



TOLLAND BOARD OF EDUCATION

REGULAR MEETING

7:30 PM

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.

Join Zoom Meeting

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AGENDA

June 10, 2020

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- May 27, 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 – Fisher Thompson and Alexandra Costa

H. SUPERINTENDENT'S REPORT

- H.1 Birch Grove Primary School Update (Katie Murray)
- H.2 Monthly Financial Report
- H.3 Budget Update
- H.4 Recognition – Todd Zenczak
- H.5. Recognition of Anna Klinowski and Josh Reid CABA Award

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

Joint Council & BOE Budget Meeting – May 21, 2020
Town Council Meeting Minutes – May 26, 2020
Town Council Meeting Minutes – June 2, 2020

N. FUTURE

Dr. Willett will set up:

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

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Zoom Remote Meeting

REGULAR MEETING – May 27, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

Members Absent:

Administrators Present: Dr. Walter Willett, Superintendent of Schools

Others Present: none

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:32 p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA - n/a

C. APPROVAL OF MINUTES

- May 6, 2020
- May 11, 2020
- May 13, 2020

Mr. Marie motioned to approve the minutes of May 6th meeting.

Ms. Plourd seconded the motion.

Changes: Ms. Philbin commented that said the minutes referred to "member" rather than the speakers' names. She recommended noting one's name before speaking to make it easier to address in the minutes.

A roll call vote was taken. Motion passed unanimously.

Mr. Marie motioned to approve the minutes of the May 11th meeting.

Ms. Plourd seconded the motion.

Changes: none

A roll call vote was taken. Motion passed unanimously.

Mr. Marie motioned to approve the minutes of the May 13th meeting.

Ms. Plourd seconded the motion

Changes: none

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Kate Vallo, 80 Tolland Green, thanked the Board for all they are doing during these challenging times and their volunteerism is to be commended. She also thanked Dr. Willett for everything he is doing. These monumental tasks are nothing short of impressive. Ms. Vallo had the opportunity to attend the most recent Finance and Facilities meeting. She was encouraged that it seems that all of the members want to learn about the value of one-to-one technology for the next fiscal year. It seemed that everyone was on the same page in that it has value. Ms. Vallo was encouraged by the decision to commit CARES funding to the Chromebooks and she understands that a little more discussion needs to take place to determine where the additional

funding will come from. She respectfully requests that the discussion continue tonight and she looks forward to hearing the Board's process. She appreciates everyone's thoughtfulness.

E. CORRESPONDENCE – tabled until the next meeting

F. POINTS OF INFORMATION

Ms. Howard-Bender requested clarification on the one-to-one for next year. Where are they at, and what will they do to ensure students have what is needed.

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

The Chair congratulated Mr. Thompson for being the Class Salutation.

Mr. Thompson thanked the Board and believes being the Student Representative to the Board is a big contributor to his academic success.

- Student Council Election Results
- Health Science and DECA elections are underway
- NHS inductions are upcoming; virtual tutoring is still being offered (contact guidance department or the NHS officers)
- Tolland United continues on Mondays/Wednesdays/Fridays
- Thank you to the Board, Dr. Willett, and the school staff for working hard to guarantee as much as possible a graduation for the seniors and for establishing the task force.
- Thank you for the break this past weekend.

H. SUPERINTENDENT'S REPORT

H.1 Budget

Dr. Willett reviewed attachment H.1 including the 2020-05-27 Phase III Recommendations.

Dr. Willett explained that this is the final iteration of the phase documents.

- Section I: Impact of the reductions on the BOE budget
- Section II: Recommendations

Ms. Moran inquired about the K-8 Chromebook line and the CARES act funds. The remainder of the funding for that item seems to be risky. She would like clarification about the remaining funds after those from the CARES act are used. It is something that needs to be done quickly over the summer to be prepared for fall. Dr. Willett explained that he is attempting to provide what the Board was looking for with respect to the items and finding a balance. This will allow them to continue one-to-one with a specific group and help replace some of the 184 Chromebooks. It does not allow them to do the K-8 initiative with the understanding that as some other funding sources become available that it can be pursued. This is a way forward at this time based on the information he gathered from the subcommittee and Board meetings. Ms. Moran asked if the \$46K from the CARES act would only fund part of the 184 Chromebooks that need to be replaced. Dr. Willett responded that the 184 Chromebooks is where they would look as well as supporting the one-to-one initiative. An instructional round is scheduled for June 11th where one-to-one will be discussed.

Ms. Moran deferred her question to the FFC where the discussion took place. Ms. Griffin explained that in regard to the one-to-one they discussed that they have several

options once they know what is needed. They do not exactly know what the fall will look like so she is not sure if they know if the answer right now is definitely to provide Chromebooks for K-8. It is something that needs to be discussed. Ms. Griffin knows they have several sources of funding including the ERF and the COVID emergency fund assuming the Council accepts the recommendation to do this with no restrictions. Options are available for funding the additional \$78K. She is unsure if end of year funds should be used until they know what the fall will look like and what will be needed.

Ms. Moran commented that she is uncomfortable making decisions based on assumptions. The Chromebooks are needed and 184 are in bad shape and not even those are being funded. Ms. Griffin responded that the 184 will come from the CARES act funds in the amount of \$46K. Everyone has agreed that the 184 Chromebooks need to be replaced no matter what. If the CARES funds do not come through then it would have to come out of the end of year funds before they are turned over to the town. Ms. Moran commented that she would like a clear plan. It was in the initial document. Dr. Willett clarified that there is a clear one-to-one plan for the district and a committee that works together to sustain and plan for it. The conversation now is only in regard to budget. He noted that cases will be needed for the Chromebooks as well. Ms. Moran clarified that her question was in regard to funding and not the technology plan. She is uncomfortable with "maybe here maybe there" when they have the ability to fund it. Dr. Willett noted that the Board has the discretion to move any of the pieces around in the plan as it sees fit. He would want to ensure that curriculum writing is included and is open to suggestions. In regard to the phone system, if not included here it needs to be included elsewhere. The price could increase to \$50K in June. The Chromebooks are needed and the June 11th workshop will show how profoundly important they are to education today. Ms. Moran is agreeable to all of the other necessary items but feels Chromebooks are also a necessity. Dr. Willett noted that they will immediately begin acquisition and set up on these items once the budget is passed.

Ms. Besaw, in regard to the Chromebooks, feels more comfortable with replacing the 184 devices and holding off on seeing what the state comes back with to see what is needed. She has always had a hesitation with buying the Chromebooks right now. They have a fairly short shelf life and they do not know what the state's reopening plans will be. They need to hold on to the money until they know where it is needed. She agrees with Ms. Griffin in that they have other sources if it comes back that they need to purchase more. It appears from the FFC meeting that the phone upgrade was not included and with the offset it is now being included. It appears this is where the extra money that was going to be used for the Chromebooks has gone. Ms. Besaw asked if because they have the \$147K that will need to be made up, there are tables and chairs in the budget that seem to be one-time expenses and not have to be rolled forward. Secondly, when they started talking she believed Dr. Willett commented that some programs would have 3 year subscriptions and would like to know if these are those programs. Are there programs with 3 year subscriptions that could be purchased to nip away at the \$147K for next year? Dr. Willett explained that the cost for one of the 3 year subscriptions was greater and was unsure if it would be supported. Most of the other programs do not have such an option. Literacy How is needed but probably does not have a 3 year need at this point. Ms. Besaw asked if they could offset the amount with what they were going use for the deposit against the district medical account.

Perhaps it would reduce some of the \$147K needed next year. Dr. Willett explained that he can do what the Board would like.

Mr. Marie commented that he is comfortable with the document Dr. Willett presented. It balances a lot of the issues. After last week's Town Council meeting he is pretty comfortable with the direction they are going in. With the Town Council finalizing its plans in the next couple of weeks they should be able to move with these items. In regard to the 184 Chromebooks, he is onboard with replacing the 184 due to obsolescence so they can continue distance learning if need be. As some Board members have pointed out there is a lot of uncertainty with the state. Combined with the financial situation they are in he wants to approach getting the Chromebooks cautiously. He is looking forward to the instructional rounds but as they need a plan to use them they need a plan to pay for them. Replacing the ones needed with the CARES act funds is the way to go. He inquired when they would receive the CARES act funding. Dr. Willett responded that he believes it will be fairly soon. Assuming the funds will be received, which he believes they will, they would spend funds and recover them once the CARES act funds arrive. Mr. Marie inquired about the desire for Board action for the general approval of curriculum and office allocations. Dr. Willett explained that he wants to get the curriculum items done and needs to know if he can move on this. Mr. Marie commented that he is comfortable with both items.

Ms. Plourd requested that in regard to the end of year item purchases she would like to know what line items are increasing and decreasing so she can follow it. In regard to the \$147K, if Literacy How is a 2 year contract, she would not be opposed to paying for it with end of year funds now, rather than rolling them over, if that would reduce the \$147K in half or if they want the fund for any surprises. In regard to one-to-one, she understood it was for grades 6-8 and not K-8. She is in full support for grades 6-8 but wants her son to go to kindergarten next year and not learn at home on a Chromebook. She would like more information on what students would do with Chromebooks in the lower grades. In regard to the workshop on June 11th, are the rounds for grades 6-8? Dr. Willett explained that the workshop is good for understanding more about one-to-one for any grade. At this point there are not any K teachers who have been able to implement one-to-one, and it is profoundly different from on-line learning. Chromebooks are true learning devices and powerful for all grades. In regard to the document, it was created to find balance. In regard to Literacy How, it is needed. They are mitigating funds in FY21 and the budget process may not support mitigating funds beyond that. Literacy How is not a subscription but a consulting service so 3 year subscriptions may be applicable to subscriptions but not necessarily Literacy How. Ms. Plourd noted that she supports the curriculum writing.

Mr. Holt commented that Dr. Willett noted that there is a committee working on implementing a one-to-one plan and asked if this plan was articulated in the original budget. Dr. Willett explained that the COVID situation put the district in a strategic position to make a massive leap forward. If they returned tomorrow with K-8 the district would be much farther down the road and been able to better support it due to the infrastructure they have built. The opportunity to leap forward is strong. The June 11th workshop will be important to see the distinction between online learning and one-to-one learning. Mr. Holt confirmed that the one-to-one technology was not in the pre-

COVID budget. Dr. Willett responded that he would not have imagined that they would have been able to do the mass training of staff in a span of 3 months. Mr. Holt commented that whatever budget is approved they will need to look at the implementation plans so when they enter next year's budget cycle there are no surprises. He would like to see the one-to-one team's calendar laid out from a fiscal perspective. Mr. Holt inquired about the plan for the 184 Chromebooks (their disposal) that will be replaced. Dr. Willett responded that they will try to sell them to a surplus company but they will likely not be worth much in which case they will put them into service until they die. Another option is to surplus them to the town. He explained that the 184 would need to come out of service. They are not reliable to give to students. Mr. Holt sees the needs for the 184 Chromebooks.

Ms. Philbin commented that Chromebooks are paramount to the success of students. She inquired how many of the 184 Chromebooks would be covered by the \$46K from the CARES act. Dr. Willett responded that without the cases the \$46K would cover the 184 devices but they would need to purchase cases if they are deployed. Straight unit cost is about \$250/unit. Ms. Philbin asked who will receive the Chromebooks. If they are in the classroom where there are safety guidelines they need to be cognizant of needing to sanitize them when shared. If continuity of learning continues at home, some may not be able to sustain using their families' current iPads and laptops so she would think more than the 184 Chromebooks would be needed. Dr. Willett explained that there would not be a situation where they would have too many devices. One-to-one is an evolution of the use of technology. For cleaning purposes if they are a student's device then they do not have to be sanitized as often. Dr. Willett explained that parents are not supposed to have to buy things that should be offered to provide a free and appropriate public education. At some point the devices will become like textbooks and this is a reason he wants to move forward with one-to-one. Ms. Philbin supports the 184 Chromebooks. Chromebooks are needed to plan for continuing and growing education. She asked about the cases and security needed for the Chromebooks. Dr. Willett explained that Chromebooks provided by the school have systems for control and screening. Ms. Philbin asked about Literacy How which targets reading issues in the younger grades and dyslexia in higher grades and is cost avoidance in the future. Dr. Willett explained that it is their moral, legal, and ethical obligation to provide this kind of program. If they are preparing students well then they do not have students adversely impacted later by dyslexia and other challenges that could have been addressed, and it has an avoidance of cost.

