what is put forward, what ultimately is accepted. If it is not on the capital list it does not have a chance of being considered or purchased. In regard to server upgrades, sometimes WOA items can be achieved when the opportunity allows possibly via grants and are listed under that heading.

Ms. Howard-Bender commented that she heard Attorney Ritter say that the Board should depend on the experts to tell them what is needed. In regard to Dr. Willett's comment on finding grant money, it seems like that is how the Board wants to budget at times. It wants to find money elsewhere and is not willing to say what is needed and fight for what is needed. She asked when they are going to believe the experts.

Ms. Moran commented on the special education rooms and her perspective. If it was her child who needed to utilize the rooms she would appreciate the privacy and what they feel is needed for the students.

Ms. Moran commented that tracks do not last forever and need to be resurfaced. She asked there are issues because the track is past its useful life. Dr. Willett responded that he believes they are. He does not believe it has been resurfaced. Ms. Moran explained that when something is not maintained then this is what happens. She added that she has known Mr. Sztaba to be very thorough and when hired he overhauled the facility needs and has saved the district money over the years. She addressed the previous facilities director and added that when one is fixing things with band aids for a long time, it cost more in the long run. Dr. Willett addressed the previous facilities director and noted that at the time there was not a lot of funding for capital projects and it was a different process. He reviewed the history and noted that the Board is seeing recovery from a very long span of time where the funding was not available and the previous director had to work with this. Ms. Moran commented that the situation at the time was not conducive to taking care of things properly and became normalized. This is not how to take care of facilities.

Dr. Willett explained that the vote tonight is not a decision to spend the funds but to pass it to the next level.

Ms. Moran commented that the artillery lift can be presented to the Town Council and its members can ask the questions and have the conversation. Ms. Lundgren was in agreement.

Ms. Plourd motioned to approve the BOE Capital Budget Request for FY22 through F26 and authorize the Superintendent to provide it to the Town Manager for consideration. Ms. Howard-Bender seconded the motion.

A roll call vote was taken.

	Yay	Nay	Abstain
Lundgren	x		
Plourd	x		
Besaw	x		
Griffin	x		
Howard-Bender	x		
Marie			x
Moran	x		
Philbin	x		

Motion passed.

Ms. Plourd requested that Dr. Willett have a discussion with the town about the lift it already has. Ms. Moran asked if Ms. Plourd knows that the town has one. Ms. Plourd responded that she believes so based on Dr. Willett's comment. Dr. Willett noted that he believes the town has access to one but this is a good conversation to have.

K.2. ERF Request for Chromebooks

Dr. Willett provided background information and reviewed attachment K.2.

He explained that the ERF is in place for items including technology and the Board wisely set aside funds and can access them.

Ms. Howard-Bender motioned to approve the use of \$216,252 of the Educational Reserve Fund to purchase 392 Chromebooks and 234 laptops.

Ms. Plourd seconded the motion.

Discussion:

Ms. Griffin asked if they expect the laptops to last longer than 3 years. Dr. Willett responded that he believes they will but would need to look at historical information.

Ms. Howard-Bender commented that this is an opportunity for the Board to show that it supports kids by passing this.

A roll call vote was taken. Motion passed unanimously

K.3. Policy 9130 – moved to item H.3

K.4. Policy 1041 suspension – moved to item H.4

L. PUBLIC PARTICIPATION - none

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

Ms. Moran commented that the Communication Committee only has 2 people on it, Negotiations has 3 people, and Curriculum has 4 people. She has not been able to have the Communication Committee twice and understands Mr. Holt has a tough job and gets stuck sometimes but they need to be cognizant of this. Mr. Marie is asking to be on the Negotiations Committee when it has 3 people but she is struggling to have a Communications Committee meeting. They need to reflect on having more evenly distributed committees.

Ms. Philbin commented that they did not discuss the meeting time. Ms. Lundgren noted that it was a first read.

Mr. Marie commented that he was unable to make the Curriculum Committee meeting because he was out sick. He had a concussion and was out of commission for the entire week. He discussed this with Ms. Howard-Bender and wanted people to know that he was not trying to be derelict of his duty.

Dr. Willett provided information about the artillery lift. The life is about 10K-15K hours of use so that is potentially 20 years of use if maintained. In regard to concrete, it varies based on install. Well done concrete has a lifespan of about 25 years.

N. FUTURE

Dr. Willett will set up:

- Update on CRE efforts, Equity Efforts
- 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)

Ms. Plourd suggested that, based on conversations about e-mails on items for the agenda, that Dr. Willett could include the request under the Future Agenda heading. Dr. Willett responded that he will discuss this with the Chair. There are some procedural elements that will need to be discussed with leadership.

O. NEW BUSINESS - none

P. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 11:20 p.m.

Ms. Plourd seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Covid19 Update

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

FOR BOE MEETING: October 28, 2020

ITEM SUMMARY:

Update on TPS COVID-19 Information and efforts as of 10-22-2020

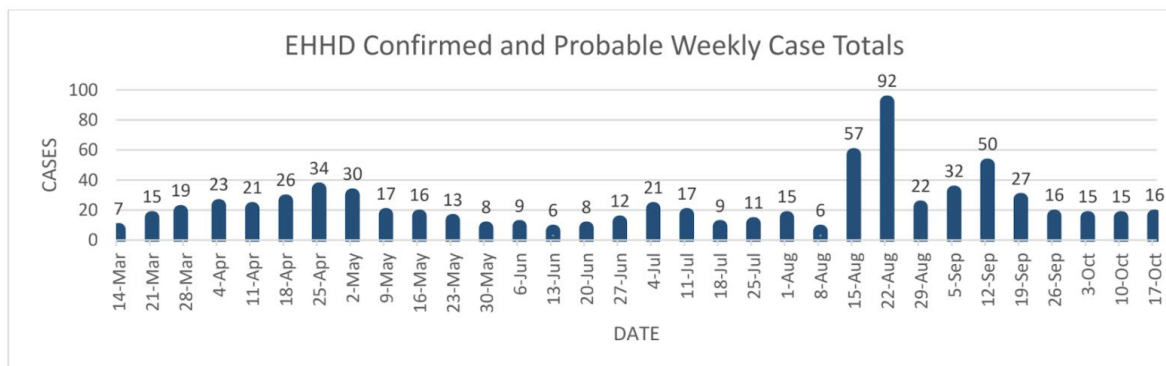
- 137 Community submissions reviewed
- 31 Staff submissions reviewed
- 4 Positive COVID cases, no in-school close contacts or impacts (as of 10/22)

EHHD information (10-21-2020):

The EHHD conducted two school affiliated case contact investigations in the past week. The state announced a new COVID-19 response framework for CT towns based on incidence rates. With a rate of 8 cases/100K, only Mansfield falls within the "Yellow" category. No other member towns fall within the framework at this time. More info can be found at ct.gov/coronavirus.

TOWN	CASES	HOSP	DEATHS	TOWN	CASES	HOSP.	DEATHS
Andover	14	1	0	Coventry	84	6	2
Ashford	30	5	0	Mansfield	358	7	3
Bolton	39	6	3	Scotland	1	0	0
Chaplin	12	1	0	Tolland	79	14	3
Columbia	31	5	1	Willington	28	1	0

NOTE: All counts by town are cumulative and include confirmed and probable cases; also, counts can go down from previous weeks due to the state reassigning a case to a different town once further information is gathered on the case.



NOTE: Test results may be reported several days after the result. Data may be incomplete for the most recent weeks.

FINANCIAL SUMMARY:

COVID Financial Impacts: Estimated at \$150,000 to date

Composition (about 90% of cost is): Face masks/shields, hand sanitizers, cleaning products, plexi-glass barriers, touchless water dispensers, Zoono (Bus) disinfection

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED: Review

SUPPORTING MATERIALS ATTACHED: None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Educational Specs-BGP Forms for Approval

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

FOR BOE MEETING: October 28, 2020

ITEM SUMMARY:

Approval of form for the State grant process.

SCG-1030 Ed Specs requires an Education Specification Sheet(s) for Birch Grove Primary school.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed Motion: *Motion to move to H.3 for action.*
Second. Discussion. Vote

Proposed motion: *Motion to approve the Educational Specifications document for the Birch Grove Primary school foundation project under renovate as new status, and to accept and authorize this project to be executed.*

SUPPORTING MATERIALS ATTACHED:

BGP Ed Specs for Code Violation

Educational Specifications

Birch Grove Primary School Code Violation Project for “Unsuitable Soils”

October 19, 2020



BIRCH GROVE ELEMENTARY SCHOOL

Built in 1999 with an addition in 2003, Birch Grove Primary School offers a grades PK-2 education to students with diverse backgrounds. The school participates in the open choice program and values the social, emotional, physical, intellectual development of each child. Staff instill high standards for academic integrity, and leadership in students. Through our programs, students are given the technology, skills and knowledge to be effective members of our school community and a global society.

Our campus includes state-of-the-art, student-friendly technology, and a great faculty of ambitious teachers ready to give students the best school experience. Staff at Birch Grove Primary school strive to create a school community in which all students feel a strong sense of belongingness and involvement. Our ultimate goal is for every student to walk through our front doors and feel as if Birch Grove Primary school is their home away from home.

PROJECT RATIONALE

Birch Grove Primary school is the only public early childhood education school in Tolland. Staff make BGP a safe learning environment for all individuals, accomplished through renovating the building as new. The building has been assessed by Silva Engineering and found to have a pyrrhotite problem.

The BGP foundation was poured by JJ Mottes in 1998-1999, and 2002-2003 (original school and addition respectively). Fifteen years later the Connecticut Interlocal Risk Management Agency (insurance and risk management partner) was notified that the BGP foundation was poured by JJ Mottes, as their mix for concrete was found to have varying levels of pyrrhotite, an iron sulfide mineral causing erosion in foundations. As the situation evolved in the state more information became available and a vetted vendor list was generated ([available here through the Capitol Region Council of Governments](#)) for engineering, remediation, analysis, and testing. The Tolland Public School system contracted with an engineering firm to inspect the foundation. The engineering firm selected is based in Windham and understands regional concerns and characteristics. In addition, the Army Corp. of Engineers and various municipal professionals (facilities, public safety, engineering, leadership) inspected the foundation and reviewed information. As evaluation continued and core samples were done, pyrrhotite related erosion was confirmed.

Pyrite and pyrrhotite are minerals known as iron sulfides. When iron sulfides are exposed to water and oxygen, a series of chemical reactions breaks down the iron sulfides and forms new minerals called sulfates. These sulfates take up more space than the original iron sulfides. As they grow, the new sulfate minerals push against the surrounding rock, causing it to swell and crack. This causes damage in two main ways: If pyrite or pyrrhotite are present in the rocks underneath buildings, the swelling can push on the foundation, walls, and basement floor of the building, causing cracks and other structural damage. In some cases, groundwater can then transport sulfates into the cracked foundation, causing further damage.

If pyrite or pyrrhotite are present in the aggregate material used to make concrete, the building material itself can be compromised. If water and air get into the concrete through small cracks and holes, the iron sulfides inside can begin to break down, cracking the concrete and allowing more air and water in, causing even more damage. This is a particular problem for concrete foundations and basements when water seeps in from the surrounding ground.