Ms. Howard-Bender commented in reference to Mr. Holt's question. Policy 3040 addresses disposal of obsolete or surplus equipment and material. In regard to the one-to-one technology plan, she asked Dr. Willett to make it available on the dashboard. She asked how many students are enrolled in the district. Dr. Willett responded about 2,343. Ms. Howard-Bender asked how many are using Tolland Public School devices. Dr. Willett responded that approximately 800 were deployed due to COVID, 200 are out with one-to-one, and 200 are deployed to staff in service to students. Ms. Howard-Bender commented that 43% of students have a Tolland Public School device and she is not comfortable with this. Her experience is that the majority of students are using personal devices and families are making due. It is not a long term solution and the devices are not optimized for student interface. They can add more stress. She is

concerned that they are not being equitable with educational access. Do they know if all students have the tools needed to safely and consistently access education? Dr. Willett responded that he does not have information that would suggest that they are able to adequately cover the entire base. Ms. Howard-Bender would like to find out the access and survey families. Recent guidance suggests they will not return to brick and mortar as they were previously. It may be some combination. They do not want students touching the same devices. She commented that it is incumbent upon them to get away from one-to-one as a computer to do work. It is a learning tool and gateway for students to access educational experiences. She asked the Board to ask themselves how to bolster the learning program with the devices.

Ms. Lundgren inquired if they can submit for FEMA reimbursement for the Clorox 360 cleaning systems. Dr. Willett responded that they may be able to get FEMA reimbursement but he would not count on it. If they do, it would take a while and he does not expect to see an offset within the fiscal year. Ms. Lundgren commented that she understands the need for the 184 Chromebooks and perhaps more but is unsure if one-to-one is needed for everyone. Her students have their own devices and she knows other students do as well. At the same time there are families who would need them. Ms. Lundgren asked about holding a straw poll for recommendation #4. Dr. Willett would like to know if he can proceed.

A straw poll of those in support of Recommendation #4 took place.

The results are below:

	Yay	Nay	Abstain
Renie Besaw	X		
Christine Griffin	X		
Tony Holt		X	
Kate Howard-Bender	X		
Ashley Lundgren	X		
Jacob Marie	X		
Karen Moran	X		
Dana Philbin	X		

H.2 BOE Goals Update

Dr. Willett reviewed attachment H.2.

The Board was in agreement with the June 24, 2020 date.

H.3 Superintendent Evaluation Update

Dr. Willett reviewed attachment H.3.

Ms. Plourd inquired if the original poll was to establish dates for an executive session for the evaluation. Dr. Willett explained that the intent was to gather dates for availability for goal setting etc.; not specifically for the evaluation although the poll could be used for that as well. Ms. Plourd commented that she would want the executive session to be on a separate date from goals. Ms. Lundgren agreed. Ms. Palumbo will provide a series of dates the Board members may select from for an executive session for the purpose of addressing the Superintendent Evaluation. Mr. Marie inquired about the action section and if it was finalized. Dr. Willett explained that the process is typically

mutually agreed upon at the beginning of the year and is the process they have used historically. Mr. Marie asked if more of the Board could be included rather than only the Chair and Vice Chair. Dr. Willett explained that the Board does discuss it. The Chair and Vice Chair do the write up. The Board will have an opportunity to discuss it before inviting the Superintendent in and may ask him to enter/exit session as needed.

- H.4 Discussion of creation of Ad-Hoc Committee for Re-Opening (no attachment)
 Dr. Willett reviewed the memo from him to the Board dated 05/27/2020:
 School Re-Opening - Establishment of Advisory Committee
 TRAC - Tolland Re-Opening Advisory Committee

Dr. Willett recommended the creation of an administrative Advisory Committee on Re-Opening.

Ms. Lundgren commented that Ms. Plourd requested an ad-hoc committee on this item and Ms. Lundgren would like her to be on the Committee. Further, Ms. Lundgren would like Ms. Besaw to be on the Committee as well. She is very objective and Ms. Lundgren made this decision in consideration of what is on everyone's plate.
 Ms. Besaw and Ms. Plourd would both like to be on the Committee.

Ms. Howard-Bender commented that she would like to be on the Committee as well.

Ms. Moran commented that it seems that it was already set as far as who would be on the Committee as far as Board members. She asked why none of the Board members were asked ahead of time. Ms. Lundgren explained that Ms. Plourd brought up having an ad-hoc reopening committee and Ms. Besaw had shown interest. Ms. Lundgren thought of the Curriculum Committee, the Birch Grove Building Committee, the Graduation Taskforce etc. There was not anything else to it. Dr. Willett commented that the more Board members who are on the Committee the closer it comes to being an official meeting. Perhaps Board members could alternate.

Ms. Moran commented that a Committee like this should be handled internally through staff. It involves a lot of work that they will have to do to be prepared in a way they have not had to do before. The Board members are not the experts to give it proper focus but she appreciates Dr. Willett including that aspect. The Superintendent needs to be allowed to do his job of operating the district and will report back to the Board. The Board will then have a thorough assessment of any immediate and future needs with a continued focus on the experience and education of students. Let the staff do their work and let Dr. Willett lead. It will be a lot of meetings and another scheduling item.

Ms. Howard-Bender commented that she is concerned, given that this is part of her real life too, that they take up more of the time of administrators and committees. She wants to be on the Committee because this is an area of expertise for her since she is doing it right now and has a lot to offer. The more they hamstring Dr. Willett and the staff it will slow things down and students will suffer. She prefers to have Dr. Willett to provide updates on reopening efforts and not have a Committee. Dr. Willett noted that the Board will receive numerous updates from him during the summer.

Mr. Holt asked if since this is a special Committee of the Board and Ms. Lundgren as Chair and Dr. Willett as the Superintendent are already members, is there a benefit in having Dr. Willett as the chair as opposed to a member. Dr. Willett explained that he would chair the Committee as an Administrative Committee which provides the ability to function in an agile manner. In addition there would likely be an agenda item on reopening on all of the Board's summer meetings.

Ms. Plourd commented that she originally asked that this be set up as ad-hoc committee and did not realize there was an opportunity to set it up as an advisory committee. She prefers this set up since Dr. Willett is an expert on this and she likes all of the stakeholders. Her original suggestion was to have the committee work in conjunction with the Curriculum Committee given that Ms. Howard-Bender is working on this in her school. Ms. Plourd supports having Ms. Besaw on the Committee because she is objective. Ms. Plourd commented that in all fairness Ms. Howard-Bender commented that she did not want the Committee. Ms. Plourd explained that both she and Ms. Besaw want to help and be on the Committee and she advocates for this.

Ms. Howard-Bender commented that if the Committee is voted in she wants to be on it because she believes she could be helpful. This is about working together.

Dr. Willett explained that members could alternate and provided an example of what the state may say and it is on the staff on the Committee to make it happen. He will report on this at every Board meeting.

Mr. Marie is in support of the Committee and believes they would be negligent not to have the Committee. He likes the general set up and believes 2 Board members would be better than one. He feels the Committee will allow for there to be transparency on this issue and likes the idea of having a website that will provide update.

Ms. Besaw explained that Dr. Willett is the one suggesting that Board members be on the Committee. She does not believe anyone is looking to hamstring the Committee. It is always good for the Board to understand something this large. While she understands that Dr. Willett is going to bring information to the Board, it is good to have a couple of people more deeply involved. Ms. Besaw believes that she is objective and noted that she does not have a student in the school. She is coming up on closing in on her fifth year being on a board of education and does not work for a school district. She appreciates the opportunity to participate and has been thinking about the need for an opening plan and that it would be worked on over the summer.

Ms. Philbin commented that she agrees that there should be a committee of some sort and it should include Board members. She believes 3 Board members are better than 2 and having one who is an expert in education and living this day in and out; they would be negligent not having that person on the Committee. She also thinks it is paramount to have Board members who are familiar with the Tolland schools. Having Ms. Howard-Bender could increase that visibility since she has students in schools and works in a high school. Ms. Philbin wants her students to walk through the school doors next year as most families do. She is concerned about the guidelines in regard to the Birch Grove

portables and it is something that needs to be considered. Dr. Willett has been transparent through COVID and some have felt that it has been too much information so she is comfortable that whether or not they have this Committee that Dr. Willett would be consistent and concise with communication.

Ms. Howard-Bender clarified that she believes Dr. Willett put this on the agenda because he works for the Board and the Board's Chair and Vice Chair asked for it. She guesses this action item is his response. He did not choose to put it on there. He works for the Board and it asked him to do so. In regard to transparency, she is tired of this word. Anyone who says Dr. Willett is not transparent in all of his doings is not paying attention and doing one's homework. It may seem harsh and she apologizes. They need to breathe and open the district for the students and families. Everyone is suffering and they need to work together to get through this. She appreciates the effort and care all are putting into this and wants to keep it right-sized.

Ms. Lundgren commented that Ms. Plourd brought up having an ad-hoc committee at the last meeting and this is Dr. Willett's answer to it.

Ms. Griffin supports the Committee. As far as the members, Dr. Willett included that the Committee will interface with other committees in the district so Ms. Howard-Bender will have an opportunity to speak as the Chair of the Curriculum Committee just as Ms. Griffin will have a chance to speak as the Chair of the Finance and Facilities Committee. She can see where Ms. Plourd and Ms. Besaw would be good additions to the Committee.

Ms. Howard-Bender commented that she wants them to use her. She knows "stuff" and this is what she cares about. Education is what she does and is not afraid of more time or effort. She does not appreciate that Ms. Griffin disqualified her from this.

Ms. Griffin commented that she does not believe she disqualified Ms. Howard-Bender. As the Chair of the Curriculum Committee Ms. Howard-Bender will certainly be involved just as she, Ms. Griffin, will be as the Chair of the Finance and Facilities Committee. There is room for everyone to be involved. It is not only the people specifically on the Committee who will be involved. Everyone has a lot to bring to the table. That is all she was saying and was not trying to devalue Ms. Howard-Bender as an educator.

Ms. Howard-Bender commented that she would like to be able to speak for herself and that is all she is saying.

Ms. Philbin commented that they need to think objectively and be open-minded. They have 3 Board members who want to be involved and feel strongly about their roles that they could bring to the Committee. It would be a win-win and remiss if they were not picked for this.

Dr. Willett explained that as an administrative committee they do not need to make official appointments or vote; just a gentleperson's agreement. Dr. Willett would create this committee in service to the district and the Board for reopening.

Ms. Moran commented that she is a little insulted that she was not considered. She has over 6 years on the Tolland Board of Education and has had, and still has, 2 students in the school system. She does not believe objectiveness has anything to do with it since the state will say what has to be done.

Ms. Lundgren explained that she thought of Ms. Moran and Ms. Griffin working on the Graduation Task Force. Everyone has their plates full. Ms. Plourd really wanted this and Ms. Lundgren thought of having 2 and thought of Ms. Besaw since the Negotiations Committee has not had a lot recently. Ms. Lundgren commented that if Dr. Willett is ok with having 3 Board members then they will do that. Dr. Willett explained that the objective is to include community members as well.

H.5. Locker Item Recovery and Accountability Returns (no attachment)

Dr. Willett explained that during the week of June 8th Birch Grove, TIS, and TMS students and families will have the opportunity to, in very small socially-distanced and well-planned groups, enter the schools to empty students' lockers and return any items as needed. Groups will have about twenty minutes to go to the lockers to get items and ten minutes to exit before the next small group enters. It will be carefully administered and parents/guardians will need to sign up for slots and arrive at the designated times. This will take place over a span of days during that week. Something similar will happen at THS during the week of June 15th although some of it may take place earlier due to graduation. More information will be available next week.

H.6. Instructional Rounds Opportunity – June 11th @ 2PM (no attachment)

Dr. Willett reviewed this item. It will be a great virtual experience and include a video of students and interactions prior to COVID. There will also be a presentation and a panel of teachers with whom the Board members can interact with for Q and A. The program will last approximately one hour.

I. COMMITTEE & LIAISON REPORTS

- Curriculum Committee – Ms. Howard-Bender provided an update; topics included curriculum, mastery learning, and a discussion regarding Tolland's procedures and approaches to curriculum

Ms. Howard-Bender motioned to go past 10 PM.

Ms. Philbin seconded the motion.

A roll call vote was taken. Motion passed unanimously.

- Birch Grove Building Committee – Ms. Philbin provided an update; discussions included GMP and unsuitable soil; next meeting is May 28th
- Finance and Facility Committee – Ms. Griffin noted that they met on May 20th and the information discussed was provided at the May 21st Joint TC/BOE meeting
- Graduation Taskforce: first meeting scheduled for June 1st
- Town Council - Ms. Moran provided an update on the May 26th meeting; topics included a public hearing and approval of an ordinance to establish a commission on people with disabilities, a COVID update, and the Town Manager reviewed his budget considerations

- Policy – Mr. Holt noted the committee met today; discussions included the civility policy and the compliance list

J. CHAIRPERSON'S REPORT - none

K. BOARD ACTION

K.1 Policy 5010 – Student Attendance and Truancy (second reading)

Ms. Plourd motioned to approve changes to Policy 5010 as presented in the Board of Education meeting of May 27, 2020.