Aggregates, such as sand, gravel, crushed stone, or other rocky material, are used as fill material in construction and are added to cement and water to make concrete. Aggregates come from a wide variety of sources, and sometimes the source rocks may contain pyrite or pyrrhotite. Problems can arise if these aggregates are used to make concrete or as fill material beneath or around building foundations. If used to make concrete foundations, the foundations themselves can swell and crumble. If used as fill material, which is loose and porous, water and air can easily get in, causing swelling in the fill material, which damages the surrounding foundations.

Oxidation of pyrrhotite containing aggregate has caused significant damage to the concrete foundation system for the 1998 BGP building. Internal deterioration of the concrete is likely far greater than what is observed from exposed-to-view exterior surfaces. Cyclical loads on the building will cause deterioration to progress to such a stage that the building will not be safe for occupancy. A main consideration for building occupancy will be when building can no longer safely resist lateral wind forces.

Wind forces often occur without warning and can lead to localized system failure or collapse.

Example: East Coldenham Elementary School, Newburgh, NY

- November 1989 cafeteria wall collapse during a tornado.

Siva Engineering in evaluating the building recommended the closure of the building and the consideration of alternate occupancies for the start of the 2019-2020 school year. The State of Connecticut granted Emergency Status for this project. Furthermore, the recommendation was made to begin the aggressive planning and replacement of concrete.

Birch Grove Primary School is Tolland's only educational facility built for Early Childhood Education (Pre-K to Grade 2). Such facilities have to adhere to certain fire codes and regulations. For example, BGP has 21 classrooms with egress (a door) to the outside from the classroom (compared to 2 for TIS, 4 for TMS, and 8 for THS). Another example would be that at least one child-sized toilet and one low sink with hot and cold running water needs to be available for every 16 children. This aside, with an October 1st enrollment of 477 students, there is not enough "classroom" space at TIS for this population at this time. Moving 5th grade up to the Middle School also presents problems as that building was actually designed as a High School and the facility is sometimes challenging for 6th graders. For school buildings a facility cannot simply be evaluated by number of students and overall building capacity, general classroom spaces must be considered most carefully as do the state and federal rules and regulations. Enrollment is expected to rise steadily between now and 2028.

LONG RANGE PLANS

A referendum was passed in Tolland on May 7, 2019 allocating 46 million dollars to the renovate as new project for Birch Grove Primary school. A 89% reimbursement was approved from the State. Preparations and renovations are to begin immediately and last for two years while the foundation issues are addressed. A building committee has been appointed, and a healthy and safe environment will be the end result of the renovate as new project. Square footage of the current school is about 93,000 Sq Ft.

The superintendent applied to the state for Emergency Status based on engineering report(s). Emergency status was *granted* to the Tolland Public Schools for Birch Grove Primary <https://drive.google.com/file/d/1vmGJ1JWvDTgvTWjERmBI54BYXpo2D9xe/view>. Renovate as New Status provided to TPS for BGP at a 89% reimbursement rate. Total cost of project without reimbursement estimated to be 46 million. Relocating to other buildings is not likely a possibility due to building requirements for young students, capacity considerations, and restrictive site conditions at other properties. Portables were constructed and completed in August 2019 and the students and staff occupied them on September 3, 2020.

Project duration of about two years.

THE PROJECT-CODE VIOLATION-"UNSUITABLE SOILS"

JCJ Architects and D'Amato construction have been engaged for this renovate as new project for Birch Grove Primary school. The State of Connecticut is providing additional oversight and assistance. The Tolland BOE Facilities Director is on the Building Committee as the district representative.

As part of the project the State of CT must certify that all building components have a useful life of a minimum of 20 years. Therefore almost all of the building will need to be replaced, with very little to be salvaged for use in the new building. We must adhere to all new codes; Energy, Fire, ADA, etc., since the original construction, and we must abide the new School Safety and Security Guidelines for new construction as set forth by the Department of Emergency Management and Homeland Security.

We expect the occupancy space to remain similar to that of the current school when completed. Construction will occur on the same site and will utilize the same utilities; water, septic, electrical, oil, fiber, etc., that it currently deploys. Modifications to the footprint of the school will be adjusted to reflect current needs, codes, and improvements over the current school, any site conditions or restrictions, as well as financial resources.

During the site excavation portion of the project when the foundation was scheduled to be installed it was identified via the General Contractor(D'Amato Construction), the Site Geoscientist (Welti Associates) , and the Town of Tolland Building Official(see enclosed letter) that the sub-surface soils were inadequate or "unsuitable" to code to construct the foundation to plan without bringing in additional soils to replace the native soils in place. It is expected that the State of CT will be reimbursing the cost of this project at 100% with total costs slightly under \$1.9 million.



TOWN of TOLLAND
21 Tolland Green, Tolland, Connecticut 06084

James Paquin
Building Official

August 24, 2020

Connecticut Department of Administrative Services
Director of School Construction
Attn: Konstantinos Diamantis
450 Capitol Ave., second floor
Hartford, CT 06106

Mr. Diamantis,

Birch Grove School, located at 247 Rhodes Road in Tolland, CT had a crumbling foundation and was demolished in preparation for constructing a new school, at the same location. Upon removal of the structure, excavation for the new foundation immediately commenced. It was then discovered that unsuitable soils were under approximately 60% of the area where the new building would be. These soils were determined to be unsuitable for the construction of the new building, as the building was designed in the standard fashion, based on the presumption of typical, native soils.

Please do not hesitate to contact me if I can be of any further assistance.

James Paquin, Building Official
Town of Tolland



We expect upon its completion to have a school that fully meets the needs of the students, staff, and the public. Educational learning environments will be enhanced with the new building and the unfortunate structural concerns of the current school abated with the new construction. The new Birch Grove Primary will be equipped to carry out our Pre-K thru 2nd grade educational needs well into the future.

COMMUNITY USES

Birch Grove Primary school is the only public early childhood education building in the Town of Tolland. Beyond utilization during the school day it is extensively utilized by the community for events and recreation programs. It is also one of the community shelters.

Additionally, various organizations will use the facilities within the building (i.e. Gymnasium, Cafeteria, Library, etc.) when it is not being used by the students, in accordance with Board of Education policy.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Board of Education 2021 Meeting Dates

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

FOR BOE MEETING: October 28, 2020

ITEM SUMMARY:

January 13, 2021
January 27, 2021
February 10, 2021
February 24, 2021
March 10, 2021
March 24, 2021
April 14, 2021
April 28, 2021
May 12, 2021
May 26, 2021
June 9, 2021
June 23, 2021
July 14, 2021
July 28, 2021
August 11, 2021
August 25, 2021
September 8, 2021
September 22, 2021
October 13, 2021
October 27, 2021
November 10, 2021
November 17, 2021 (moved from November 24 due to Thanksgiving)
December 8, 2021
December 22, 2021

Meetings are held at Hicks Municipal Center, Council Chambers.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

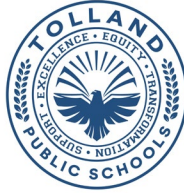
BOE ACTION DESIRED:

Review dates. Potential Motions:

1. Motion to approve the Board of Education 2021 Meeting dates. Second. Discussion. Vote

SUPPORTING MATERIALS ATTACHED:

2021 - BOE Proposed Meeting dates



TOLLAND BOARD OF EDUCATION 2021 MEETING DATES

Meetings will be held at Hicks Municipal Center, Council Chambers.

7:30 pm

January 13, 2021
January 27, 2021
February 10, 2021
February 24, 2021
March 10, 2021
March 24, 2021
April 14, 2021
April 28, 2021
May 12, 2021
May 26, 2021
June 9, 2021
June 23, 2021
July 14, 2021
July 28, 2021
August 11, 2021
August 25, 2021
September 8, 2021
September 22, 2021
October 13, 2021
October 27, 2021
November 10, 2021
November 17, 2021
moved from November 24 due to Thanksgiving
December 8, 2021
December 22, 2021

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy 9130

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

FOR BOE MEETING: October 28, 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 BOE can 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: October 28, 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 amend board policy 1041 to include:

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Tolland Board of Education.

after item 5, and to add

"Guidance Regarding 'Green Cleaning' Requirements and Coronavirus/COVID 19," Department of Administrative Services (March 5, 2020), available at <https://portal.ct.gov/-/media/SDE/Digest/2019->

after the listing of CGS 10-220 and 10-231.

Second. Discussion. Vote

SUPPORTING MATERIALS ATTACHED:

Guidance Regarding “Green Cleaning” Requirements and Coronavirus/COVID 19

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

**REGARDING: GREEN CLEANING
PROGRAMS**

Number: 1041

Community/Board Operation

Approved: 12/8/10

Revised: 3/13/13

It is the policy of the Tolland Board of Education to implement a green cleaning program in which the board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Tolland Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include:

1. The types and names of environmentally preferable cleaning products being applied in schools,
2. The location of the application of such cleaning products in the school buildings and facilities,
3. The schedule of when such cleaning products are applied in the school buildings and facilities,
4. The statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize (with the exception of approved green cleaning hand sanitizers) or disinfect.", and
5. The name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Tolland Board of Education.

The Tolland Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the Board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:
§10-220(a)

§10-231g

“Guidance Regarding ‘Green Cleaning’ Requirements and Coronavirus/COVID 19,” Department of Administrative Services (March 5, 2020), available at <https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf>

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Board of Education Goals

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

FOR BOE MEETING: October 28, 2020

ITEM SUMMARY:

The Tolland Board of Education shall:

- 1) Ensure the completion and implementation of the POG Report.
- 2) Foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and leads to individual student success.
- 3) Assess our district needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.
- 4) 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.

Meetings are held at Hicks Municipal Center, Council Chambers.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

BOE ACTION DESIRED:

Proposed motion: *Motion to approve the Board of Education Goals for 2020-2021.*
Second. Discussion. Vote.

SUPPORTING MATERIALS ATTACHED:

AMENDED SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING

OCTOBER 6, 2020 – 7:00 P.M.

Council Members Present: Tammy Nuccio, Kurt Schenher, Cassandra York, John Reagan, Brenda Falusi, Lou Luba, Steven Jones

Council Members Absent: None.

Others Present: Michael Rosen, Town Manager
Carl Dojan, Deputy Fire Chief
Lisa Hancock, Director of Finance and Records
Scott Lappen, DPW Director
John Littell, Fire Chief and Director of Public Safety
Paul Russell, DPW Operations Manager
Mike Wilkinson, Human Resource Manager

Call to Order: The meeting was called to order at 7:00pm.

Consideration of a resolution to support a 2020 application for the Connecticut Department of Transportation's Community Connectivity Grant Program:

Mr. Rosen thanked the Council for accommodating the tight timeline as this grant is due October 16th, 2020. Mr. Rosen presented the resolution to support an application for Connecticut DOT's Community Connectivity Grant Program which would make funding available to the Town to make conditions safer and more accommodating to pedestrians and bicyclists. Specifically, the goal is to provide an ADA accessible pathway from Cross Farms Recreation Area parking lot to the upper fields and pedestrian walking areas.

Ms. Falusi asked if this grant covers signage and signals and asked for more specifics about the "plan". Mr. Lappen confirmed that no signals were needed and that this would be realignment of the crosswalk towards where the proposed handicapped parking would be.

Ms. Falusi confirmed that there are two proposed handicapped spots and questioned if that was enough or if more was needed. Mr. Lappen confirmed two spots are enough - one regular handicapped spot and one van accessible handicapped spot. Mr. Lappen stated there are other handicapped parking spots in front of Adam's Adventure.

Ms. Nuccio asked which fields are we looking to improve? Mr. Lappen stated it's the three baseball fields straight across from the pavilion and the soccer fields have not yet been addressed. Mr. Lappen said that anyone in a wheelchair or with limitations will now be able to access the field and there will also be four handicapped accessible spots (spectator, not parking) in the viewing area.

Mr. Jones asked if there will be any connectivity between this project and Birch Grove. Mr. Rosen stated that this could be a future grant or capital asset, and is not part of the current project. Mr.

Jones read a resident e-mail that questioned the number of spots and why not add more? Mr. Lappen confirmed the location of the spots and the quantity of each, as well as briefly discussed the location of the paths to the fields, and also noted this does not affect storage.

Mr. Jones motioned to authorize the following:

BE IT RESOLVED by the Tolland Town Council that it hereby supports a 2020 application for the Connecticut Department of Transportation's Community Connectivity Grant Program;

WHEREAS; the Connecticut Department of Transportation is soliciting applications for its Community Connectivity Grant Program, which provides funding for the construction of projects that make conditions safer and more accommodating for pedestrians and bicyclists;

WHEREAS; the Town of Tolland strives to improve pedestrian facilities to make it convenient and safe for people to walk to destinations;

AND FURTHER; it has been a goal to provide an ADA accessible pathway from Cross Farms Recreation Area parking lot to the upper fields and pedestrian walking areas.

BE IT RESOLVED that the Town Council supports the submittal of an application for construction of an ADA-compliant pathway and further authorizes that Michael Rosen, who holds the office of Town Manager and has held that office since September 9, 2019, to execute all documents on behalf of the Town.

Mr. Schenher seconded the motion. A roll call vote was taken. Motion passed unanimously.

Discussion with town staff on storm preparation and emergency provisions:

Mr. Rosen introduced the members of the EOC Team.

Ms. Nuccio asked the question: How many square miles and how many miles of road? Mr. Rosen responded with 41 square miles of Town and 132 miles of road including gravel roads.

Ms. Nuccio asked the question: How many households? Mr. Rosen responded with approximately 5,500. A discussion was had about how it is difficult to pinpoint how many businesses are in Town. Ms. Falusi stated it is very difficult to quantify how many businesses are in Town based on home businesses, commercial, etc. Ms. Nuccio said that a home business would be captured in residential properties but Ms. Falusi stated that home business may have a large impact because of loss of income.

Ms. Nuccio asked the question: What is our Public Works makeup? Mr. Lappen discussed the various aspects of employment of Highway, Parks and Facilities, Cemeteries, Administrative, and "crew". 21 crew members +3 mechanics.

Ms. Nuccio asked the question: How many hours were worked in the last storm? Mr. Lappen stated that no two storms are alike. Crews stayed on until roughly 10pm with the last storm and had all the debris off the road that they could touch while they waited for utility wires to be

removed. The next morning, crews were assigned with Eversource crews so once trees were clear of wires, tress could then be moved off the road.

Ms. Nuccio asked the question: Do we plan for these types of hours? Mr. Lappen stated that the winter overtime is based off of a 3-5 year history of previous winter events, and that it's a "roll of the dice" to budget for storms like this (Tropical Storm Isaias).

Ms. Nuccio asked the question: What working agreements do we have with neighboring towns or utilities? Mr. Lappen stated that if we get hit with a storm, neighboring communities like Vernon and Coventry are similarly hit with the same weather but during "normal times," we share equipment. Unfortunately, Covid does not allow for that type of borrowing at this time. If we need extra help, contractors are on call for equipment and services.

Ms. Nuccio asked the question: Are we up to date on technology, reporting, and training? Mr. Lappen discussed iPads for DPW Supervisors with a program that has a map of the Town where you can pin locations of various issues (wires down, trees down, etc.). From there, a spreadsheet can be generated which can then go to the EOC to be coded and prioritized. The goal is to eventually publish this information for travelers to see, but it won't be updated every hour, on the hour.

Mr. Rosen discussed Eversource has their own list of priorities (hospitals, medical needs, etc). But overall, they try to turn power on to the largest affected areas first if possible.

Mr. Schenher asked if there was a plan to purchase more iPads in the future to streamline reporting? Mr. Lappen said the program is still in the beginning phases and possibly once the bugs are worked out.

Ms. Nuccio asked if we are adequately staffed/trained in our emergency response? Mr. Rosen said in the last seven months of working in emergency mode with Covid, he feels that Tolland has very committed Department Heads and the right team for where we are but always, a little more training could not hurt. Covid has made things difficult for the EOC team to meet non-virtually. Mr. Rosen gave Chief Littell credit for how he handles "emergency mode". Mr. Rosen said it could be helpful to train all Department Heads on NIMS and ICS.

Chief Littell discussed Incident Command training and how it is important for Department Heads to take the courses (in order). He also stated that there is never enough staff for the nature of an emergency and a lot of staff have been burnt out over the years and they've lost a lot of good people over the years. He compared this to the Connecticut State Police seeing a large group retiring and the new staff coming in does not have the same experience or training.

26 Towns use Tolland County Mutual Aid Fire Service for dispatching services. Chief Littell discussed the various aspects of the agreement and training involved with the program.

Mr. Luba said that staff training should be 2-3 levels deep and that all staff involved in Emergency Response should have their job descriptions which types of ICS training they should have. Not everyone needs 300 and 400 level training, but at least they can be familiar with the training so they don't need to rely on the Department Heads all the time. There is more flexibility with Department Heads as they are not unionized or hourly.

Ms. Nuccio stated it is discouraging that there would be pushback from the union(s) during an emergency and it should be “all hands on deck.” She questioned why job descriptions would need to be updated to require a training.

Chief Littell said it was encouraged that all municipalities adapt the National Incident Management System. Since then, job descriptions for Fire Services require that training (at least 700 and 100). He also stated that all facets of government (including schools) could be trained as schools are considered shelters in the case of an emergency. Red Cross does not have enough people all the time for emergencies.

Mr. Jones asked if a lot of the trees scheduled for removal came down during the storm? Mr. Lappen stated we did not have any “luck” losing any of the diseased ash trees. Mr. Jones also asked if Eversource/Asplundh have been in good contact with the Town about schedules and maintenance plans? Mr. Lappen confirmed they were very good about storm contact.

Ms. Nuccio asked if there is anything that can be done in-house to save from paying for contracted tree work? Mr. Lappen stated that crews go out in about a month to drive their snow plow routes to look for tree issues that can be addressed internally. The Town spends \$4,000-\$5,000 a year fixing the bucket truck. Crews are trained in chainsaw safety, have chainsaw pants, and proper PPE for this type of work, but putting someone in a bucket truck that doesn’t do it every day is nowhere near as efficient as our tree contractor.

Ms. Falusi asked if there is any sort of tree care program that could be shared with homeowners about how to recognize trees in poor health (proactive approach)? Mr. Lappen stated that they can notify someone their tree is hazardous but they cannot force anyone to take a tree down. Ms. Falusi clarified that she is just looking to educate homeowners to be on the lookout for tree issues proactively.

Ms. Falusi asked what we do to prepare/notify residents for a weather emergency? Mr. Lappen said we make sure vehicles/equipment/gas cans are gassed up, crews notified. Regarding notification: DPW does not really send out notifications but Chief Littell is good about sending out notifications. Chief Littell stated they have a similar approach to preparing, and also send out mass alerts, Tolland alerts, and social media. He also said he would like to straighten out the Town’s phone system and include a pre-recorded message with warnings, safety tips, etc. It’s hard to find the staff to keep up with messaging and maintenance of social media.

Mr. Jones added that Eversource provides tree assessment opportunities for trees that may directly impact their wires.

Ms. Nuccio asked about response time. Mr. Lappen said with the last storm, crews stayed on so response was excellent. Typically, most crews are back in within thirty minutes or so. Regarding Eversource, they did what they could in terms of response. Ms. Nuccio stated that Eversource was on top of the response but they were also the reason behind it.

Chief Littell stated that the MakeSafe drill needs to be reviewed and refreshed. It’s been about 8 years since the last drill.

Mr. Rosen stated that the Town made it clear that we were disappointed in some of the utility response and after the initial prodding, Eversource did step up. Instead of what could have been a two-week outage, it was only 5-6 days.

Chief Littell stated it's important to avoid tunnel vision. Eversource will not touch re-wire lines that are not theirs. He commented about Frontier's lax response time and their lack of responsiveness. He stated there are a lot of utility aspects that residents do not take into consideration. If a Frontier pole comes down, only Frontier can put it back up.

Ms. Nuccio asked when and how do we get another MakeSafe training for the Town and also do we run electricity on the Frontier pole? What does that mean if a Frontier pole goes down and it has electric wires on it?

Chief Littell explained the process - Eversource can temporarily hang lines up but still needs to wait on Frontier to replace the pole. He suggested a letter from multiple municipalities to Frontier to correct the contacts and other issues.

Ms. Nuccio asked can we request that Frontier remove their poles and exchange for Eversource. Chief Littell said that would be a question for Eversource next week.

Ms. Nuccio asked about an emergency response handbook? MREs, debris disposal, waste food disposal, etc. Is there a handbook that addresses when and how these things come into play. She said she doesn't think anything like that exists.

Chief Littell remarked residents are "on their own" 72-96 hours according to FEMA. After that an emergency plan can be activated and the Town can respond accordingly from that point forward. He discussed various "playbooks" depending on the level of resources needed from the community. A generator liaison has been appointed by the State of Connecticut where generators are prioritized throughout the State. Chief Littell proactively purchased two extra generators to have on hand in case of an emergency and they are needed.

Ms. Nuccio questioned why Dr. Willett is writing the School's Emergency Plan and not the Town's Emergency Management Director. She also asked if there was a way to simplify the larger handbooks.

Mr. Rosen commented that again, different circumstances, trigger the Town's response. For example, during Storm Isaias, water was distributed due to the temperatures being so hot the week of the storm, and sometimes the playbook is being written during the event (case by case basis).

Ms. Nuccio cited an example that if the Town needed to use the School's showers, how would the Janitors be trained to accommodate this type of emergency? Mr. Rosen commented that Dr. Willett is willing to work with the Town and understands that School resources become Town resources during a declared state of emergency. Covid-19 hindered showers during the last outage and that was not unique to Tolland; other towns did not offer them either.

Chief Littell stated that the main weakness at the training center is that he has to summon other Departments to help load and offload pallets to hand out resources (water, MREs, etc.). He said he was the first Town to request water during the last storm but many of the warehouses were filled

with PPE due to Covid. The Town still received approximately 1.5 pallets of water. A tractor trailer load of water was split between the Towns of Vernon and Coventry to maximize resources. DPW still has two water tanks that can be filled with non-potable water that were filled twice during Isaias which was very helpful. Connecticut water waives the Town's water charges during a major declaration when filling holding tanks.

Ms. Falusi thanked the group for the helpful information and recognized that Department Heads reflect on areas of improvement and best practices after major events. She said she appreciates that part of the process and thanked the Department Heads for doing their job so well and keeping it professional.