Mr. Holt seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

L. PUBLIC PARTICIPATION

Colleen Yudichak commented that it is a great idea to have a school reopening committee. As a parent she would be interested in serving on the committee. She noted that Mrs. Fox is leaving Tolland and wondered if the hiring process has started. Lastly, she was glad to see a robust discussion on technology. It is needed in the district. It sounds like everyone is in full support of it.

Jayden Regisford, 68 Old Stafford Road, commented about Mrs. Fox. Mrs. Fox has changed a lot of kids' lives for the better without them knowing. There is a lot of opinion on Mrs. Fox and he would like to see some bipartisan support toward Mrs. Fox in some way. She did a lot for him personally when he went through some racist incidents in Tolland. She attended DECA trips and supported students. He wants there to be some clearance that Mrs. Fox is not a bad person and would appreciate Board support.

Michelle Harrold, 256 Mountain Spring Road, cannot wait for the Board to hear how beneficial the one-to-one technology has been for the 6th graders. She has a 6th grader and the transition to distance learning for her was amazing. She is so independent and Ms. Harrold's 2nd and 4th grader and their experience is not the same. They are using different devices and it is not sustainable. For her family she will either need to borrow or buy Chromebooks and hopes the decision is made before school starts so she knows if she has to purchase Chromebooks. Ms. Harrold hopes the Board changes its mind and is able to see the benefits across the board, even if not just for distance learning, on how they are used now and can benefit younger learners.

Liz Costa thanked everyone for the robust discussion especially on one-to-one education and she asked that the Board consider that it is not like sitting in front of an iPad or TV. It is a learning tool. Candidly, Tolland is pretty far behind relative to other school systems in the area on one-to-one education. It is the way kids learn. With AI and other things coming down the pike, it is important to get Tolland students up to speed on technology and self-learning. Teachers need to teach students but students need to learn how to learn on their own as well. Technology helps that. Ms. Costa thanked the Board for including Ms. Howard-Bender on the Committee. She will bring tremendous experience as well as the potential to share ideas from her school community.

M. POINTS OF INFORMATION

Town Council & Historic District Commission Joint Meeting – May 12, 2020

Town Council Meeting Minutes – May 12, 2020

Dr. Willett commented that he has not received an official confirmation in regard to Ms. Fox. Ms. Lundgren explained that this is why the Board has not made an announcement in regard to Ms. Fox.

N. FUTURE

Dr. Willett will set up:

- School rounds/tours (briefings/tours/debriefings)
- Mental Health Services Initiatives (presentation and discussion)
- School Bus Stop Safety (presentation)
- Portrait of a Graduation / Visioning (presentation and discussion of initiatives)
- Pathways and Lighthouse Programs
- Understanding by Design (presentation and discussion)
- Regionalization (presentation and discussion)
- Board of Education Goal Setting (working session and establishment of goals)

O. NEW BUSINESS - none

P. ADJOURNMENT

Mr. Marie motioned to adjourn the meeting 10:07 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: Birch Grove Primary School Update

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

FOR BOE MEETING: June 10, 2020

ITEM SUMMARY:

Ms. Murray has graciously accepted the offer to come and speak to the Board of Education to provide an update to the Birch Grove Primary project.

FINANCIAL SUMMARY:

Broad perspective:

Approximate amount of funds passed in a FY17 referendum for future capital projects that Tolland *did not* have to spend on the old BGP because this new building was being built:

- BGP Roof: \$1,750,000
- BGP Condensing Units: \$132,000

Total: \$1,882,000

Capital Projects for BGP that were able to be taken off the list due to the new building:

- BGP Carpet Conversion, phase I- \$50,000 not reimbursable
- BGP Security Panel-\$12,000 not reimbursable
- BGP Carpet Conversion phase II- \$71,536 not reimbursable
- BGP Parking Lot- \$318,450 not reimbursable
- BGP Air Conditioning (portable units)- \$54,540 not reimbursable
- BGP Boiler Replacement- \$380,000 not reimbursable

Total approved plan (not reimbursable): \$886,526

Considering a cost avoidance of \$2,768,526 for what was going to need to be spent on the *old* BGP, subtracted from the cost of building the new BGP after 89% reimbursement (using rough numbers 11% of 46 million is \$5,060,000), it could be argued Tolland is getting a brand new 85,000 square foot building with years of future cost avoidance for under **3 million dollars**. This does not include the 100% coverage by the state of the portables (about 9 million).

Currently the BGP committee has been working on Add/Alternates and adjustments to keep the BGP project on budget despite unsuitable soils and steel overages. Tolland's portion of the impact of these could be about \$300k to \$500k.

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED: Discussion and Q and A with Ms. Murray

SUPPORTING MATERIALS ATTACHED: None





TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

H.2

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

RE: Monthly Financial Report for May 2020

Date: June 4, 2020

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

Please find attached the financial report for the FY 2019-2020 fiscal year. The month of May 2020 is the 11th month of the 2019-2020 fiscal year. The attached report is only a temporary financial snapshot identifying the monthly expenses of the FY 19-20 year. As with any financial report generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, YTD expenses, encumbrances and available balances as generated through the financial software.

This report identifies, many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, Instructional supplies, unemployment compensation, equipment/computers, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$1,227,769 will continue to be converted into encumbrances or expenditures over the next month.

The attached May 2020 financial report shows an available balance of \$1,227,769 or 3.07% of the BOE's current budget. As previously stated, this amount will be reduced over the next month. It is extremely important to understand that this available balance is somewhat normal occurrence considering the worldwide COVID19 pandemic. Currently, the timing of budget spending for student needs and expense patterns are cyclical in nature. Items like, health Insurance is booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, utility transfer to the town is complete, transportation routes have been fully booked and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances. Accounts like substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

Considering the worldwide pandemic, the current school budget will be impacted both positively and negatively. Currently the Federal Govt, State Govt, Local Govt are all working to shake out the current and long-term impact of the virus on our budgets. Most of the financial world has been rocked by the devastation of this virus. Since the Federal Govt has signed a Stimulus CARES Act into place for an unprecedented \$2.2 Trillion dollars, the trickle-down impact and relief that we in Tolland will feel is still unknown. Since the virus continues to increase, all preventative measures will also remain in place. The continued impact from this virus will change how we track, spend, monitor, and educate our students. Spending over the last 4 months of the school year could be altered based on COVID 19, the needs of students along with operational needs of the district. The situation is fluid and changes are based on health guidelines, government closure or reopening directions and the safety of the community.

It is still not clear what guidance the State Dept of Education will issue as we approach the end of the year. The funding aspects of our budget such as ECS funds, Excess Cost funds, PTP funds, Food Service revenues, Federal and State Grants are still changing and are all subject to availability and distribution of funds. There should be some BOE funds unspent and available on June 30, 2020. Currently, we do not know the amount of those funds or the true impact on the school budget. When the scenario's change, so does the availability of funds. The Superintendent will be the focal point to distribute that information when it becomes available.

As part of the UISF agreement, the BOE transferred the energy budget to the town. The town pays the invoices based on the BOE funding and any residual balance that remains in the form of cost savings will remain in the BOE UISF reserve account.

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

The Budget for FY 19-20 was approved for \$39,975,605 only .84% higher than the previous year. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances that remain, as in the past, may be returned to the town or the BOE will request the balance be transferred to the Educational Reserve Fund after final approval by the auditors. Starting this year, the state approved educational reserve threshold has increased to 2%. The district received the first excess cost payment in February 2020 from the state. The school district received \$723,223. These funds are used to offset Special Education tuition and transportation costs. The second payment received in May was \$129,989.

On February 12, 2020, the BOE voted and approved a school budget of \$40,590,408. The Budget was then forwarded to the town.

Tolland Public Schools

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

From Date: 5/1/2020

To Date: 5/31/2020

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.000.00.000.1	Undesignated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.110.00.000.1	Salaries	\$22,383,307.09	\$1,730,884.06	\$18,865,385.78	\$3,517,921.31	\$3,193,413.78	\$324,507.53	1.45%
0100.0000.120.00.000.1	Substitutes	\$437,670.00	\$2,415.70	\$251,746.07	\$185,923.93	\$0.00	\$185,923.93	42.48%
0100.0000.130.00.000.1	Overtime	\$176,358.00	\$14,853.18	\$208,486.44	(\$32,128.44)	\$0.00	(\$32,128.44)	-18.22%
0100.0000.150.00.000.1	Stipends	\$346,129.94	\$89,328.79	\$362,119.57	(\$15,989.63)	\$13,135.04	(\$29,124.67)	-8.41%
0100.0000.170.00.000.1	State Tax BOE Funded	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.190.00.000.1	Pension/Severance	\$195,561.00	\$0.00	\$41,253.97	\$154,307.03	\$98,471.00	\$55,836.03	28.55%
0100.0000.200.00.000.1	Employee Benefits	\$567,750.00	\$166.70	\$526,927.48	\$40,822.52	\$0.00	\$40,822.52	7.19%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,851,629.94	\$421,286.06	\$4,478,090.47	\$373,539.47	\$270,017.81	\$103,521.66	2.13%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$693,223.97	\$52,200.13	\$538,736.69	\$154,487.28	\$73,196.01	\$81,291.27	11.73%
0100.0000.240.00.000.1	Retirement (ICMA)	\$251,884.43	\$20,954.72	\$218,014.93	\$33,869.50	\$23,236.37	\$10,633.13	4.22%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$20,000.00	\$1,410.00	\$20,450.00	(\$450.00)	\$0.00	(\$450.00)	-2.25%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$0.00	\$29,201.00	\$27,480.00	\$3,449.00	\$24,031.00	42.40%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$1,961.00	\$272,424.00	(\$6,812.00)	\$0.00	(\$6,812.00)	-2.56%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$48,675.50	\$0.00	\$24,584.61	\$24,090.89	\$0.00	\$24,090.89	49.49%
0100.0000.310.00.000.1	Benefits Consultant Services	\$57,000.00	\$0.00	\$47,168.34	\$9,831.66	\$52,248.40	(\$42,416.74)	-74.42%
0100.0000.320.00.000.1	Prof Educ Svcs	\$239,271.00	\$9,402.18	\$173,283.72	\$65,987.28	\$96,565.96	(\$30,578.68)	-12.78%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$0.00	\$12,005.26	\$22,476.74	\$2,287.80	\$20,188.94	58.55%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$153,343.00	\$149.04	\$173,700.03	(\$20,357.03)	\$18,345.16	(\$38,702.19)	-25.24%
0100.0000.350.00.000.1	Tech Services	\$502,876.00	\$18,982.85	\$453,195.23	\$49,680.77	\$71,254.83	(\$21,574.06)	-4.29%
0100.0000.360.00.000.1	Parent Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.410.00.000.1	Sewer/Water	\$34,762.00	\$0.00	\$34,762.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,080.00	\$6,035.20	\$61,823.90	\$73,256.10	\$38,529.12	\$34,726.98	25.71%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$259,450.00	\$9,300.06	\$99,798.19	\$159,651.81	\$63,146.57	\$96,505.24	37.20%
0100.0000.440.00.000.1	Rentals	\$165,256.00	\$13,096.14	\$144,144.51	\$21,111.49	\$37,415.04	(\$16,303.55)	-9.87%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,862,041.00	\$0.00	\$1,807,391.26	\$1,054,649.74	\$924,842.66	\$129,807.08	4.54%
0100.0000.520.00.000.1	Property/Liability Insurance	\$202,427.10	\$0.00	\$196,083.51	\$6,343.59	\$0.00	\$6,343.59	3.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$57,905.00	\$5,007.54	\$53,225.51	\$4,679.49	\$7,826.76	(\$3,147.27)	-5.44%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$1,648.00	\$15,378.47	\$2,621.53	\$0.00	\$2,621.53	14.56%
0100.0000.550.00.000.1	Printing and Binding	\$18,405.00	\$1,704.82	\$10,824.13	\$7,580.87	\$3,110.67	\$4,470.20	24.29%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,163,282.00	\$288,606.35	\$1,814,367.70	\$348,914.30	\$220,698.81	\$128,215.49	5.93%
0100.0000.580.00.000.1	Travel and Conference	\$33,942.00	\$1,658.23	\$47,536.59	(\$13,594.59)	\$9,598.69	(\$23,193.28)	-68.33%
0100.0000.590.00.000.1	Public Officers & State Troope	\$92,994.00	\$0.00	\$43,840.13	\$49,153.87	\$3,361.81	\$45,792.06	49.24%
0100.0000.600.00.000.1	General Supplies	\$191,452.00	\$56,931.47	\$119,339.64	\$72,112.36	\$48,080.44	\$24,031.92	12.55%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$367,242.00	\$19,504.09	\$254,614.90	\$112,627.10	\$74,443.68	\$38,183.42	10.40%
0100.0000.620.00.000.1	Energy	\$1,621,810.00	\$9,536.97	\$1,542,862.04	\$78,947.96	\$76,213.96	\$2,734.00	0.17%
0100.0000.640.00.000.1	Textbooks	\$127,861.70	\$3,540.83	\$76,746.94	\$51,114.76	\$64,450.35	(\$13,335.59)	-10.43%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$81,677.72	\$99.00	\$53,490.10	\$28,187.62	\$200.00	\$27,987.62	34.27%
0100.0000.690.00.000.1	Misc Supplies	\$55,286.00	\$5,327.18	\$23,561.61	\$31,724.39	\$6,762.76	\$24,961.63	45.15%
0100.0000.730.00.000.1	Equip Instruct - New	\$150,208.00	\$4,277.12	\$93,328.89	\$56,879.11	\$8,690.20	\$48,188.91	32.08%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,590.00	\$0.00	\$0.00	\$1,590.00	\$0.00	\$1,590.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,929.00	\$68.49	\$53,435.32	(\$506.32)	\$1,014.75	(\$1,521.07)	-2.87%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.960.00.000.1	Community Conversations Award	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Grand Total:		\$39,975,605.39	\$2,790,335.90	\$33,243,328.93	\$6,732,276.46	\$5,504,507.43	\$1,227,769.03	3.07%