Chief Littell said before a storm they try to call those on their list with medical needs to confirm what they may need. He also said that the Town is lax in terms of IT service and staffing. The shared mutual aid agreement only puts a Band-Aid on some of the Town's technical needs. The Town needs a more robust system to fit the needs of the community. It is something that should be looked at moving forward especially with all the fiber and technology available.

Ms. Nuccio asked if there is a standard list of responsibility for everyone to do (responsibilities of the Town, Homeowner, and State)? Chief Littell said that the responsibilities are laid out in the handbook. Ms. Nuccio reiterated that she would like to see a smaller, more concise playbook with all hands on deck.

Mr. Luba stated that all Department Heads, Council Members, and employees should review the playbook and familiarize themselves with what their role could be and how they could help. Ms. Falusi commented that she was concerned with how the conversation was going. She acknowledged that some employees may not be able to respond, may not be able to perform, or may even have other responsibilities that they need to address. For example, a Janitor may also be on the Fire Department - how would they respond? She said the Town needs to be cognizant of that and be careful of wording when assigning professional responsibilities. She recognized there are many employees in the Town of Tolland willing and able to step up. Ms. Falusi added that updating job descriptions will affect how they hire people. Everyone has other responsibilities that may not allow them to participate after-hours.

Mr. Rosen said that the Town would need to look at the positions that would support an Incident Command Structure to see if that would accommodate the "other job duties as assigned" job description.

Mr. Wilkinson explained that in past events, the Town was not asking people to do anything that they wouldn't normally do (checking in, escorting, etc) and that there have always been plenty of volunteers but Covid may change that. He believes there can be some accommodation in between to support all sides.

Mr. Luba explained that he is looking for employees to have training up front in the case they are asked to volunteer their time.

Chief Littell explained that with the training - if you don't use it, you lose it. It would be important to continue to keep up training in order for it to be effective. Also, although some tasks may seem

simple, there are many caveats that the Council needs to be mindful of such as disability awareness. Every Department has a key asset but they may not be useful for every event.

Ms. Nuccio asked what happens if a home is damaged? What is the process? Chief Littell explained that the Building Inspector must visit the house to determine if it is habitable. If a homeowner has insurance, neither FEMA nor the Town step in to help with accommodations. Mr. Rosen added that bottom line, the homeowner should pursue their homeowner's insurance. Red Cross may offer hotel vouchers and they follow up with the Town with a report of how many people were serviced.

Ms. Nuccio asked what are our reporting system methods? What ways are we communicating? Chief Littell described the e-blast system, Tolland Alert system, Everbridge messaging. Those are sent on a case by case basis and are not used every day. There are times with infrastructure is so damaged, many people do not even have phone service. Ways of communication are limited depending on the event. DPW puts out message boards and a lot more civic organizations are now tied into the Town which would be helpful to assist the Town in the future (cooling stations, etc.). Mr. Lappen added that November 15-April 15, the website displays snow guidelines to assist homeowners in winter preparedness.

Ms. Nuccio asked if there are there any proposals that may help Tolland mitigate future damages? Mr. Lappen responded that Eversource typically cuts back 15-20' but if a 40' tree comes down, it could still take out wires. Even in areas with underground utilities, if a main line comes down, it can still take out nearby neighborhoods. Chief Littell suggested it may be time to run a preparedness training class - even if it's just virtual.

Ms. Nuccio questioned communication resources with utilities. How do we streamline communication with them? Mr. Rosen and Chief Littell described the relationships with the Town's Eversource liaisons. Chief Littell remarked that overlap in staffing is truly helpful. Regarding water, if it were to become an issue, the Town would bring in a tractor trailer full of water. Connecticut Water will boost up the systems' pressure during an extensive storm or fire.

Takeaways:

- Training and ICS - minimally review the requirements/job descriptions for staff
- DPW to send out winter preparedness information via e-blast
- Frontier contacts

Mr. Jones thanked the various organizations that helped throughout the storm.

Adjournment: Mr. Jones motioned for adjournment, at 9:59pm. Ms. Falusi seconded the motion. No discussion. Motion passed unanimously.

Respectfully Submitted,
Stephanie DuPont, Clerk

MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING OCTOBER 13, 2020 – 7:00 P.M.

RECEIVED FOR RECORD
TOLLAND, CT

2020 OCT 15 PM 1:27

MEMBERS PRESENT: Tammy Nuccio, Chair; Steve Jones, Vice Chair; Brenda Falusi, Lou Luba, *Shirley M. Bailey*, John Reagan, Kurt Schenker, Cassandra York

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; Bev Bellody, Director, Human Services; Barbara Pettijohn, Director, Library Services; Chief John Littell, Fire Chief/Director of Public Safety

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE:** Recited

3. **MOMENT OF SILENCE:** Observed

4. **PROCLAMATIONS/PRESENTATIONS:**

- 4.1 Recognition of Frances Weigand on the occasion of her retirement from the Town of Tolland.
Ms. Weigand was recognized.

Ms. Bellody read the following:

On August 15, 1988, Fran started her part-time position as Senior Center Coordinator. She wrote in her first Senior Center Newsletter "With your help I hope to make our center a warm and welcome place for all of you". Thirty-two years later, she has certainly accomplished her goal and so much more.

Fran has often told the story that when she first started she had a shoebox of supplies that she kept in the trunk of her car and was instructed to create a Senior Center. The Senior Center was first located in the former Ambulance Building behind the Tolland Jail, which is now home to the Tolland Military Museum. Although the space was small, Fran was able to cultivate a dedicated group of seniors and volunteers who were the genesis behind the Senior Center we see today.

Fran had a secret recipe for success:

- she cared with all of her heart,
- she told the best jokes,
- she had the gift of music,
- she could inspire seniors to come out of their comfort zone (as witnessed in the many Variety Shows),
- she cooked with the best ingredients,
- she listened to the Seniors and created programs they wanted,
- she could managed on an limited budget and fundraise with the blink of an eye,
- she was willing to try her hand at anything, even managing an emergency shelter at the senior center for 7 days in a row,
- But most importantly she gave the seniors a sense of purpose and everyone who walked through the doors felt welcomed and cared for.

As programs and responsibilities grew; Fran's hours were increased to full-time and her title changed to Senior Center Director.

In 1997, the Town Council, Town Manager and Town Staff worked in collaboration to secure grant and town funding to construct a 5,000 square foot senior center. The "new Senior Center" doors opened in February 1999. The budget did not fully provide for equipping the Center with furniture and other items that would be necessary to run programs. Fran took on that challenge and through donations and fundraising activities, she secured most of all the items you see in the Senior Center today. She is a woman of many talents.

What is most remarkable about Fran is that she created one of the best senior centers in the area and all without social media or Facebook.

It has been a true honor to work with Fran for the past 31 years and she will be missed by so many, especially the staff in Human Services!

Ms. Nuccio commented that she remembers when the town was going through funding to build the Senior Center. When speaking with Ms. Weigand there was something that made Ms. Nuccio blossom. Ms. Weigand's dedication is truly second to none and she puts care into every item. Further, she has a beautiful voice and sings in the chorus. Ms. Nuccio has heard from seniors that they miss the Center and look forward to getting back together. It plays a big role in their lives and Ms. Nuccio is amazed that Ms. Weigand was able to do all she did on what would be considered a shoestring budget. She did it with love and dedication and Ms. Nuccio thanked her for looking out for and taking care of the town's seniors. She wished her well on upcoming adventures and looks forward to hearing about them. With sincerest gratitude she thanked Ms. Weigand for everything she did to make the Senior Center what it is and what she has done for the residents.

Ms. Weigand commented that she was taken by the beautiful words Ms. Nuccio and Ms. Bellody said about her. Ms. Bellody has been an awesome boss over the years and gave her the freedom to do what Ms. Weigand felt needed to be done and trusted her. To Ms. Nuccio, Ms. Weigand commented sometimes you do not know how you come across to people. She added that in all fairness no man is an island, and she did not do everything by herself. She thanked Ms. Bellody for writing the grants that have enabled the town to have the building it has today. It was rewarding being the Center Director and it became an extension of her family. It has been very rewarding and she believes the key ingredient is to love what you do. She hopes the next person in the position will take the baton, run with it, and make the Center grow and blossom. Ms. Weigand commented that COVID has helped her detach but she misses everyone very much but she feels blessed that she had the opportunity.

Chief Littell noted that Ms. Weigand will be missed. The first Senior Christmas party was held in 2000 and the department has been treated like family ever since. Ms. Weigand has done an amazing job and it has helped the department build a better relationship with the elderly population in town. She will always hold a special place in the heart of Chief Littell and his family. He thanked her for everything.

Mr. Rosen commented that Ms. Weigand has been a phenomenal director of the Senior Center. Although their time together was short, and then cut in half by COVID, the programming Ms. Weigand has done has been wonderful. His first and best memory was being in the audience when she and Ms. Ellert sang Christmas carols. He thanked her for her many years of service and wished her well in her retirement.

Ms. Weigand expressed kudos to her co-worker Ms. Ellert who helped with so many things. They did not have an assistant and perhaps it is time that they do.

4.2 Future Proclamation Requests.

Mr. Rosen explained that this is the first time they have had this item on the agenda. In June, the Council discussed having 4 standard proclamations that would not need further vetting: a resident's 100th birthday, recognition of a retiring employee, civic organization recognition, and fair housing. Any other proclamations need to be submitted via a form on the website. The request is brought before the Council for consideration. Mr. Rosen explained that 2 requests have been received.

One request was received for recognition of Veteran's Day and another in honor of a resident who performed a heroic deed and will be awarded the Carnegie Medal for an Extraordinary Act of Heroism. The Council was informed of the latter and Mr. Rosen recommended issuing a proclamation in conjunction with the award ceremony.

Ms. Nuccio commented that in regard to the second request she agrees with Mr. Rosen about presenting the proclamation at the award ceremony. Mr. Rosen explained that staff is looking for direction from the Council so the language for the proclamation can be drafted. In regard to the language for the heroic act they will borrow some of the language provided by the Carnegie medal association. Regarding Veteran's Day, the request is for a proclamation recognizing all veterans, past and present, who have resided in town to be issued to the Veteran's Recognition Committee.

Mr. Jones commented that he is in favor of going forward and having the language drafted.

Mr. Luba commented regarding the proclamation for the veterans that he will work with the staff on the language. The intent is to recognize all veterans, past and present, in town and get a full list of people added to the proclamation. Moving forward, with the Council's approval, he would like to have it updated annually. Mr. Rosen explained that they would issue a yearly proclamation and the list of veterans would be updated.

Ms. Nuccio inquired as to who was in support of issuing the proclamation in recognition of Veteran's Day. All were in favor.

Ms. Nuccio inquired as to who was in support of issuing the proclamation in honor of a resident who performed a heroic deed and will be awarded the Carnegie Medal for an Extraordinary Act of Heroism. All were in favor.

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

Lindsay Semerzaki, 127 Anthony Rd, commented that she wants to bring to the attention of the Council that she is very concerned because there are many signs on people's private property, including hers, that have been stolen and run over. For example, several Black Lives Matter signs have been stolen from people's property or run over. She believes the climate in town makes people feel safe to do these types of things. She is not sure what action the Council can take. Perhaps they could immediately make a statement or if they are in touch with the police but do something to condemn it. A sign being stolen is theft but the fact that they are Black Lives Matter signs puts more at stake. She is concerned that the climate in town makes people feel safe to do this. The Council is responsible for creating policies and some of the policies may make people feel safe so they can do these things. Ms. Semerzaki added that the Board of Ed not changing Columbus Day to Indigenous People's Day on the calendar makes people feel safe to do these types of things. She thanked the library for putting on the presentation on inclusion and diversity. She wished she saw more of the Council members there and hopes more will be at the upcoming event on racism and listening – and not doing other things like stuffing envelopes.

6. PUBLIC HEARING ITEMS:

- 6.1 Consideration and action concerning a resolution to amend a resolution adopted on July 9, 2019 for the financing of the purchase of a fire rescue truck.

Mr. Rosen provided background information on this item. This is an apparatus that went through the capital budgeting process and was funded originally using bond authorization money. The purchase the vehicle had been put on hold for multiple reasons, one of which was COVID-19, and over several meetings the Council discussed using all cash to buy it rather than bonding. About a month ago a compromise was discussed where potentially \$400,000 cash and up to \$350,000 in bond authorizations could be used to pay for the \$750,000 truck. Meanwhile the Chief has been doing the due diligence required to move forward. This evening is the public hearing on the proposed funding. Mr. Rosen noted that the bid specs have been prepared and they know what type/manufacture of truck is needed. If this passes this evening, tomorrow he can sit with Ms. Hancock and Chief Littell and purchase the truck.

Mr. Jones motioned to open the public hearing.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Jones motioned to close the public hearing.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Jones:

MOTION that the following resolution has been 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,

(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 he is in favor of the purchase of the truck but the one item that concerns him is using funds during uncertain times and issues with state revenue in future years. That said it seemed that the reduction of using cash was more palatable and the interest rate will help the town in future years. He wishes it was more of a 60/40 on the bond side versus the general fund but he wants to see the purchase of the truck move forward and is willing to vote in favor of this but noted reservation regarding the split.

Ms. Falusi commented that she looked at meeting minutes going back over 10 years. The town has a long history of discussing purchasing large vehicles using fund balance, bonding, CNRE funds, general funds, and non-referendum bond notes. Both the previous town managers and town councils never felt comfortable if the unassigned fund balance dropped below 12%. They wanted the flexibility to respond to an emergency. She wants the truck to be purchased and this process is not holding it up. During a pandemic there is uncertainty about what the town's fiscal liabilities will be and she would prefer to bond for the truck as was approved and have the flexibility of having cash on hand so they can respond to the emergency that they are in.

Mr. Luba commented that he believes Mr. Jones put it succinctly. This is something that has been a long time coming and they need to move forward. It has been fully discussed and there has been thoughtfulness on the part of the Council. They have listened to the concerns of the constituents and taken into consideration what is best for the town. The Council should move forward today. He hopes they can approve it, move forward with the purchase, and take care of the town.

A roll call vote was taken.

	Yay	Nay	Abstain
Nuccio	x		
Jones	x		
Falusi		x	
Luba	x		
Reagan	x		
Schenher	x		
York	x		

Motion passed.

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

- Central Region Tourism Commission – Ms. Falusi explained that a Tolland tourism page has been created. She encouraged everyone to like and share the page. Events and programs are being highlighted that would attract people from the area. Examples included the hiking trails, musical events, and restaurants. Content will continue to be added to the page.
- Sustainable CT – Ms. Falusi noted that they met last week. It appears that requirements have been loosened which will give Tolland an opportunity to get some points; more information will be available at the next meeting
- Complete Census Count – Ms. Falusi explained that they have pretty much wrapped up this item.

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Blight Committee – no meeting
- Land Acquisition Committee – no meeting
- Planning & Zoning Commission – Ms. Falusi provided an update.
- Permanent Celebration Committee – no meeting
- Conservation Commission – Mr. Jones provided updates on the meetings held on September 24th and October 8th.
- WPCA – no meeting
- Birch Grove Building Committee – Mr. Luba provided an update.
- Parks & Recreation – met on October 5th; Mr. Schenher referred to the minutes
- Agriculture Commission – met on October 5th; Mr. Schenher referred to the minutes
- Board of Education – Ms. Nuccio provided an update.
- EDC – Ms. Nuccio provided an update

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, 2019/2020 accomplishments, 2020/2021 goals and 2020/2021 approved budget as well as an overview of the Foundation activities over the past year.

Mr. Rosen provided background information on this item. The Foundation's bylaws specify that the Council oversees the Foundation.

Mr. Jones noted that the new children's librarian has been hired.

Ms. Byam, President, Library Board of Directors provided information including the following highlights: Foundation Directors:

- Kate Farrish, Kristen Morgan, Jan Rubino and Dani Titterton, have terms that expire this year and have requested to be reappointed as Directors for the October 2020 - October 2022 term.
- Current board vacancies: none
- 2019-2020 accomplishments
 - Provided funding for Hoopla, a streaming service for e-books and other digital material available to all library patrons (\$4,000)
 - Purchased 3 laptops for library staff*
 - Purchased 14 Windows 10 licenses upgrades for the public access and circulation computers*
*Note: These two initiatives were approved with the understanding that the Foundation is not responsible for funding the library staff or the necessities to do their job. The Foundation approved these as a response to a plea from the library director and unrestricted funds were used.
 - Purchased a premium Zoom license for the Library to hold virtual meetings in response to a shortage of available accounts.
 - Continued to fund the following databases and online subscriptions: Ancestry.com, JobNow, EventKeeper, and TumbleBooks.
 - Tenth season of the popular author series with 2 authors in January and February.

- Maintained the website and a profile in terms of third-party donors such as United Way, Truist, and AmazonSmile. People donate through these avenues producing a steady stream of income.

Goals for 2020-2021:

- Continue to provide focused grants.
- Continue to improve awareness so people are more aware and will donate not only through their employer but also for the Foundation to be the recipient of additional bequests and planned giving. This is where a significant amount of the endowment money is from.
- Initiate the *Tolland Oral History Project* which will explore the lives of residents of Tolland and bring their stories to life through digital media and public performance.

Ms. Byam thanked Mr. Jones, the Foundation liaison, for attending the meetings, participating, and offering suggestions.

Ms. Falusi thanked Ms. Byam and the Board for all they do for the community. She thanked them for being forward thinking and helping the library be more than just books on shelves. They offer programs and vibrancy to the community and she is very excited about the oral history program. Ms. Falusi noted that she is concerned to hear that they needed to rely on the Foundation to provide tools that town employees need to do their jobs. She hopes they can look at this in future budgets and recognize the importance of providing instead of relying on the generosity of a foundation where money can be restricted.

Mr. Jones asked about the organization that does the donations through Facebook. Ms. Byam explained that Mr. Jones had a birthday fundraiser and over \$400 was raised that went to the Foundation. Mr. Jones noted that Ms. Weigand may be a good person to engage with regarding learning the oral history of long-standing residents. Ms. Byam will reach out to her and noted that they are working with the Historical Society. They have talked about bridging the digital divide and one item discussed was reaching out to seniors.

Ms. Nuccio thanked Ms. Byam for helping fund the community talk.

8.2 Discussion of Eversource's Storm Preparation.

Mr. Rosen introduced Eversource representatives Jonathan Ferrigno and Bear LeVangie.

Mr. Ferrigno presented the following presentation: Municipal Meetings with Eversource Operations; Tropical Storm Isaias, October 2020

- Experience in Storm Isaias (comparative statistics for major weather events including duration, outages, damage, crews)
- Preparation for Major Events
- Next Steps
 - Web-based Application for Town to Submit Priority Events
 - Data Reports (Eversource plans to provide systematic briefings including information on crews, daily progress reports)

Questions

- How is damage assessed after a storm?
 - The first priority is the safety of everyone including the crews. Life threatening emergencies are responded to immediately. The second priority is blocked roads and the third priority is electrical hazards and restoration. They follow an emergency response plan which prioritizes clearing blocked roads and doing restoration for customers. The data was reviewed. It was noted that customers should call in their outages. Restoration often begins with the densest number of outages such as transmission wires and then substations.
- How do they go about assigning crews to restore power?

- A certain event could include numerous crews. In terms of structure there are 3 EOCs. Operations managers prioritize using ERP and decide where crews are going and what types of jobs they will be doing.

Ms. LeVangie presented the following presentation: Overhead Primary 2020 [Tree] Trimming

- Collaboration
- Map of 2020 tree trimming
- Brochure provided to property owners, "Helping Prevent Power Outages"
- Scheduled maintenance trimming
- Backbone maintenance trimming
- Enhanced tree trimming
- Notifications
- How tree work is performed

Questions (resumed)

- How is it decided which trees are cut and when?
 - Those circuits with the greatest number of outages and worst performing circuits are addressed first. In terms of which trees are trimmed, each road is dictated by PURA and these specifications are used.
- What is Eversource's responsibility in relation to the responsibility of towns/homeowners regarding cutting down trees?
 - If a tree falls within the 8' specification, then Eversource will address them. In regard to town trees, Eversource works with the town's tree warden.
- What happens when logs are removed from the site? How are they utilized?
 - Eversource removes the logs but does not sell wood. Companies may sign an agreement and pick up logs for repurposing.
- Which grids in town need restoration first/have priority?
 - It is based on the densest number of outages. In terms of circuits, it is based on what is affected.
- How is Tolland, being well and septic dependent, taken into consideration from a Department of Public Health perspective?
 - They will need to review how this is factored into the ERP.
- Medically compromised people- how are they handled from the perspective of restoration?
 - Customer service will notify the customers on the medically coded customer list if prolonged outages are foreseen. This list is not a restoration list.
- How are storms categorized?
 - Storms are categorized by the National Weather Service.
 - ERP also has categorizations (scale 1-5) based on multiple forecast models.
- How are responses tailored to the categories?
 - Each category will have predictions including the number of crews that will be needed.
- When do crews typically respond to requests?
 - When the ERP is activated and an event is predicted, regional EOCs are opened, and crews are readied.
- What, if any, agreements do you have with other service providers?
 - Each town has a community relations specialist who acts as a liaison. Regarding storms, each town has a specific storm liaison.
- What ways are they communicating storm preparation and safety pre, during, and post storm?
 - Storm briefings are sent to towns before, throughout, and after storms. These include estimate times for restorations.
- How do/should towns participate in drills with Eversource?
 - Eversource is looking at doing an annual, virtual ERP training. Regional trainings are held as well.
- Regional response and communications
 - Eversource has regional divisions and communication specialists to facilitate the management of towns during large scale storms.

- Does Eversource offer credits or rebates to customers who purchase a generator?
 - This will need to be researched.
- What is the process and review for pole maintenance?
 - This is on a case-by-case basis.
- What is the purpose of the Eversource building in Tolland?
 - This is a work center where crews and trucks are staged. Chief Littell noted the training is done here as well.
- In terms of staging for crews, where are they stationed when they need to come to Tolland (i.e. hotels)?
 - Lodging and logistics are arranged by members of an operations center who reach out to a variety of resources.