End of Report

Agenda Item #H.3
SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Budget Update

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

FOR BOE MEETING: June 10, 2020

ITEM SUMMARY:

Please see the attached **2020-6-5 Phase III Updated to 6.1** document. Figures are updated utilizing information available on 6/1. The report constitutes the sixth report of a series to aid the Board of Education in financial and resource planning for the end of the 2019-2020 fiscal year. It also serves to provide assistance with the expanded budget timeline due to the COVID-19 pandemic and associated executive orders.

Prior Updates

2020-4-29 Phase I document

2020-5-6 Mid-Phase Update (I to II)

2020-5-13 Phase II Update

2020-5-21 Joint TC – BOE meeting Phase III 5/20 update

2020-5-27 Phase III Budget Recommendations

The documents illustrate the impact of the potential Town Council reductions on the BOE budget, and update numbers through four basic end of year budget considerations: 1) Expenditures from FY20 remaining funds that can help mitigate FY21 budget impacts (as well as advantages and disadvantages of such actions), 2) Educational Reserve Fund requests, 3) End of Year expenditures to address needs and challenges but that do not mitigate the FY21 budget, and 4) Roll over of funds to the town. This is done through recommendations of action for the board. The Phase III document attached tonight provides updated recommendations based on this information through 6/1, and the review of the FFC committee on 5/20/2020.

FINANCIAL SUMMARY:

Please see the attached: 2020-6-5 Phase III Updated to 6.1

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review and if possible commitment recommendations. Recommendation 4 already accepted. Recommendation 5 is new (making the town roll over item Recommendation #6).

SUPPORTING MATERIALS ATTACHED:

2020-6-5 Phase III Updated to 6.1

TO: BOE/TC

FROM: W.Willett

DATE: 6/10/2020 BOE Update (with information available 6/1)

RE: Phase III Updated to 6/1*

SECTION I: Impact of reductions on BOE budget

TABLE 1: Impact of TC potential budget reduction to BOE budget

CONSIDERATION	Budget Figure	Description/Information
Estimated budget target for reduction from TC in meeting 5/12/2020 (and prior) for the FY21 budget	\$539,000	This represents 77% of the total reduction estimated at \$1,000,000.
Budget target for reduction from TC adjusted (5.13.2020)	\$518,118	Adjusted based on information from TM on 5/13/2020. Actual Town budget figure is \$972,881 minus \$300,000 of fund balance use is \$672,881 target – 77 % (BOE share) is \$518,118.
BOEB Adopted Budget 2.12.2020	\$614,803	Represents 1.54% budget adopted by the BOE.
BOEB Budget after TC reduction	\$96,685	Represents 0.24% BOE budget to reach TC budget objective
BOEB Budget after TC reduction If capital budget reductions are applied* 1. THS VCT tile replacements -\$10,000 2. TIS Sidewalk connection -\$35,000 T.M. states this would then lower the amount BOE must incur for reductions	\$141,685 (\$518,118 - \$45,000)	Represents 0.35% budget to reach TC budget objective with capital budget reductions applied.
Total BOE Reduction needed	\$518,118 - \$45,000 (capital reductions) = \$473,118	This represents the amount he BOE would need to reduce to meet the 0.35% budget .

SECTION II: RECOMMENDATIONS

BASE: 6/1/2020 Budget Remaining: \$1,227,769 (6/1/2020)*

*Figures subject to change

Understanding that this figure can fluctuate as we approach the end of the fiscal year, the following recommendations are made in priority order to be adjusted based on funds available. These recommendations take into account the sentiments of BOE and FFC membership to this point in time.

Recommendation #1

Make the following End of Year acquisitions to mitigate FY21 impacts.

EOY EXPENDITURE RECOMMENDATION ITEM	Amount
UBD	\$10,000.00
BGP RAZ	\$5,000.00
Rekenreks	\$3,000.00
Newsela	\$12,325.00
Literacy How	\$60,000.00
Literacy How Special Education	\$144,000.00
DBI With Dr. David Kearns	\$45,000.00
Wit and Wisdom	\$5,302.81
Custodials Supplies	\$15,000.00
Airex Filters	\$12,000.00
TMS Gym Floor refinish	\$5,500.00
THS Gym Floor Refinish(4,500 main, 2,000 mini gym)	\$6,500.00
TMS Fire Tank Inspection	\$5,500.00
Dyna Math	\$6,132.00
Promethian Interactive Displays	\$30,000.00
SSD & RAM	\$12,317.00
APC Batteries	\$2,000.00
Special Education Audiological Supplies 735	\$7,770.00
Autism Consulting	\$75,000.00

A TOTAL: \$462,346.81

Recommendation #2

Deposit \$10,771.19 into district medical account as a May/June deposit.

B TOTAL: \$10,771.19

A + B TOTALS PART 1: \$473,118.00

Advantages:

- 1) Reaches the figure needed without staff reductions
- 2) Reaches the figure needed without union concessions

Disadvantages:

Budget next year (FY22) will need to put back:

What budget would need to restore next year	
Litearcy How	\$75,000.00
BGP RAZ	\$5,000.00
Rekenreks	\$3,000.00
Newsela	\$12,325.00
Wit and Wisdom	\$5,302.81
Custodials Supplies	\$15,000.00
Airex Filters	\$12,000.00
TMS Fire Tank Inspection	\$5,500.00
Dyna Math	\$6,132.00
Autism consulting	\$75,000.00
Special Education Audiological Supplies 735	\$7,770.00
TOTAL	\$222,029.81

Impact on FY22 budget of these mitigations for FY21: **\$222,029.81**

Recommendation #3

Request transfer of funds in accordance with Ordinance 86 Chapter 8 into the Educational Reserve Fund (for use in mitigating future Special Education, Technology, Capital needs): **\$399,756.00**

These funds are important to help manage potential impacts of COVID-19 on special education, technology, and capital considerations.

Recommendation #4 (as approved 5/27)

Acquire the following resources out of EOY savings (not these *do not* mitigate FY21 impacts but serve a purpose).

- A) Curriculum Writing: **\$17,400.00***
 - a. Important curriculum adjustments that include adjustments for COVID impacts.
- B) Central Office Conference Room to avoid code violations and to allow for social distancing: **\$7,000.00**
 - a. Important to avoid occupancy/code issues for big meetings and to effectively manage operations and adhere to social distancing requirements.
- C) Clorox 360 Cleaning systems (2): **\$13,000.00**

- a. Important to provide the district the capacity to clean rooms effectively and with expedience, which may be required by the state each twenty-four-hour period or more.

D) Carousel or Teleserv Phone Upgrade: **\$38,000.00**

- a. Important for operations as cannot add new lines (including approx. 20 at BGP) without the upgrade. Also important for safety and security.

E) Chromebooks for 1T1 and support of COVID related impacts

- a. This done through the CARES ACT funds (upon confirmation of funds)

*Curriculum number may fluctuate up or down by about \$1,500 based on actual work hours of teams.

TOTAL: **\$75,400.00**

Recommendation #5

Expanded use of Edgenuity software:

Edgenuity is a leading provider of K-12 online learning solutions, partnering with schools and districts throughout the country. Resource offers core curriculum, credit recovery, intervention, and supplemental instruction. There will be an increased need for this resource. It has been utilized within the district in the past in certain circumstances for students who could not get a course in a different way. The COVID-19 crisis can result in increased needs that will make an investment in this resource prudent for the coming year.

TOTAL: **\$6,000 to \$25,000 (utilizing higher figure)**

Recommendation #6:

Recommendations 1 – 5 TOTAL:	\$984,045
Roll over of remaining budget to the Town*:	\$243,724*

*As noted above, figure can change as final FY20 figures are ascertained. This number will likely be lower.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Recognition – Todd Zenczak

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

FOR BOE MEETING: June 10, 2020

ITEM SUMMARY:

Our Athletic Supervisor, Todd Zenczak, has received the honor of being selected to receive the Patsy Lemley Kamercia Outstanding New Athletic Administrator Award. This award recognizes new athletic administrators that have made a positive contribution to the interscholastic athletics at the local, league, and state level.

The Tolland Public Schools recognize Mr. Zenczak and his achievement.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Recognition of the achievement / award

SUPPORTING MATERIALS ATTACHED:

CAAD Recognition Letter



CONNECTICUT ASSOCIATION OF ATHLETIC DIRECTORS, INC.

30 REALTY DRIVE • CHESHIRE, CONNECTICUT 06410 • (203) 250-1111 • FAX (203) 250-1345

www.caadinc.org

February 19, 2020

Todd Zenczak
Athletic Director
Tolland High School
1 Eagle Hill Drive
Tolland, CT 06084

Todd:

On behalf of the Connecticut Association of Athletic Directors, please accept my sincerest congratulations on being selected to receive the Patsy Lemley Kamercia Outstanding New Athletic Administrator Award. This award recognizes a "new" athletic administrator who has made positive contributions to interscholastic athletics at the local, league and/or state levels. The award is named in honor of Patsy Lemley Kamercia, who served as the athletic director at Haddam-Killingworth High School from 1975 to 1985 and was CAAD's first female president. Patsy passed away in November of 2017 after a courageous battle with cancer and the CAAD Executive Board approved naming this award in her honor.

The Outstanding New Athletic Administrator Award will be presented at the luncheon meeting at the CAAD Conference on Thursday, March 26, 2020 at 12:00 p.m. at the Sheraton Hartford South Hotel and Conference Center in Rocky Hill. Since this award is presented at the CAAD luncheon meeting and only CAAD members will be in attendance, please note that photos will be taken and we will forward photos to the administration at your school and copy you as well.

Once again, congratulations on being named to receive this award. I look forward to seeing you at the CAAD Conference in March.

Sincerely,

David L. Johnson, Chairman
CAAD Awards Committee

cc: Matthew Perachi, President, CAAD
Fred Balsamo, Executive Director, CAAD
Dominique Fox, Principal



SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: CABE Award Recognition

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

FOR BOE MEETING: June 10, 2020

ITEM SUMMARY:

CABE Student Leadership Award Winners 2019-2020

Anna Klinowski. Anna is a quiet leader among her peers. She goes above and beyond in the classroom always demonstrating exemplary work. Anna quickly steps in to assist another student with their class work and does this in a kind and caring way. Anna is polite, respectful and always excited to learn. She is an enthusiastic learner and always eager for a new project. Anna is kind, caring and polite at all times. She is respectful to her teachers and her peers at all times. Anna demonstrates our SOAR core values in all aspects.

Josh Reid. Josh is a future leader, he demonstrated his leadership skills at a recent leadership conference he attended by demonstrating his willingness to work successfully with students from other schools. His willingness to follow the rules exceeds teacher's expectations. Josh is a caring, helpful student with a big smile and an abundance of enthusiasm that is contagious. He has a quiet confidence that allows him to step up and assist others when he sees they need help. He is certainly a peer that students know they can count on. Josh demonstrates our SOAR core values in all aspects.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Recognition of these exemplary students

SUPPORTING MATERIALS ATTACHED:

None

**TOLLAND TOWN COUNCIL &
BOARD OF EDUCATION
JOINT MEETING**

ZOOM REMOTE MEETING

May 21, 2020, 7:00 P.M.