8.3 Discussion of Reopening Night Meetings at the Tolland Town Hall.

Mr. Rosen provided background information and a summary of this item. He explained that the town has been receiving requests from residents for information on when public meetings may once again be held in -person.

Mr. Rosen reviewed the 3 options along with the pros and cons.

1. Public meetings could go back fully in-person, subject to capacity restrictions, and possibly utilizing the remote participation policy.

- Pros
 - Fully in-person puts us back within the realm of FOIA, and no longer under EO 7B. There is a comfort to this, since it is what we have been doing for decades.
 - In-person interaction at public meetings has been cited as something that has been missed these past 7 months. Looking someone in the eye, and not through a screen, helps build relationships and foster understanding. Sometimes, virtually, things can be lost, and words and intent are misconstrued.
- Cons
 - Social Distancing is a difficult task to monitor during public meetings. Additional staff may be required to attend in-person meetings, also keeping in mind staff are sensitive to exposure.
 - There will be an inherent risk of spreading the coronavirus by having more people in the building for longer periods of time in enclosed rooms. An outbreak can potentially cause the Town Hall to have to close, and its staff quarantine for two weeks while deep cleaning is done.
 - We will have to work with DPW about where it is possible to have cleanings of conference rooms.
 - Capacity restrictions – some rooms would be severely limited to attendance in-person due to 50% capacity. Outdoor meetings will become limited and subject to inclement weather, especially as the seasons change and weather becomes colder, and becomes darker earlier.
 - Some members of the public won't be able to participate if they are sheltering.
 - Cost of potential increased cleanings or hiring more custodial staff.

2. Public meetings could stay fully remote, as they are now.

- Pros
 - Everyone stays safe at home.
 - Remote meetings have had higher participation rates than in-person meetings.
 - People at higher risk can participate without having to come in-person and subject themselves to risk.
 - Convenience for staff, guests, and residents to participate from home and not have to drive home afterwards.
- Cons
 - Vigilance against security threats and Zoom bombings.
 - Lose the personal feel.
 - Capacity limitation at 100 participants per meeting
 - Cost of software licenses.

- Convenience has meant that meetings have trended longer.
 - Some persons have cited minor trouble with the remote meeting software, or possible issues stemming from disabilities, resulting in aversion to the technology
3. Hybrid approach, as Coventry and Ellington do for some, but not all, of their boards.
- Pros
 - Depending on your comfort level with attending public meetings in-person, or attending remotely, almost everyone can be accommodated using a hybrid approach. Those who wish to come in person may be able to do so. Those who wish to stay home and participate may be able to do so.
 - Cons
 - Awkwardness of who speaks when. Staff and the chairperson have to keep an eye on everyone. Cordiality protocols will need to be developed.
 - Staff has to come in-person regardless. Someone has to be responsible for the equipment.
 - Capacity issue – case by case, we may need to consider having in-person signups ahead of time to avoid too many people coming in-person and exceeding capacity. This would especially be pertinent for public hearings and would again be more work on administrative staff to track.
 - We would need to figure out how to work in regular cleanings of meeting rooms. However, as Coventry does for their in-person meetings at the Town Hall Annex, those attending in person will have to wipe down their own areas when they enter. DPW will not be present at meetings to clean constantly and are already stretched very thin.
 - To perform a hybrid approach, social distancing will still need to be adhered to within the meeting room. This could lead to lower participation in-person than remotely.
 - The staff person in the room will be distracted, as they will become the overseer of social distancing, Zoom, and who is speaking at what time. Feedback I have heard from a neighboring community is that the staff has not been able to concentrate on the meeting itself, as their responsibility and attention becomes divided to all the other goings-on in the room. For those boards that do not have staff, the Chair will be the most likely person to keep the order of the meeting, which would subject them to distraction.
 - Room availability is another issue. The only room that is being considered for this hybrid model would be the Council Chambers.
 - Larger boards have been meeting more frequently during the pandemic, using Zoom. Virtually, there is no capacity limit nor room limitation. If we go hybrid, availability of the equipment and the Council Chambers itself will become a problem, as we will not be able to have multiple board meetings happening at the same time.
 - Lastly, whether it be for comfort, health concerns, or otherwise, some people will not return to in-person meetings for the foreseeable future.

Mr. Rosen explained that they have always strived for every meeting to be as comfortable as possible, with people speaking clearly and articulately and with information available as early as possible prior to meeting start times so people can follow along. There is also a screen share function of Zoom so folks at home can follow along to see materials, maps, diagrams, presentations, budget charts, etc. If they were to move forward with in-person, he recommended waiting until at least November to implement, due to equipment that has been ordered but not yet delivered. Training will also need to be done on the technology equipment.

Mr. Jones inquired about the software such as the Owl camera and if falls under expenses that would be utilized in the emergency declaration fund or would this have to come straight from the budget? Mr. Rosen explained that the camera will be purchased from the Town Manager's budget. The Zoom accounts are not FEMA-eligible. The first year was from the declaration fund but going forward it will need to be paid out of operating budgets. Mr. Jones commented that he would be in favor of staying with virtual meetings through the end of the calendar year if not through the designated executive order. He added that there are additional concerns during the winter months including storms, flu season, and a possible second wave. He highlighted that they have avoided Zoom bombings, they have found solutions

when issues do arise, and the importance of being mindful of budget constraints in regard to maintaining PPE and cleaning supplies for town staff to utilize for day-to-day business.

Ms. York commented that she shares the same sentiments as Mr. Jones. Remaining virtual through the end of the year would be the best choice. She has experience with a hybrid model and teaching. There are technical issues that make it difficult to communicate both in-person and online. The virtual model appeases everyone's safety levels at this time.

Ms. Falusi asked if Mr. Rosen could share a link that would have a demonstration of the Owl camera. Mr. Rosen showed photos of the camera and pictures from the unit. He explained that it is a smart device. It can track and record up to 2 active speakers at a time and offers a split screen as well as a panoramic view. Ms. Falusi commented that if they go to in-person and people are wearing masks then they still lose facial expressions so getting together will not alleviate all of the interpersonal and communication issues. She added that having the Zoom meetings has made accessibility easier for those with disabilities or evening driving issues. It also assists families. She believes the length of the meetings has to do with the agendas and suggested possibly adding meetings. Lastly, she commented that she would not be comfortable in a meeting room with a group of people who are not in her cohort. It puts more people, including the town employees at risk. There are people who signed the emergency order stating not to attend a meeting if you are sick, attends that evening's meeting, and then attends meetings sick 2 days later. She does not feel comfortable or trust leadership or judgment when these things happen. She is not comfortable attending meetings if there is not going to be any accountability for people attending who may be ill.

Mr. Luba commented that he is in favor of looking to try to move things along as far as returning to Council Chambers. It would be appropriate to look ahead at using the hybrid model at the end of the year. The technology discussed is outstanding. He supports having Zoom as well so people can participate but they will need to have policy/protocols. He is concerned about those who are concerned about being at an in-person meeting when they have also been in public at large meetings without masks. It is time to move forward and start to looking to resume meetings in-person while still having remote capability.

Mr. Schenher is in favor of moving forward with the hybrid model but does not have a timeframe in mind. Mr. Rosen should go forward and secure the camera that he highlighted.

Mr. Reagan commented that he reviewed Mr. Rosen's document and believes the cons outweigh the pros at this time. Council Chambers is small and he is unsure if the hybrid model at this point is much better than what they are doing now. Additionally, meeting have been held remotely for 7 months and those who participate have become used to the technology. That said, Mr. Reagan would like to revisit this at the first of the year.

Mr. Jones commented that he could see using a hybrid model for the capital improvement public hearings with department heads. This would allow them to explore the hybrid model. Mr. Rosen commented that it may make sense to try this in February. A brief discussion about options for public attendance if more than 5 people would like to attend in-person took place. Options for the structure including seating for board/commission members were discussed as well.

Ms. Nuccio commented that ease of attending a meeting is not equity. She has had many people tell her that they have not been attending meetings because they cannot do so. Some do not have computers and/or may not understand Zoom. While they have had an uptick in participation, she believes this could still happen with the hybrid model. The Owl provides an opportunity for those attending in-person to be on the screen and still use Zoom. Ms. Nuccio is curious to see the upcoming executive order but noted that at some point they need to return to in-person meetings. There is an ease to attending meetings from home and she does have concern with communicating that only so many members of the public would be able to attend a meeting in-person. A hybrid model provides the best of both worlds for people. She is in favor of the Owl camera.

Mr. Rosen noted that the Owl can also be used for meetings in the future.

Mr. Jones commented that in some places they are doing temperature checks before people may enter and asked if the town has the equipment and will be doing this. Mr. Rosen responded that Chief Littell noted that they do have some thermometers, but they are not currently taking the temperatures of those entering Town Hall. In Ellington they are not doing temperature checks on those attending the meetings and once seated masks may be removed. Coventry is also not doing temperature checks and masks are optional. Attendees wipe down their own areas. Mr. Jones asked about sanitizers and wipes. Mr. Rosen explained that in Coventry you pull a wipe when you enter to clean your area and sanitizer is readily available. Mr. Jones asked if the town has enough PPE for them to go to a hybrid model and not limit the accessibility for first responders. Mr. Rosen responded that he is comfortable with the supply of sanitizer.

Ms. Falusi asked if they are considering purchasing 2 Owl cameras for when more than one group is meeting at the same time. Mr. Rosen explained that right now the only place where in-person meetings can be held is in Council Chambers. It may be that only some boards would have the hybrid option. Ms. Falusi confirmed that Zoom meetings are also aired on TV so those who are not computer savvy can still watch the meetings on TV. The Council has been receiving handwritten letters as well. People can still stay connected and watch the meetings. Ms. Nuccio commented that the channel is not accessible to everyone.

Mr. Jones asked if they are polling town staff to learn of their preference. Further, if they are in-person they may be more cognizant of time and be more efficient.

8.4 Appointments to vacancies on various municipal boards/commissions.

8.4.a. Reappointment to Tolland Public Library Foundation

8.4.b. Reappointment to Water System Advisory Committee (part of Connecticut Water)

Mr. Jones motioned to re-appoint

Katherine Farrish, 423 Old Post Road, term 10/31/20 – 10/31/22

Kristen Morgan, 167 Dockerel Road, term 10/31/20 – 10/31/22

Jan Rubino, 296 Weigold Road, term 10/31/20 – 10/31/22

Daniela Titterton, 223 Anthony Road, term 10/31/20 – 10/31/22

To the Tolland Public Library Foundation

As well as

Eugene Koss, 59 Kate Lane, term 6/1/20 – 5/31/22

To the Water System Advisory Committee

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):

9.1 Discussion on feedback for the creation of a Remote Participation Policy.

Mr. Rosen provided background information and referred to the revised draft. The chairpersons of various town boards as well as staff were polled to learn if they would be in favor of having a remote participation policy.

Mr. Luba commented that since they have just tabled the hybrid model and may stay on Zoom for the time being, he requested a high-level review and recommended that it be tabled to a future meeting.

Mr. Schenher commented that he too believes this item should be tabled but is in favor of a remote participation policy.

Ms. Falusi commented that she is in agreement but under section 4E, pandemic sheltering, she would also like to look at emergency declarations for in the event there is ever an emergency where the members cannot physically get together as a group. Mr. Rosen noted that he will add this.