SPECIAL MEETING

TOWN COUNCIL MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Brenda Falusi, Lou Luba, John Reagan, Kurt Schenher, Cassandra York

TOWN COUNCIL MEMBERS ABSENT: none

BOARD OF EDUCATION MEMBERS PRESENT: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, Dana Philbin

BOARD OF EDUCATION MEMBERS ABSENT: Tony Holt, Secretary

STAFF PRESENT: Michael Rosen, Town Manager; Dr. Walter Willett, Superintendent

1. **Call to Order:** Ms. Nuccio called the meeting to order at 7:03 p.m.
2. **Discussion on FY 20-21 Board of Education Budget**
Ms. Nuccio provided background information. This evening she would like the discussion to be about the Board's budget.
The Town Manager's budget recommendation is complete. The Council will take the Town Manager's budget recommendation, information from this meeting, and input from other departments into consideration for the full budget review.

Ms. Nuccio explained that this year the Town Council has the final decision in regard to the budget. While the majority of the Council believed they could find a way to safely hold a referendum, the Governor has taken away this option. Ms. Nuccio noted that the Council will not make any commitments this evening.

The following is the schedule of meetings:

- June 2, 2020 Public Hearing of the Town Manager's Recommended Budget
- June 8, 2020 Council Discussion – Budget Finalized
- June 17, 2020 Budget Presentation
- June 25, 2020 Council Adopts Budget and Sets Mill Rate

Ms. Lundgren thanked the Council for agreeing to meet to discuss the Board's budget concerns. They want to work with the Board for the best outcome for the students and the community. They are looking to provide a quality education for students without cuts to staff and programs and are looking to create a plan where they use cost mitigation measures to offset expenditures for next year. Last night the FFC met and reviewed the information. She asked Ms. Griffin and the other members of the FFC to present the information.

Ms. Griffin, Chair of the FFC, explained that they are working hard to figure out how to best serve the students and the community during the pandemic. She recognizes and respects the goal of a 0% tax increase for the town and believes they can get there without cutting staff or programs by using end of year

savings. She added that to keep services level for the following year they will need to look to sources of funding, including possible tax increases for 2021/22.

Ms. Griffin identified three items.

1. Dr. Willett anticipates there will be \$1.1M in end of year funds. The FFC supports moving the full 1% (\$399K) to the Education Reserve Fund (ERF). Would this be acceptable to the Council?
2. Could the Birch Grove phone system be pulled from the capital budget?
3. After transferring funds into the 1% ERF it is anticipated that there will still be additional end of year funds (estimated \$473K). Could there be an emergency COVID fund/mandate relief without restrictions? They would like the fund to be one that could be accessed for items they expect from the state that will need to be provided to the students. The fund would ensure money has been set aside for students to provide for their educational experience.

Ms. Griffin explained that the above items would not reduce any staff or programs. It keeps them where they would be with the approval of the 1.54% budget.

Topics for discussion:

- Ms. Philbin commented that Dr. Willett presented proposals to the FFC that she would like to discuss. She noted that over the last 48 hours there have been conference calls with the CDC in regard to schools and restrictions/requirements that may be in place and all should be aware of.
- Mr. Marie supports having the COVID fund so there is flexibility for guidelines that will be put out by the CDC. He supports the transfer to the 1% fund.
- Ms. Besaw commented that as the Board goes forward there may be changes in dollar allocation but the greatest ask is to have no restrictions on the funds that will be rolled over so they can cover unanticipated costs. The 1% is important as well.
- Ms. Moran commented that there is uncertainty going forward and the Board needs flexibility to react to items. Possible options include staggered schedules, smaller class sizes, staffing, and different bus runs. Safety and health are at the forefront for students and staff and includes not having students share supplies such as technology. The leaders need the flexibility and funds to address needs.
- Ms. Howard-Bender commented that she is pleased that they want to provide flexibility to the Superintendent and the schools. She is concerned about access to technology and the impact on family life.
- Ms. Plourd commented in regard to mandate relief. The FFC has kept the budget whole by providing everything for the students in a 1.54% budget by mitigating some of those costs this year with recovered funds that were not spent due to COVID. Ms. Plourd inquired about diesel fuel and if the cost was shared with the town. *Mr. Rosen explained that it is a shared cost but the lion's share is the schools' for the buses.* She would be interested to know if there is savings available here. Also, she noted that one of Dr. Willett's items was to move money to the ECHIP fund as an offset. She confirmed that ECHIP is a joint endeavor with the town. *Dr. Willett provided clarification that the district and the town contribute to the fund separately.* Ms. Plourd noted that at the last Board meeting she suggested having an ad hoc committee for reopening the schools and asked if a Town Council member could be on the committee so they could better understand what is coming from the state and as a town and community move forward to open the schools' doors.

Mr. Rosen provided further information on diesel fuel. There is a liquidation fee. Even for unused fuel, due to dormant buses, the vendor is charging for liquidation. A brief discussion took place. Mr. Rosen noted that they may be able to apply for FEMA reimbursement.

Dr. Willett presented and reviewed the memo entitled, "Preliminary Phase III Considerations" dated 05/21/2020.

- Section I, Impact of reductions on BOE budget
 - Table 1, Impact of TC potential reductions to BOE budget
- Section II, Options

Town Council questions

- Mr. Luba inquired about the Chromebooks' quantity and cost. *Dr. Willett responded they looking for 184 devices and expect to receive \$42-46K from the CARES Act.*
- Ms. York inquired if the last 4 items on page 3 were additions to the budget. *Dr. Willett explained that at end of year there are typically items a district would like to engage in if the opportunity arises given end of year funds. Curriculum writing is a good example of this and is highly recommended as are the Clorox units.*
- Ms. Falusi explained that the state is in the relief phase of the pandemic. She inquired about the breakfasts and lunches provided to those 18 years and younger which is being funded by FEMA. How long will meals be provided? *Dr. Willett will need to research this but believes the operation to provide meals to those 18 and younger in town is for so long as school is in session (regular school year).* Ms. Falusi inquired about the Birch Grove phone system and if the town and school will share the expense. In regard to the ERF, the last policy update indicated that the Board would not be able to ask for funds until the third quarter. Would that be too late if something is needed earlier in the year? *Dr. Willett responded that there are funds in the ERF that can be accessed immediately.* Ms. Falusi asked if a request could be made for the extra funds to go into the COVID fund rather than the 1% fund. *Ms. Griffin explained that they would like the transfer to go into the ERF because if all of the money is not used in the COVID fund then it would roll back to the town. Funds transferred into the ERF, if not used, would still be available to the Board in future years.* A brief discussion took place.
- Mr. Reagan inquired about mandates and if the Board has a sense of what they will be. Further, do we know what they are and if they will be funded or unfunded? *Dr. Willett explained that they do not yet know but believes some will include items in regard to buses such as seating and logistics, class sizes no greater than 10, and nightly classroom cleaning.*
- Ms. Nuccio inquired if the cleaning systems could be listed for FEMA reimbursement. *Mr. Rosen believes cleaning items may be reimbursable but cannot be sure at this time.* A brief discussion in regard to if the cleaning system would be able to be used long term in light of previous green cleaning mandates. Ms. Nuccio inquired about the expense for the change in the central office layout. *Dr. Willett explained the floor plan and the need to have a space where social distancing would be possible.*
- Ms. Moran inquired if the 2 Clorox cleaning systems would be sufficient for 4 schools. *Dr. Willett explained that the 2 units should be sufficient.* Ms. Moran inquired about the phone system. *Dr. Willett explained that the phone system needs to be upgraded for a number of reasons including the ability to add lines. Mr. Rosen added that while it was not originally slated for this budget, now is the right time for the upgrade.* Ms. Nuccio invited Mr. Andy Powell, Chair of the Technology Advisory Board, to speak in regard to the phones. Mr. Powell provided a background of the phone system and believes it is a capital item and is necessary. Ms. Moran commented that guidelines from the Governor's call and the CDC are guidelines and not mandates. These guidelines change often.
- Ms. Falusi requested insight on the impact of the past 2 months on the educational community and how reintegration will happen when students return to the classroom. *Dr. Willett is pleased with how well Tolland has responded over the past couple of months to the community's needs. While there has been an impact, it has been addressed as well as possible and the Tolland community has*

done a great job. He anticipates there will be lasting effects and noted that changes will need to be made to curriculum, how curriculum is delivered next year, schedules, and how students are supported with technology.

- Ms. Nuccio inquired about the programs in the budget listed for this year and that are listed in next year's budget as well. *Dr. Willett explained Literacy How (Literacy How and Literacy How for Special Education) and noted that this is not a one year program and provided information about other programs including Rekenreks and audiological supplies.*
- Ms. Nuccio discussed moving 2 non-recurring, non-operating expenses from the Board's budget to the Town side. Both are in regard to the Birch Grove project. About \$47K was set aside for Birch Grove related expenses such as moving. An additional \$50K was set aside for the security guard. *Dr. Willett explained that the plan is to have 2 SROs. They currently have 1 SRO and are using some of the funds set aside for the second SRO for the security guard. If those funds are moved (and the BOE budget is reduced) the district would not be able to hire a second SRO in the future or hire the security officer full time. Dr. Willett explained that the plan is to have 2 SRO positions. Ms. Nuccio inquired about funding from the state due to the requirement of having a security officer at Birch Grove if it is considered part of the permanent head count in the Board's budget. Mr. Rosen explained that they have written to the state requesting that this position be funded 100% because it is part of the portables project and are awaiting verification if this will happen. An audit of the portables project will be done next week and he expects to learn about the eligibility soon. Ms. Nuccio inquired that if it is reimbursable how the process would work since it is in the Board's operating budget and not part of the Birch Grove project. Mr. Rosen explained that this operating expense would somehow need to be tied to the Birch Grove project, a capital expense. Dr. Willett explained that the security guard would not have been needed if it was not for the Birch Grove project. It just so happened at the time when the second SRO resigned. The security guard is currently being paid as an operating expense. Ms. Nuccio explained that they would not remove the head count, only the expense of the security officer. Dr. Willett explained that the town transfers funds for the payment of SROs while the security officer is paid for by the Board. He expressed concern with reducing the number and impacting the SRO program. Ms. Nuccio noted that this item will be taken offline.*
- Ms. Nuccio spoke in regard to the \$47K and if it could be moved to the town side since it is Birch Grove related and not an operating expense. *Dr. Willett explained the funds just need to be available immediately and the timeline is very tight.*
- Ms. Falusi commented that she expects there will be an increase in enrollment and special education due to the pandemic. *Dr. Willett responded that he expects there will be additional need for SRBI/RTI and possibly special education which is why they would like to transfer funds to the ERF.*
- Ms. Moran inquired about Ms. Nuccio's comment that the item would be taken offline and if they are complying with proper procedure in communicating with the Board Chair. *Ms. Nuccio clarified that this was specifically in regard to Mr. Rosen and Ms. Hancock researching what is reimbursable. She does not believe the Board Chair is involved in this but will include her.*
- Ms. Nuccio asked Mr. Rosen about ECHIP. *Mr. Rosen explained that he does not believe the town side is planning on prefunding ECHIP. Dr. Willett provided a brief background in regard to prefunding by the Board.*

Ms. Nuccio addressed the 3 items presented by Ms. Griffin and the FFC.

1. In regard to the transfer of the 1% fund, she does not believe the Council has ever denied the request and does not see it being denied.
2. In regard to moving the Birch Grove phone system to the capital budget, Ms. Nuccio noted that this is something that can be discussed at a regular Town Council meeting. Mr. Rosen clarified that it is not currently in the capital plan of the Town Manager's Recommended Budget and thus the Council would need to make the change. He has spoken with Dr. Willett about using end of

year funds for this item. Mr. Rosen clarified that a capital asset must have a useful life of at least 8 years and cost of at least \$10K.