Mr. Reagan commented that he is in agreement with the others and that this should be revisited at a later time.

Mr. Jones was also in agreement and seconded Ms. Falusi's comment on perhaps expanding item 4E to include inability to attend due to pandemic or emergency declaration i.e. a road is closed and a person cannot get somewhere without putting themselves at risk of bodily harm.

Ms. Nuccio noted that this will be on a future agenda. Mr. Luba added that any feedback should be provided to the Chair so it can be included in the next iteration.

9.2 Consideration of a resolution for the creation of the Tolland Mental Health and Substance Use Advisory Task Force and the setting of a public hearing thereon for October 27, 2020.

Mr. Rosen provided background information on this item which has been on previous agendas.

Mr. Rosen explained that they would be creating a new town ordinance so a public hearing would be necessary. This evening's discussion is for any last-minute edits to the resolution or draft prior to the public hearing.

Mr. Reagan motioned

The following resolution has been introduced and set down for a Public Hearing on October 27, 2020 at 7:00 p.m. via Zoom Remote Meeting:

DRAFT RESOLUTION

BE IT RESOLVED, by the Tolland Town Council that it hereby approves the creation of a Tolland Mental Health and Substance Use Advisory Task Force.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

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

Mr. Rosen provided the following updates:

- Mr. Rosen and the Director of Administrative Services have met with a finalist candidate for the Senior Center Director position.
- Interviews for the Director of Planning position will be held on Thursday, October 15, 2020.
- In regard to the presentation hosted by the library on Thursday evening, the 3 professors were phenomenal, the breakout sessions were very interactive, and people felt comfortable saying what they were thinking. The topic was about expanding one's racial lens while promoting inclusion. Mr. Rosen thanked everyone for attending.

11. **ADOPTION OF MINUTES**

- 11.1 September 22, 2020 Special Joint Site Walk Meeting Minutes
- 11.2 September 22, 2020 Remote Regular Meeting Minutes
- 11.3 September 28, 2020 Remote Special Meeting Minutes
- 11.4 September 29, 2020 Remote Special Meeting Minutes

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

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken.

	<i>Yay</i>	<i>Nay</i>	<i>Abstain</i>
<i>Nuccio</i>	<i>x</i>		
<i>Jones</i>			<i>x</i>
<i>Falusi</i>	<i>x</i>		
<i>Luba</i>			<i>x</i>
<i>Reagan</i>	<i>x</i>		
<i>Schenher</i>	<i>x</i>		
<i>York</i>	<i>x</i>		

Motion passed.

Mr. Jones motioned to adopt the minutes as laid out in 11.2, 11.3, and 11.4.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

- Information about removing fluoride from school water, climate change, renewable energy, equity and environment justice
- Invitation from the Tolland Historical Society for a presentation tomorrow on the restoration of the bell and cupola on one of their buildings.
- E-mail from a resident requesting 2 additional handicap spots at Cross Farms
- E-mail from a resident asking about accessibility for the scarecrow event that is on the Green
- E-mail from a resident about a comment they considered "vulgar" by a Planning & Zoning Commission member
- E-mail from the Tolland Green Historical Society: asking for a commitment to maintaining the museums on the Green, asking for inclusion in Town Green events, an insurance suggestion, and a request for a liaison
- E-mail about resident Edward Cyr who is receiving the Carnegie Medal for an Extraordinary Act of Heroism

13. CHAIRPERSON'S REPORT - none

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

Ms. Falusi commented that she would like to request that they forward the e-mail about the Scarecrow Event not being accessible to the group which planned the event. She believes it was the Permanent Celebration Committee.

Ms. Falusi commented that the Rec Department had a contest where one would send in a picture of their house decorated for either fall or Tolland Spirit. The winner used the gift certificate to purchase gift cards from area restaurants and donated them to Human Services.

Mr. Jones asked when the recording of the program about the racial lens would be available for public viewing. Mr. Rosen responded that it has been posted on the Library's website under News and Notices.

Mr. Jones commented that with increased use and trail space that there has been an uptick in litter. Trail wardens and stewards are encouraging people to be mindful of their trash. They are asking that it be properly disposed.

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

Jon Crickmore, 31 Cook Road, commented on the remote meetings. He is disappointed in where Tolland is 8 months into the pandemic when surrounding towns, and those in the state, have been meeting hybrid remotely for many months. Elected officials tell him that his son can go to school but they are going to sit online for an hour coming up with excuses as to why they should not meet remotely such as not having a big enough room. He asked how many schools are in the town. The town has plenty of rooms including auditoriums. The schools are cleaned constantly. They are looking now at being remote for a year. Mr. Crickmore explained that it reminds him of the state and federal government where everybody essential has to go to work, but the elected officials do not. Years ago Tolland was the leader of the surrounding towns and in every subject in the last 5 years - he noted that he is not blaming anyone on

this board or the town manager, this is a culmination over the years – the town does not lead anymore. The town is behind the curve on everything from zoning regulations to planning regulations to how meetings are run. It amazes him how far Tolland has seemed to go backwards. They tell everyone to send their kids to school while coming up with fifty different reasons why they cannot have hybrid or in-person meetings and now it has been “kicked down the road”. It is disappointing the town is behind the curve in so many aspects and it is disheartening.

16. **ADJOURNMENT**

Mr. Jones motioned to adjourn the meeting at 10:57 p.m.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

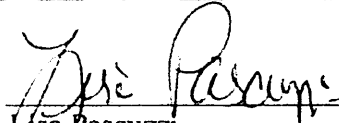
Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Nuccio, Jones, Luba, Reagan, Schenher, York

Opposed: Falusi

I, Lisa Pascuzzi, qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on October 13, 2020 amending the bond authorization resolution for the financing of a Fire Rescue Truck; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; 7 members were present at said meeting; a roll call vote was taken and 6 members voted in favor of said Resolution and 1 member voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 13 day of October, 2020.



Lisa Pascuzzi
Clerk
Town Council
Tolland, Connecticut

Municipal Meetings with Eversource Operations Tropical Storm Isaias

October 2020



EVERSOURCE

Agenda

- Introductions
- Storm Experience
- Preparations for Next Event
- Feedback and Questions

The schedule for completion of meetings is abbreviated! Eversource is available for one or more follow-up meetings at your convenience.

Experience in Storm Isaias

- Comparative Statistics for Major Weather Events

	Tropical Storm Isaias: August 2020	Tropical Storm Irene: August 2011	Superstorm Sandy: October 2012	October 2011 Nor'easter
Duration:	9 days	10 days	11 days	13 days
Peak outages:	632,632	671,000	496,769	807,228
Total outages:	1,152,038	1,000,728	856,184	1,358,718
Trouble spots	21,669	16,101	16,460	25,566
Broken utility poles:	2,506	707	2,763	856
Damaged transformers:	(more than) 1,438	1,743	2,196	1,964
No. of line crews:	2,555 (at peak)	1,334	1,642	1,803
No. of tree crews:	789 (at peak)	555	813	870



Preparation for Major Events –

- Annual ERP Preparedness Meeting
- Designated Point of Contact
 - Community
 - Eversource
- Designated Critical Facilities & Medical Customers
- Make Safe Protocol

MAKE-SAFE Blocked Road-is a road that is **impassable** to emergency vehicles. This could be caused by trees, damaged utility equipment, snow, other third-party attachment equipment, a dead-ended street, or any combination of previous items preventing access and involves utility equipment. **A road is only considered blocked if there is no other reasonable means of access to an area.**



Next Steps: Data Reports

- Eversource Plans to Provide Systematic Briefings
 - Crews
 - How many crews in town?
 - What are they working on?
 - Daily Progress Report
 - Number of outages and damage locations, pending and restored
 - Number of critical facilities, pending and restored
 - FPS1: Number completed
 - FPS2, FPS3
 - Number of FPS2 (blocked roads) reported & status
 - Number of FPS3 reported & status
- **We need your help!**
 - Setting Priorities, Verifying, Updating, Planning



Questions & Follow Up





EVERSOURCE
ENERGY

Overhead Primary
2020 Trimming

COLLABORATION

- **Annually Eversource Arborists & Eversource Contractor (Asplundh Tree Experts LLC) meet with the Town Tree Warden to discuss annual work.**
- **Asplundh will stage trucks in one area per guidance of the town**
- **Asplundh will NOT fuel or perform repairs at the staging area**
- **Asplundh will have ~10 bucket trucks and chippers (2-3 persons crew)**
- **Asplundh will follow current Town excavation permit policy regarding traffic control and use of off-duty officers**
- **Eversource Contractor (Asplundh Tree Experts LLC) will go call, email, or go door to door requesting a signed consent form agreeing to proposed tree work**
- **There is no cost to the property owner or Town**
- **TOTAL TRIMMING MILEAGE – 30.37 miles**

TOLLAND

OH Primary 2020 Trimming

Enhanced Tree Trimming

Backbone Maintenance Trimming

Scheduled Maintenance Trimming

Substations

Town Boundary

Town Mileage Summary

ETT	4.46
BB MET	5.80
SMT	20.12
Total	30.37



EVERSOURCE



PROFESSIONAL NOTIFICATION: The material contained on this Overhead Trimming Diagram may not be considered proprietary to Eversource (EES), and Users (which shall be defined as any person or entity who has received this Diagram) shall not, in whole or in part, reproduce, copy, or otherwise use the Diagram for any purpose other than that for which it was originally intended. Eversource shall not be responsible for any damage or loss resulting from the use of this Diagram.

Date: 10/19/2019

For trees that hang over the public right-of-way, you may ask for additional consultation:

- If you live on a town road, please contact your local tree warden listed below through your town or city hall.



- If you live on a state road, please contact the State Department of Transportation (DOT), Commissioner's Office, 2800 Berlin Turnpike, Meriden, CT 06013.

If you do NOT get approval for the tree work, or wish to modify the proposed tree work, please submit a written objection to the town or city clerk or your local tree warden, or the DOT if you live on a state road. You must send your objection within 10 business days of receiving notice. Your local tree warden or the DOT will review your objection and render a written decision within 10 business days.

Both you and the town or city may further appeal that decision to the state Public Utilities Regulatory Authority (PURBA) within 10 business days.

To appeal, contact PURBA, 10 Franklin Square, New Britain, CT 06051. PURBA will hold a mediation session within 30 days of an appeal, or an arbitration hearing within 60 days, to reach a resolution.

If you object to the proposed pruning or removal, you will not be billed for damage to the town or city, or equipment caused by trees on your property that die, regardless of the outcome of an appeal.

Post-treatment Herbicide Treatment

Occasionally, trees and shrubs must be removed for electrical lines. Low-growing shrubs and grasses are not removed, to maintain a low-growing plant community.

Herbicide treatments that can be applied from a car during an aerial application are not permitted. The herbicide, label and approval by the U.S. Environmental Protection Agency and the Connecticut Department of Energy and Environmental Protection, is selectively applied when a herbicide spray booth by John Deere and certified personnel apply to the outer edge and base of a stump, as shown below.



Connecticut General Statutes (22a-66a) require that certain herbicide label information be provided to the owner of property where herbicides will be used. We have provided this label information below:

Always read and follow the label instructions carefully and completely.

Read the label carefully.

CAUTION

Do not use herbicide on lawns, gardens, or other areas where it may be applied.

PRECAUTION

Do not use herbicide on lawns, gardens, or other areas where it may be applied.

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Helping Prevent Power Outages

Eversource's tree work programs help deliver reliable energy within the natural beauty of Connecticut's roadside forest. Read more about our routine and enhanced tree work programs.

EVERSOURCE

Tree work to be performed based on past clearances, power lines, and tree location condition.

Customer Benefits

- **Tree Trimming Helps Prevent Outages**
By removing vegetation close to power lines, we improve electric reliability for you and your neighbors. We also improve physical and visual access for our employees working on the lines, enabling us to find and repair problems faster, and reduce outages caused by storms.
- **Cut Wood or Mulch**
Any cut wood or mulch produced as a result of our tree work is available to customers free of charge. Larger limbs and tree trunks will be cut into manageable lengths and mulch can be dumped where vehicle access is possible.

Critical Trimming

In the event that trees or brush are in direct contact with power lines, or have visible signs of burning, EverSource may remove the vegetation with out notification or consent – to protect public safety and system reliability.

EverSource is There When You Need Us

If you have any questions, please contact our approved contractor directly at the number listed on the enclosed form.

You can also call EverSource Customer Service at 1-800-266-2000 or the EverSource Business Contact Center at 1-800-733-6617 or email tree.CT@eversource.com.



Clearance Specifications

- The goal of EverSource's Routine Maintenance tree work is to prevent power outages by removing branches and trees that are either too close to power lines, or pose a risk of falling on power lines.
- Tall growing trees under power lines are selectively removed.
- All work is performed in accordance with professional tree care industry standards and best practices.

Risk Trees

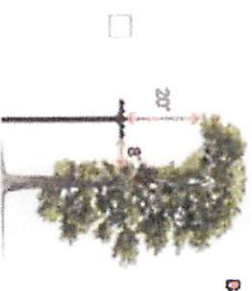
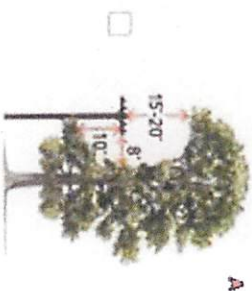
- "Hazardous", or risk trees, are those that can fall on or contact power lines and cause an outage.
- Tree work professionals determine a tree's risk potential based on its species, location, health, and structural composition.
- EverSource arborists prioritize the removal of risk trees to minimize their ability to cause an outage. If a tree must be removed, it is cut as low to the ground as possible.

We Need Your Consent to Improve Reliability

Effective communication is key to superior customer service. That's why EverSource seeks property owner approval in advance of performing Routine Tree Maintenance.

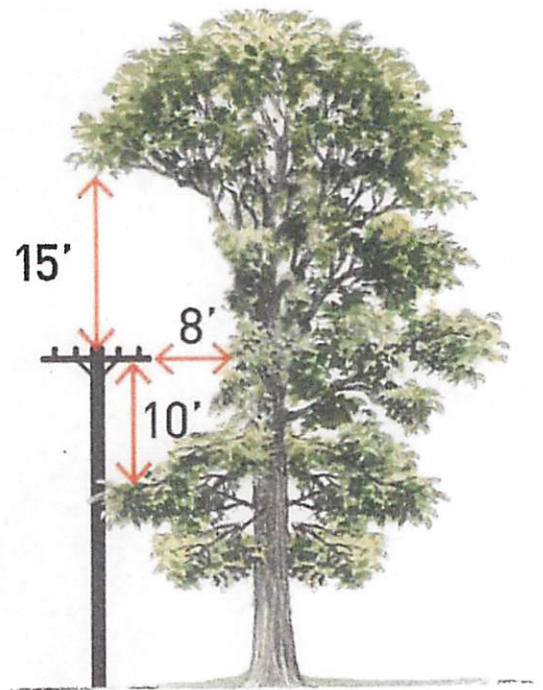
Please review the enclosed form for details about reliability improvement work proposed on or near your property. Please sign the form, place it back inside the door hanger, and hang it on your door for an EverSource contractor to collect.

*A hazardous tree is any tree or part of a tree that is dead, severely decayed or structurally weak, which, if it falls, would endanger utility infrastructure, facilities or equipment.



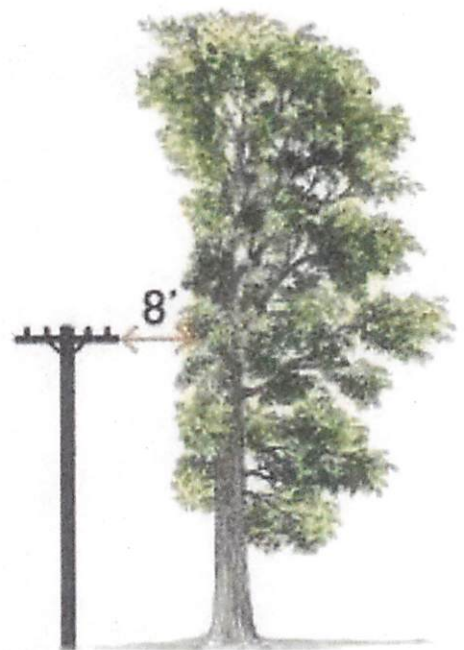
SCHEDULED MAINTENANCE TRIMMING

- Cut 15' above utility equipment, 10' below and 8' from the side
- Tall-growing trees under the wires are selectively removed
- Branches pruned to ANSI A300 standards to reduce harm and limit re-sprouting
- 20.12 miles



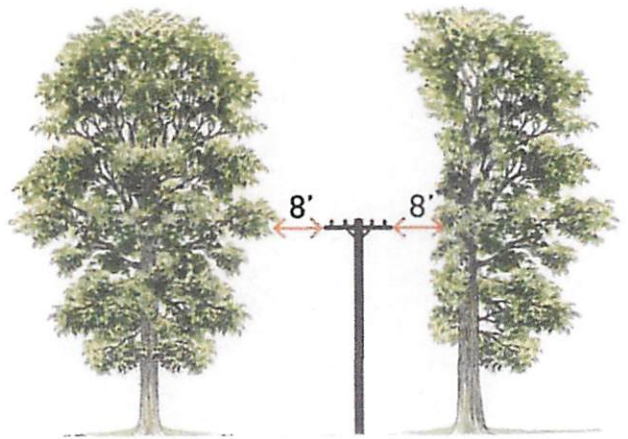
BACKBONE MAINTENANCE TRIMMING

- Cut 8' to the side of electrical equipment from ground to sky
- Higher-priority tree trimming that impacts more customers
- Tall-growing trees under the wires will be removed
- Branches pruned to ANSI A300 standards to reduce harm and limit re-sprouting
- 5.80 miles



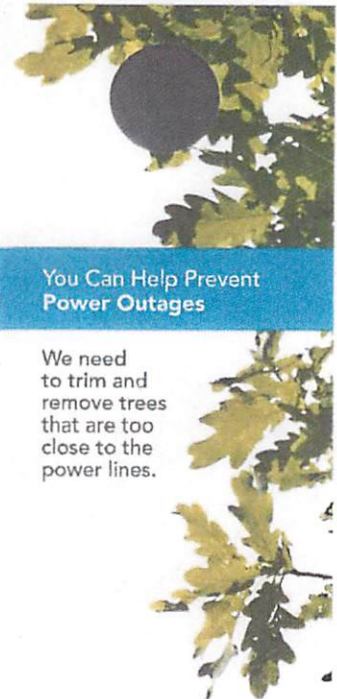
ENHANCED TREE TRIMMING

- Cut 8' from electrical equipment from ground to sky
- Higher-priority tree trimming that impacts more customers
- Remove tall-growing trees under the wires
- Branches pruned to ANSI A300 standards to reduce harm and limit re-sprouting
- 4.46 miles



NOTIFICATION

- Since COVID... Work Planners calling or emailing property owners. If no contact, Door Hangers are left.
- Door hanger are provided when tree owners do not respond to calls or emails or customers are not home.
- Contains a wealth of information and contact information



EVERSOURCE

HOW IS THE TREE WORK PERFORMED

- Eversource / Asplundh must notify tree owners
- Residents must read & sign the consent form includes option for modifications
- Form allows residents to keep wood if desired

EVERSOURCE

Date: _____
 For property at: _____
 Town: _____
 On Eversource Electrical Circuit: _____

Dear Property Owner,
 Please review the enclosed brochure describing proposed tree work along the utility wires on or near your property. There is no charge for this work, however, if you have any questions, please contact _____, a qualified Eversource tree contractor from _____, at (_____) _____.
 Please review the tree work details below, and fill out this form if you agree to the work. Please keep the attached pink Customer Copy for your records. Place the white and yellow copies inside the door hanger, hang it back on your door, and we will collect the form during the next few days. If you received this notification form in the mail, please send it back to us in the enclosed envelope.
 Thank you.

Proposed Tree Work Description

- ☐ Prune or remove large and/or small branches, as explained in the enclosed brochure. Branches will be chipped.
☐ Remove brush and small trees (up to 6 inches in trunk diameter) that could grow into the power lines from below or from the side.
☐ Take down tagged/marked trees. ☐ Wood will remain on site
☐ Apply herbicide to cut stumps to prevent regrowth.
☐ Additional information _____

I own the identified property, and

- ☐ I consent to the proposed tree work to improve reliability
☐ I request a modification to the proposed tree work (see comments below)
☐ I object to the proposed tree work

Name (Please Print) _____

Signature _____

Preferred telephone number at: (_____) _____

Customer Comments: _____

ORIGINAL - EVERSOURCE YELLOW - CONTRACTOR COPY PINK - CUSTOMER

OP020 REV. 9-11

I do not own the property.

The owner is:

Name (Please Print) _____

Address _____

Preferred telephone number at: (_____) _____

If you object to this reliability improvement work, or wish to modify the proposed tree work, a written submission is required within 10 business days of receiving this notice.

For trees on municipal roads, contact the local tree warden at your town or city hall.

For trees on state roads, contact the Department of Transportation (DOT), Commissioner's Office, 2800 Berlin Turnpike, Newington, CT 06111-7546.

Your local tree warden or the DOT will review your objection and render a written decision within 10 business days. For more details, see the enclosed information.

HOW IS THE TREE WORK PERFORMED

- **Work on public property,
permission generally granted by
the municipal Tree Warden**

EVERSOURCE

TOWN TREE TRIMMING PERMIT

**I hereby grant a permit to cut or remove trees and brush in
the Town of Enfield, Connecticut in accordance with
Connecticut General Statutes, Section 23-65.**

By: _____ Date _____
_____, Tree Warden

HOW IS THE TREE WORK PERFORMED

- **Back bone takes priority**
- **Decayed, insect-infested, damaged or structurally weak trees may be removed.**
- **Small trees and saplings capable of growing into the conductors are normally removed before they grow tall enough to make contact with the lines**
- **Limbs are pruned back to the branch collar to prevent decay of the pruning wound**
- **Branches up to a 15" diameter shall be chipped during scheduled work**
- **Larger logs will be neatly piled for scheduled pickup within 2-6 weeks after trimming**



Eversource Energy

Bear LeVangie

Vegetation Management - Arborist

107 Selden St

Berlin, CT 06037

(860)555-0029 Customer Service

THANK YOU!