3. In regard to a COVID mandate relief fund, Ms. Nuccio is not opposed but has questions regarding the request that it not have any restrictions. Her concern with the latter is that when money is put in such a fund it is not typically used for operating expenses. She would like to know how they envision using the funds. *Ms. Griffin responded that they anticipate it to be used potentially for technology such as Chromebooks, PPE, and Plexiglas. While she does not anticipate it being used for teachers she would like the flexibility to have it available if paraprofessionals are needed to provide additional support for students in the fall. The focus is to ensure students' needs are met in the fall. The funds would not be for recurring expenses. Mr. Marie agreed that it would not be for salaried employees. Ms. Besaw agreed but wants to ensure they have the funds available if paraprofessionals need to be hired. They do not know what the state will require in regard to a number of items. Dr. Willett clarified that from a personnel standpoint they are not planning on adding more staff but adding hours. Ms. Philbin is in support of the fund and deferred to Dr. Willett and what he sees as the need. Dr. Willett explained that he sees some of the funds being used for deployment of existing resources and items such as PPE. Ms. Howard-Bender explained that the CDC guidance is ever changing and they do not know what will be needed. They need flexibility.*

A discussion continued.

- Ms. Falusi commented that with emergencies in the past they have requested FEMA reimbursement and asked how long it typically takes to receive funds. *Ms. Hancock responded that there is a lot of work involved in filing and it does take time. Ms. Falusi inquired what the response would be in the event of a second wave and if they are prepared to go back to virtual classrooms if necessary. Dr. Willett explained that he met with staff. They expect there to be waves of need coming and are planning for it.*
- Ms. Moran inquired where the CARES Act funds would end up. She expressed concern that if they end up in a new fund and are not used that they would roll back to the town when the funds are slated for education/COVID-related items. *Ms. Nuccio explained that the CARES Act funds are what Dr. Willett referenced using for the Chromebooks. The fund proposed by the FFC is for end of year funds. Ms. Hancock believes the CARES Act funds would go to the Board's educational grant fund.*
- Ms. Nuccio reviewed the budget schedule as noted above.

3. **Adjournment:**

Ms. Falusi motioned to adjourn the meeting at 9:10 P.M.

Mr. Jones seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Tammy Nuccio, Council Chair

**TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
May 26, 2020 – 7:00 P.M.**

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

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Mike Wilkinson, Director of Administrative Services ; Rob Miller, Director of Health, Eastern Highlands Health District (EHHD)

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:03 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** n/a
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)* - none

6. PUBLIC HEARING ITEMS

- 6.1 Consideration of a resolution to adopt an ordinance establishing a Commission on People with Disabilities.

Mr. Rosen read the item summary.

Mr. Jones moved to open the Public Hearing.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Discussion

- Mr. Rosen provided background information on this item.
- Ms. Nuccio read the Mission Statement.
- Ms. Deidre Goldsmith, 21 Marlboro Glade, expressed her support for the commission and support to participate in the commission.
- Ms. Susan Hughes, 777 Tolland Stage Road, thanked the Council for supporting this. There are a number of families in town that have been working to make something like this happen and she thinks this is going to be a really positive experience for everyone. It may be difficult at times but will result in a better Tolland. She thanked the Council for having this and supports it.

Mr. Jones moved to close the Public Hearing

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

A discussion took place.

Ms. Nuccio commented that she is happy to see that the overwhelming majority of citizens are in favor of this commission. The area she looked at was the "anything else for the commission to provide" area of the survey. This section had some great suggestions and areas

of potential need to consider. She looks forward to seeing the list of applicants for the commission. She thanked members of the community for coming forward and being advocates for their families, themselves, and the town. She added that we are all one town, one team, one vision.

Ms. Falusi asked about the budget for the commission. She assumes the commission will have needs and wants to ensure it has the tools needed to succeed. She would also like to ensure the wording is clear that family members of individuals with disabilities are allowed to be members of the commission. She added that it lists that members must be "electors" and explained that this excludes those who may have dual citizenship and cannot register to vote. She would like to know if "residents of Tolland" could be used rather than "electors". Lastly, she assumes the town has an ADA compliance officer and wants the commission to have a working relationship with that person.

Mr. Jones inquired who the staff member would be for the commission and the anticipated fiscal note.

A discussion took place regarding the wording of the document.

Mr. Rosen explained that members of the town's boards and commissions are registered voters in Tolland. There is a minority representation clause in CT – you have to have partisan politics when selecting members of a board or commission. In turn, "elector" is the proper terminology.

Mr. Rosen received information from the Town Clerk that the Charter states that commission members must be electors.

In regard to the budget, Ms. Nuccio explained that she does not believe the intent was to start with a budget. Not all boards and commissions have budgets. If there is a need it would need to be presented to the Council. Mr. Rosen confirmed that money has not been budgeted for this commission for next year. Administrative support, as is provided to all boards and commissions, such as making copies and posting agendas will be available. In regard to staffing, this is to be determined.

A discussion took place regarding adding something to include "family members of those with disabilities". Ms. Falusi commented that she believes it would be beneficial as siblings bring a different point of view. She expects there to be many applicants and to have a broad and inclusive membership they should allow siblings to be members. Ms. Nuccio asked for clarification if Ms. Falusi was referring those who are siblings or siblings who are involved with providing care. She would like those on the commission to be people who are interacting daily and actively participating in caretaking with the person with disabilities if they are unable to do it themselves. Ms. Falusi explained that a sibling may not be a full time caregiver but is part of the support system with a perspective that is beneficial.

Mr. Rosen explained that after the commission is established information will be communicated via the Tolland notification system and social media that the commission has been established and they are recruiting for the 7 vacancies. Applicants may apply via e-mail (vacancies@tolland.org) or can call the Town Manager's office (860.871.3600). Mr. Luba and Mr. Jones will interview qualified applicants and narrow it down to 7 recommendations. The Council will then act upon those 7 recommendations.

A discussion regarding the wording took place. Mr. Luba noted that the resolution states, "to the fullest extent possible" so someone may meet the criteria which are not specifically

enumerated. Mr. Schenher would like to add "immediate family members" if possible. Mr. Jones recommended adding, "to the fullest extent possible the commission shall be made up of a majority of members who are persons with disabilities or who regularly work with, provide services, and/or interact with persons with disabilities." Thus, family members who are electors of the town could be considered.

Mr. Jones motioned to amend the language of the resolution to, "to the fullest extent possible the commission shall be made up of a majority of members who are persons with disabilities or who regularly work with, provide services, and/or interact with persons with disabilities".

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Mr. Jones motioned to accept the following resolution as amended:

BE IT RESOLVED, by the Tolland Town Council that it hereby establishes a Commission on People with Disabilities and hereby approves the following:

The goal of the Commission on People with Disabilities ("The Commission") is to provide information, education, and advocacy for the entire community by embracing the contribution of its citizens with disabilities, and to create a more inclusive Tolland. The Commission will research and advise Town Council on issues relevant to our citizens with disabilities.

The Commission will be a seven (7) member commission. Such members shall be electors of the Town, and not more than five (5) members shall belong to the same political party. To the fullest extent possible, the Commission shall be made up of a majority of members who are persons with disabilities, or who regularly work with or provide services to persons with disabilities. Members shall be appointed by the Town Council for terms of up to three years; two members with a one-year term; two members with a two-year term; three members with a three-year term. After the initial appointments, all future appointments shall be for three-year terms, or until their successor shall be appointed by the Town Council.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously as amended.

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

- Census Complete Count Committee – Ms. Falusi provided an update.
- Sustainable CT – Ms. Falusi noted this item will be addressed later in the meeting.
- Birch Grove Building Committee – Ms. Murray read the following prepared statement:
I am Katie Murray, Chair of the Birch Grove Building Committee. As volunteer Chair of this project, I have dedicated hundreds of hours of my time toward facilitating, on behalf of the Town of Tolland, the project with the Project Team professionals and the State of Connecticut. I am happy to report that the Project Team and the State have been amazing to work with, and together, we have built a strong and knowledgeable team to meet the needs of the Birch Grove Primary School project.

This project was deemed an emergency by the State of CT, and was fast-tracked due to the extenuating circumstances. Fast tracking this project was in the best interest of the Town of Tolland, and while the timeframe of this project has, at times, added a layer of complexity and frustration, we had nowhere to house our students for the 2019-2020 and 2020-2021 academic years, so time is of the essence.

In the normal progression of a project, the total cost would have been commissioned based on long-term planning and 6-9 months of design work. The Building Committee would have reviewed plans and recommended a total project cost to go to referendum based on the actual design of the project. To give perspective, in a "normal" project timeline, the Building Committee would have made a recommendation to Town Council in January this year, and the cost we would have arrived at would have been between \$48M and \$49M. We did not have time to go through a normal process; this project is essentially a design-build.

Our Project Team, including JCJ Architecture, D'Amato Construction, CAP, and the State of Connecticut, have been dedicated to designing and building a project which meets the needs of the Town of Tolland. We are required to comply with the State of Connecticut's Standards and Guidelines for School Construction, which "provide consistent, clear information for [Towns] and ... establish a uniform level of quality and cost for all of Connecticut's public school buildings. They are the culmination of standards, "best practices," accepted procedures, statutory and regulatory requirements, and the experience of experts and authorities across the United States."

Every element in developing this facility has been designed or decided upon based on three priorities: Education Specifications - these were defined by the Superintendent and Board of Education. "A fundamental tenet of educational facility planning is that school buildings must respond to the educational program." The State requires that Towns design "instructional spaces to be flexible and adaptable [so that we] are better able to accommodate future educational program delivery models." Reimbursability - priority #2 is to maximize the reimbursement rate for this project. When the Legislation passed in July 2019 awarding Tolland an 89% reimbursement rate, the financial burden of this project further moved off the property tax payers in Town. The Project Team, the Building Committee, and I'm sure all Tolland residents want to maximize this reimbursement rate to get the best value possible for the lowest price tag.

Best decision for the Town - the Birch Grove facility meets community needs outside of the school day. The playground is often used by children while their siblings are playing sports on the adjacent fields; the interior space is used for town recreation, to house Scouts, knitting club, and other community activities. Furthermore, the project can assume some costs that the town would have to otherwise pay in the future - and by incorporating these items into the project, are eligible for the 89% reimbursement, directly saving the Town money we would otherwise have to pay to maintain this facility. I am sure our Town Manager and Superintendent can speak in great detail about these cost savings.

The Project Team has met the challenge of time constraints with an open mind and a lot of flexibility. The three priorities were considered with every decision, and we were all hoping that the bid packages would come back within the \$46M project budget. That is not what happened, however. The project cost brought to the Building Committee last week was almost \$48.5M. The Building Committee has asked for further reductions, even though Value Engineering - or cost savings reductions - have been extensive and ongoing since January.

Honestly, there is not a lot left to cut on this project, but the Team is going through the plans again. Creative, out-of-the box thinking has been applied, and all members of the Team are making contributions. I am holding onto hope that the Building Committee will be presented with cost saving options to bring the total project cost down to \$46M. However, in order to do that, some compromises are going to be made, and the trifecta of project priorities will not be maximized. As the Education Specifications are required, and maximizing reimbursability has already been incorporated, room for cuts exist in items which would have otherwise saved the Town money, either directly or indirectly. I am disappointed and frustrated to see the project move in this direction. I am further discontented to have to bring this news to you, as the body with fiscal responsibility for our Town.

Our Town has a one-time opportunity to rebuild this school with an unprecedented amount of State aid. We will never again be in this position, we will never again be offered an 89% reimbursement rate. It was my hope that we could use this reimbursement rate to not only deliver a quality of school we have come to expect in Tolland, but to also offset future capital expenditures.

It is regrettable that the lack of emphasis on long-term planning and the drive to look at the bottom line without any context or considerations outside of dollar signs is the position we are in. The Birch Grove Project will proceed, but not as the gem it should be, for the project will fall short of its potential of blending our schools more closely into our community. The opportunity to model smart fiscal decisions within our school system to actualize savings to our whole town will be lost.

A lot of time, effort, sweat and tears have gone into the Birch Grove Project to get us here. I come to you as the Building Committee Chair to report that I am committed to finding solutions, and am applying my time and effort to this end.

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Water Commission – Mr. Jones deferred to the minutes.
- Conservation Commission – Mr. Jones provided an update.
- Birch Grove Building Committee – Mr. Luba provided an update.
- Board of Education – Ms. Nuccio provided an update.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 COVID-19

Mr. Rosen explained he, Mr. Miller, and Chief Littell are still in regular communication and are currently discussing Phase I of the CT Reopens initiative (May 20, 2020). This covers items including retail, restaurants with outdoor seating, and museums. There are still limitations on capacity.

Mr. Rob Miller

- Implementation of the Governor's Phase I of Reopen CT initiative. This was codified with Executive Order 7PP in which the Governor details a number of business sectors and under what criteria they may open as well as details authorities for responding to complaints and enforcement.
 - The EHHD has set up protocols for receiving, processing, investigating, and following up on such complaints.
 - For the purposes of enforcement under Executive Order 7PP, local health has been designated as the authorized authority to respond to complaints for restaurants, barber shops, and hair dressers. For other sectors identified in the executive order the municipal chief executive officer has been authorized to assign a municipal delegate to enforce the rules. The businesses are required to complete a self-certification form and print and prominently display a badge. The system is set up in part to be self-regulating and response based.
 - The general business guidance has a dynamic list. The Department of Economic and Commercial Development has the discretion to add businesses to the list as it deems appropriate.
- EHHD is working with local municipal officials to help expedite proposals from restaurants to expand outdoor seating.
- MRC has been activated to enhance and support contact tracing capacity.
- Statewide testing strategy is a 3 phase process.
 - Phase I: expanding capacity for testing
 - Phase II: expand individuals eligible for testing
 - Phase III: includes blanket testing for students and staff in an effort to open college and university campuses; another component is to do something similar with schools

Ms. Nuccio inquired about plasma donation by those who have had COVID and in regard to Phase III the purpose of testing. Mr. Miller clarified that he is referring to diagnostic testing. The higher education subcommittee of Reopen CT put together a plan for diagnostic testing of all staff and students upon arrival on campus. The purpose is to have a baseline of who should be isolated as a preventive measure as well as a public health survey to learn additional information. Additionally, there will be additional rounds of testing as an active surveillance component. Mr. Miller will provide information on plasma donation as it is received.

Mr. Jones inquired where residents can go for antibody tests and about their effectiveness. Mr. Miller explained that the antibody test is used to determine if an individual has been exposed to COVID-19. Any primary care physician or licensed doctor may order the test.

Ms. Falusi asked Mr. Miller to explain what the MRC is and how people can sign up. Mr. Miller explained that the MRC (Medical Reserve Corps) is a national program under the US Public Health System. In CT local health departments in some regions have formally established MRC units. The EHHD has a unit. Units are comprised of individuals seeking to volunteer to support local public health response and local public health emergency response. Currently they have almost ninety fully vetted members and thirty in various stages of the vetting process. To apply, visit the state website and look for the link CT Response or www.ehhd.org and there is a link at the bottom of the homepage. Anyone with questions is welcome to call the main office at 860-429-3325.

Ms. Nuccio inquired what is being watched for in the next few weeks in regard to businesses opening. Mr. Miller explained that the primary metric being used is hospitalizations which continues to be on a solid thirty day decline. As long as the number continues to decline he expects the Governor and the Reopen CT taskforce to further relax social distancing rules. The next stated milestone date is June 20, 2020.

Mr. Rosen addressed the division of labor. Retail stores, museums, and other office buildings are under municipal jurisdiction. If people see social distancing problems or a lack of PPE they should let the municipal offices know. Mr. Rosen noted that the designee may be a member of the public safety or building inspector departments. He has had discussions with staff in both departments. It was noted that businesses did not have to open on May 20, 2020 and not everyone should report back to those businesses that do reopen. Currently, occupancy should not be more than 50% of the workforce. To file a complaint one may call 211 or visit the website to complete a complaint form.

Mr. Rosen noted that they have received communication regarding reopening playgrounds, gyms, the library, and tennis courts. Tennis courts have been reopened (6 of 9 courts). Playgrounds remain closed based on guidance from the state and Mr. Miller. Gyms are part of the June 20th phase. The library is also part of the June 20th phase. In regard to summer camps, a press release will go out soon.

Ms. Falusi asked if the town will have an opening committee to support local businesses. Mr. Rosen responded that there is not currently a plan for this. Through CROG he has learned that every community is doing it differently if they are doing it at all. The Council may decide on which way it would like to go. Ms. Nuccio commented that it can be brought up at the June 3rd EDC meeting. Ms. Falusi commented that as the representative for Central Region Tourism that she suggests that it be considered.

Ms. Falusi asked if there is certification or signage for Town Hall to alleviate concerns of residents. Mr. Miller responded that there is not a process for municipal buildings but a town hall building may go through the self-certification process and display a badge. Mr. Rosen added that they are discussing and addressing this. Plexiglas has been installed and hand sanitizer is available. They are still discussing the possibility of having single points of entry and exit. Mr. Miller noted that there is no obligation or deadline for towns to reopen to the public. It is at the towns' discretion. Towns may access Safe Workplace for Essential Businesses on the CDC website and the Sector Rules for Offices to assist in developing their reopening plans. Mr. Rosen noted that Town Hall is fully operating and functioning and has made accommodations by appointment as needed.

Ms. Falusi commented in regard to the senior center. Seniors can be segregated in the community and rely on the senior center. She inquired about health screenings and when can they start opening things in the senior center to help alleviate some of the social issues. Mr. Rosen explained that the senior center is looking for guidance on reopening. There is a great deal of concern about opening the center given that many are part of the most vulnerable part of the population including some of the staff. A further discussion about the possibility of creating cohort groups and the advantages and disadvantages took place.

Mr. Jones asked how town staff is doing with the rotational work from home status. Mr. Rosen responded that it seems to be a popular and beneficial program. They appreciate the opportunity to properly social distance, be productive, and earn their paychecks. They are doing good work from home and he signs off on a weekly basis with each employee who is utilizing the program. Some people work from home on alternating days while others do so on alternating weeks. The program is going well and he is comfortable continuing this program until it is safe to have everyone back.

Mr. Jones inquired about the status of the emergency declaration fund. In particular he would like to know the balance. Additionally, at the joint meeting with the BOE they discussed allocating sanitizing equipment and asked if this would be a viable use of the emergency declaration fund and if this is something the town offices or emergency operation center could use. Mr. Rosen believes the units would be eligible. Mr. Jones inquired of Mr. Miller if he knew about the efficacy of the units. Mr. Miller responded that there is a position by the CDC on the devices that are foggers and disperse disinfectant. The CDC's general guidance is that they are not necessarily effective or recommended. Conversely, there is electrostatic technology but he does not know as much about them. A discussion took place about various programs where funding may be available. Ms. Hancock noted that the emergency declaration fund is at \$38,610 (expended and encumbered).

8.2 Submission of the amended Town Manager's Recommended FY 20-21 Budget and consideration of a resolution to set the Budget Public Hearing thereon for June 2, 2020.

Mr. Rosen provided background information on this item and thanked all of the department heads, Town Manager's Office staff, and the Finance Department for their support to reach the 0% budget. He has worked with the Superintendent as well to help find how the district could use end of year funds to buy two capital projects and take them out of next year's budget and reduce it by \$45K. Mr. Rosen has amended the budget message and pages in the budget book have been revised.

Mr. Jones motioned:

MOTION that the following resolution be introduced and set down for a Public Hearing on June 2, 2020 at 7:00 p.m. via Zoom Remote Meeting:

BE IT RESOLVED, by the Tolland Town Council that it hereby sets down for Public Hearing on June 2, 2020 the amended Town Manager's Recommended FY 20-21 budget.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

- 8.3 Discussion on memo received from the Tolland Agriculture Commission in regards to lease revenues on 215 Hunter Road.

Mr. Rosen provided background information on this item.

A discussion took place and it was determined that action was not needed.

One benefit of keeping the money embedded within the property is that maintenance will be able to be addressed and improved without going to Council. Further, there is a significant increase in the proposal for the rental fee which the Chair of the Committee believes to be a fairer market value and can go into the fund to support further improvements to the property. A brief discussion regarding various funds took place.

- 8.4 Discussion on exploring the creation of a Flag Policy.

Mr. Rosen provided background information on this item.

He noted that historically the town has only flown the American flag and the POW flag. Four locations in town have the American flag and one location across the street from Town Hall has the POW flag. He understands the Council has been approached regarding flags other than the American and POW flags. Currently the DPW is responsible for raising and lowering flags. If Council approves a flag policy, how will it be determined if a requested flag is appropriate, will there be a length of time that flags may fly, and who will be responsible for such tracking as well as other items were recommended for discussion.

Ms. Nuccio explained that currently the town does not have a flag policy and the Council has been approached to fly other flags. There is a lot to discuss and this evening is to begin the conversation.

Mr. Jones provided another town's proposed guidelines and application and highlighted items. He will forward this to the Council members. He cited the policy of the State Capitol Police as another entity to research. He added that they should ask the opinion of Counsel as well.

Mr. Luba commented that it is important to have a flag policy. From a legal standpoint, when towns do this they have to be in compliance with the policy and any state laws. His biggest concern is that prevailing case law regarding the issue of flags and flying flags is by doing so the town will be creating a public forum. It has to be content neutral. Once a policy is created the flag pole is open to everyone. So long as the flag is flown people may express disapproval and it becomes an open forum for public comment where one cannot discriminate against what it stands for. Further, in regard to the town manager's office being involved, it should be an apolitical office. Anything other than the American flag, the CT flag, and the POW flag, which are all approved by the State of CT and the U.S. Flag Corps, should rest with the Town Council.

Mr. Reagan commented that he agrees with Mr. Luba. The town should not be in the business of supporting particular groups. There are many different flags and some are considered to be

controversial. He would support a flag policy that would only allow the American, state, and POW flags.

Ms. Falusi commented that there is an opportunity for the town to celebrate and embrace the diversity in town. She believes allowing a flag to be flown for a day to 2 weeks would help create some empathy, acknowledgment, and respect of everyone in town. She noted that the Green's flag post is part of a military monument and should only have related flags.

Mr. Schenher commented that the town should not fly any flags other than the American, state, or POW flags. Town offices and government properties are apolitical and he does not believe it is appropriate to fly other flags. The same flags that may cause empathy for some people may cause animosity for others. Neither town government nor elected officials should not be put such a position.

Ms. York commented that she is conflicted. She cited other towns and is not saying that other flags should be at town hall and that there should be further discussion. She will share information about other towns' policies with the Council members.

Mr. Rosen will research what other towns in the state have done. It is up to the Council to set policy and determine what it wants to put in the policy document.

Ms. Nuccio would like to see what other towns have in place just to get an idea. She understands both sides of the discussion. Town hall should not be politicized and should be where everyone is welcome and should feel comfortable but they should find a way to celebrate diversity and different groups. Further discussion is needed to determine if the town wants a flag policy and if so, what it looks like.

Ms. Falusi challenged that flying a flag would make people feel uncomfortable with going to Town Hall. They are supposed to be inclusive and non-discriminatory. Policies are in place and she would like to know what people mean by feeling uncomfortable. Ms. Nuccio commented that Town Hall should not be politicized. She explained if the Town Council votes on something, the majority vote is what Town Hall has to do and in turn it becomes politicized. Town Hall and its employees should not be politicized. Town Hall should be open to everyone. Mr. Luba addressed "uncomfortable" and explained that one flag may mean something completely different to two people and cited an example. A flag may be co-opted and people can see a completely different meaning than its intent. Mr. Jones cited safeguard information from another town's policy. Mr. Reagan commented that they do not know what flags may make some people uncomfortable and the town should not be in the business of supporting different groups. The crux is who will decide which flags are appropriate and are inappropriate. The flag policy should be only the American, state, and POW flags.

Mr. Schenher addressed the examples presented by Mr. Luba and Mr. Reagan. He noted that those examples were of flags flown on private property. This caused consternation and he can only imagine if the flags were flown on public property. How does one determine if a group is political or religious? How can one allow some flags and not others? He supports having only the American, state, and POW flags. It simplifies things for town staff, residents, and future town councils.

Mr. Luba explained that as an attorney he sees issues with not only creating a public forum but also by restricting against religious groups one is creating an establishment clause situation. He would like to see a legal assessment on this on a public forum basis. He supports inclusion but from a legal standpoint one can be looking at a possible lawsuit. Law books are replete with cases such as this

where people see it as a violation of their free speech and of the establishment clause once the public forum is created. There are other ways to support groups and be inclusive other than flying a flag.

Ms. York cited other towns where Pride flags have been flown. She also noted another article about where the flying of flags has caused controversy.

8.5 Discussion on exploring the creation of a Proclamation Policy.

Mr. Rosen provided background information on this item.

He noted the town does not have a proclamation policy and presented a list of historically when proclamations have been given out.

Ms. Nuccio requested a list of all proclamations since 2000 and assigned categories. In all, they have had approximately 225 proclamations that fall into the following categories: 100th birthday, awareness day/month, business recognition, citizens of the year, dedications, employee recognition, fair housing, military recognition, organization recognition, personal recognition, retirement, school-related, scout-related, and sports recognition. The 5 listed by the Town Manager are the ones standardly done. She explained that this is one area, since signed by the chair of the town council, she believes the town council should have control and a policy should be created. It is a prime place to recognize what people request to have recognized.

Mr. Jones commented that in some instances the town manager could do a personal citation. This could be done for a member of a commission etc. Mr. Rosen confirmed this would be a Letter of Recognition.

Mr. Schenher commented that this is where the political wing of the town can weigh in. The council would approve any proclamation it believes is an appropriate way to recognize organizations, events, and people. This is different than flying a flag and he would like to see it stay that way.

Mr. Luba agreed with Mr. Jones and Mr. Schenher. A letter of recognition is a way matters could be resolved. Four out of the five items where proclamations are traditionally issued are achievements and milestones. Anything beyond these 4 specific achievements can be presented for approval by the council.

Mr. Reagan commented that both a proclamation policy and letters of recognition provide flexibility and allow councils to recognize a wide assortment of groups and people. He is in support of such a policy.

Ms. Falusi is in support of a proclamation policy. They celebrate the experience of others, how they serve and grow in the community, and thus how the community grows as a whole. Many items on the Town Manager's list celebrate giving back to the community. In regard to the civic organizations she does not believe any one should be singled out. They should consider if an organization has a top level award as civic engagement. In regard to fair housing, she believes this is required by state statute. She would also like to see proclamations or recognitions for items such as safety week and EMS week.

Ms. York commented that she is in agreement with Mr. Luba, Mr. Schenher, and Mr. Jones in regard to the policy. Under civic minded groups she noted that Girl Scouts have a similar award level as Boy Scouts and would be a civic group that also contributes to the town. Ms. Nuccio noted that they are on the list and several members received proclamations in 2013.

Mr. Rosen commented that things have changed over time and it is not clear as to why the issuance of proclamations slows down or increases. The 5 items are some of the most recent ones but agrees that it should be opened up to all civic organizations. He added that the Council's agendas have item 4 so this could be where the Council discusses an upcoming request for proclamations. A mechanism for approving requests would need to be established and in the policy address letters of recognition. He recommended the latter for neutral items including milestones and appreciations. He would defer to the proclamation policy for anything that requires a council vote. It was noted that scouts are now "Scouting USA".

Mr. Rosen recommended developing a standard set for automatic approval, discussing how to utilize the agenda spot to discuss future proclamations (application form), and discuss which proclamations will be framed.

Ms. Nuccio commented that she would like to issue a proclamation for Pride Month. The next Council meeting is June 9, 2020. Mr. Luba recommended putting together the language, sending it to Mr. Rosen, and having him send it to the Council members for review. It can be discussed at the next meeting so it can be expeditiously addressed. Since there is not a policy in place, they do not have to abide by a policy requirement.

Mr. Jones noted that he forwarded an e-mail from a resident to Ms. Nuccio and Mr. Rosen regarding the state's formal proclamation for Pride Month as well as text from another town. Mr. Rosen will draft a Pride Day proclamation based on this information so the Council may address it at the June 9th meeting. He will then prepare it for signature.

- 8.6 Consideration of a resolution to approve a bid waiver for the purchase of #2 Heating Oil from Dime Oil for the period of July 1, 2021 – June 30, 2022 and Gasoline for the period of January 1, 2021 – December 31, 2021.

Mr. Rosen provided background on this item. The price will be the market value when they lock in.

Mr. Luba commented that if they go out to bid there is the possibility that fuel and gas prices may go up. Is there risk of the company saying there would be a different price range if they were to go out to bid? Mr. Wilkinson explained that if they were to go to bid it would not be until late fall at the earliest and generally prices are higher at that time. He recommended locking in now while prices are low and reviewed the bidding process.

Mr. Jones motioned to authorize the following resolution:

WHEREAS, the Town of Tolland has in the past purchased gasoline, diesel and #2 heating oil in conjunction with the Board of Education through the Capitol Region Purchasing Council and the next contract that Tolland has with Dime Oil for the purchase of #2 heating oil expires June 30, 2021. The current contract that Tolland has with Dime Oil for the purchase of gasoline expires December 31, 2020; and

WHEREAS, the Purchasing Council normally goes out to bid for gasoline and #2 heating oil in fall/spring which requires that we approximate the prices for budget purposes; and

WHEREAS, Dime Oil has offered the option to the Town and Board of Education of locking in at the current market rate plus any applicable adder/taxes at this time for the period of July 1, 2021 – June 30, 2022 for #2 heating oil; and current market rate plus any applicable adder/taxes at this time for the period of January 1, 2021 – December 31, 2021 for gasoline; and

NOW THEREFORE BE IT RESOLVED, that the requirements for bidding #2 heating oil and gasoline are hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Michael Rosen to execute an agreement with Dime Oil for the purchase of #2 heating oil for the period of July 1, 2021 – June 30, 2022 and gasoline for the period of January 1, 2021 – December 31, 2021.

Mr. Luba seconded the motion.

A roll call vote was taken. Motion passed unanimously.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS): none

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

- 10.1 Registering to vote and voting by absentee ballot during COVID-19 as requested by Town Council
Mr. Rosen presented the reports provided by the Town Clerk and the Registrars of Voters for this item.

Mr. Rosen received an update from Ms. Bellody and addressed the question posed earlier this evening regarding the visiting nurse service at the senior center. With COVID the service cannot be provided at this time. He added that there has been a change in the attitude of the health professionals over the years as to the benefits of continuing this service. Further, the tax program is run by AARP and has been put on hold.

11. ADOPTION OF MINUTES

- 11.1 May 12, 2020 Remote Special Meeting Minutes
11.2 May 12, 2020 Remote Regular Meeting Minutes

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

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

Sustainable CT Annual Report

- Mr. Rosen introduced the Sustainable CT Annual Report.
- Ms. Falusi reviewed the content and thanked everyone for their dedication to this program.

Annual Report on Status of Implementing Hazard Mitigation Plan

- Mr. Rosen reviewed this item and supporting documents.

Correspondence Received

- e-mail supporting using absentee voting whenever possible
- 2 e-mails regarding opening playgrounds
- e-mail supporting opening salons and barber shops
- a case study link for sidewalks and preservation of historical sidewalks

13. CHAIRPERSON'S REPORT

- June 4th, Chair Hour, 6:30 PM, Zoom

- May 28th, Birch Grove Building Committee meeting, the Committee is working with the State to identify where project costs can be reduced to keep the project at the approved budget of \$46M, from Ms. Nuccio's perspective it is imperative that they stay on budget and not ask the town to pay more than was already approved; she looks forward to the work they are continuing to do to identify savings and meet the goal
- May 27th, Board of Education meeting, 7:30 PM, Zoom
- Reminder: Tax Deferment Program availability, contact Town Hall for an application, deadline is July 1st
- June 2nd, Public Hearing on Manager's Recommended Budget
- June 8th, Council Discussion – Budget Finalized; the Governor has taken away the vote and the Council will decide on next year's budget
- May is Mental Health Awareness Month – if someone is struggling they can reach out to 1-800-273 TALK (8255) to be connected to a trained counselor or visit <https://www.bethe1to.com/> to learn how to help someone who may be struggling. In an upcoming meeting the Council will discuss having a task force to focus on substance use and mental health. Ms. Nuccio encouraged those in need to contact their insurance companies for assistance and if this not an option to reach out to Human Services at Town Hall

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Mr. Luba elaborated on the letters from local businesses and issues they have been having. Over the past week and a half he has received calls from local business people who are asking if there is anything the town can do and stressing that the restrictions are adversely affecting them. Mr. Luba explained that they are very sympathetic but there is little they can do due to the executive orders. He hopes the Governor will reconsider and expedite opening businesses in a safe way. Although there is a health aspect to the crisis, there is another aspect that is being overlooked. Ms. Nuccio noted that she has spoken with several people as well.
- Mr. Jones asked Mr. Rosen if there is a policy in place in regard to the banner that is hanging in front of Town Hall and how it may or may not align with the flag policy. Mr. Rosen responded that the Graduation 2020 banner is only due to the COVID situation. Traditionally banners are held in the high school. Banners are not utilized frequently and are handled by the DPW. Mr. Jones inquired if the banner location would be a neutral ground and could be utilized by groups as an alternative spot and perhaps be a compromise. In regard to the final number of the Birch Grove Project, if they had to consider bonding would it fall under a referendum? Mr. Rosen responded that he and Ms. Hancock have spoken with the bond attorney to review some scenarios. Formally they are not over \$46M. Assuming that it is and the Council decides to move forward and raise the ceiling of the \$46M project, the bond attorney has presented options. There are multiple funding sources that could be used including debt. Currently one of the executive orders has made the referendum impermissible and it would fall back to the Council to make the decision. A discussion regarding fees related to bonding and the various possibilities took place.
- Ms. Falusi asked Mr. Rosen for his perspective on cost savings in regard to the Birch Grove project. If there are items that can put on the project which the town is paying eleven cents on the dollar for now, wouldn't that save a lot of money for the town as opposed to paying full price later? Mr. Rosen responded that he has spoken with the Chair of the Birch Grove Building Committee and the staff liaison Ms. Bellody. In his opinion he believes the Committee is working to get the GMP to the lowest possible number and he would want to weigh in and do the math on any overage. He is comfortable working through the finances once the Committee finalizes the GMP. Mr. Rosen added that the Superintendent is looking at it through this lens as well. He added that if the Committee sees where it would be favorable to pay 11% rather than 100% that it will be addressed at future Council meetings. Ms. Falusi expressed concern that the Committee would cut items from the project and not bring them to the Council. Mr. Rosen explained that it is in the Council's jurisdiction to decide if the project exceeds the \$46M. If the project exceeds \$46M the Committee will present a

menu of options to the Council. Mr. Luba, the Town Council liaison, explained that anything over and above \$46M then it goes to the Town Council. If the Committee brings it below the \$46M it is the Committee's decision. The Committee was appointed by the Town Council and given that authority inside the charter. Ms. Falusi commented that she is worried that the Committee will cut everything to under \$46M and they will lose the opportunity to save taxpayer money over the next few years.

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

Nicole Kowal, 120 Kate Lane, thanked the Council for bringing up the e-mail regarding the flag for Pride. While she appreciates conversations are happening she is hoping to continue the conversation. It is important especially this year. With COVID all pride in person events have been cancelled and she is leading the statewide virtual pride event. A lot of towns are doing proclamations and this is meaningful. She appreciates the conversation.

16. ADJOURNMENT

Mr. Jones motioned to adjourn the meeting at 10:51 p.m.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk

TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
June 2, 2020 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Brenda Falusi, Lou Luba, Kurt Schenher, Cassandra York; John Reagan (arrived at 7:47 P.M.)

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Bev Bellody, Director, Human Services; Lisa Hancock, Director, Finance & Records; Michael Wilkinson, Director of Administrative Services; Heidi Samokar, Director of Planning & Development; John Littell, Fire Chief/Director of Public Safety; Jim Paquin, Building Official; Scott Lappen, Director, Public Works; Chris Jordan, Assistant Finance Director; Trooper Kevin Eklund; Dr. Walter Willett, Superintendent; Bruce Watt, Director, Recreation; Jason Lawrence, Assessor

1. Call to Order
Ms. Nuccio called the meeting to order at 7:03 P.M.

2. **PUBLIC HEARING ITEM:**
Mr. Rosen read the information listed in item 2.1 into the record.
 - 2.1 2020-2021 Budget Proposed by the Town Manager

Town Government	\$12,357,640
Capital Improvement Reserve Fund	\$ 92,567
Board of Education	\$40,117,290
Debt Service	<u>\$ 4,600,000</u>

Total Proposed Budget	\$57,167,497
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Mr. Rosen provided an overview of this item and reviewed the following:
Town of Tolland, FY 2020-2021 Budget Presentation,
By Town Manager, Michael Rosen; June 2, 2020

- Balanced Budget, Revenues and Expenditures
- Revenue: 3 year comparison
- Trends in General Fund Revenue Sources
- 2020/2021 Revenue \$57,167,497
- Expenditures: 3 year comparison
- 2020/2021 Expenditure \$57,167,497
- General Fund Budget Summary
- Percentages Changes of Mill Rates and Expenditures
 - Factors that Drive Mill Rate Growth
- Fund Balance
 - Potential Use of Fund Balance
- Capital Budget
 - Types of Funding
 - FY 20-21: Significant Capital Projects Funded by the General Fund
 - FY 20-21: Significant Capital Projects Funded by Other Sources
 - Past 5 Year General Fund Capital Contributions
 - FY 20-21: Capital Plan by Program Area
- Tolland Debt Management Plan Schedule 2020-2021 through 2024-2025

- Summary
- Remaining Budget Calendar
 - June 8, Town Council votes to finalize the budget for presentation
 - June 17, Annual Budget Presentation
 - June 25, Town Council adopts the budget and sets the mill rate for FY20-21

3. Public Participation - none

4. Adjournment

Mr. Jones motioned to adjourn the meeting at 7:49 P.M.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk