

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

VISION STATEMENT

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

BOE GOALS

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

REGULAR MEETING

7:00 PM

AGENDA
May 12, 2021

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>
Meeting ID: 863 5844 1213
Passcode: 5FgfFH

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

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- April 28, 2021

D. PUBLIC PARTICIPATION (2-minute limit)

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

E. CORRESPONDENCE

F. POINTS OF INFORMATION

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

H. SUPERINTENDENT'S REPORT

- H.1 Monthly Financial Report
- H.2 Pathways Presentation (no attachment)
- H.3 COVID Update (no attachment)
- H.4 Update on Superintendent Evaluation Timeline (no attachment)

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. PROPOSED FOR EXECUTIVE SESSION: Discussion concerning strategy with respect to a pending CIRMA claim involving a claimed loss at the following property: The Birch Grove Primary School

L. BOARD ACTION

- a. Proposed action concerning the pending CIRMA claim involving a claimed loss at the Birch Grove Primary School

M. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

N. POINTS OF INFORMATION

- 2021-04-19 Annual Budget Presentation Meeting Minutes
- 2021-04-27 Regular Meeting Minutes

O. FUTURE

P. NEW BUSINESS

Q. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

ZOOM Meeting

REGULAR MEETING – April 28, 2021

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

Members Absent: Tony Holt

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:07 PM. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA

Mr. Renduchintala motioned to add item H.3, Superintendent Evaluation to this evening's agenda.

Mr. Marie seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- April 14, 2021

Ms. Plourd motioned to approve the April 14th meeting minutes.

Mr. Marie seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION - none

E. CORRESPONDENCE

- E-mail asking if a new permanent Board Secretary will be appointed.
- E-mail asking that students return to full day, in-person learning 5 days/week. The author also asked for a remote learning team to be put in place for students who stay remote.

F. POINTS OF INFORMATION

- Mr. Marie commented that he understands the concern of the author of the e-mail regarding the remote learning team. Mr. Marie believes that the district has made good strides in this direction and he will continue to advocate for more in-person learning. He believes more progress will be made as the vaccine rollout continues.
- Ms. Plourd commented that she received an e-mail about masks and outdoor use.

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

- NGSS Testing – held on Tuesday; Juniors
- Finals - only students taking AP classes or a UConn class will take finals this semester
- Step Up Day – 8th graders, THS peer mentors will greet the students and take them on tours

- THS/NHS Sponsored Blood Drive, Saturday, May 1st, 9:00 AM to 1:00 PM, registration link posted on Open Discussion
- Battle of Broadway, upcoming

H. SUPERINTENDENT'S REPORT

H.1 Budget Information and Discussion (no enclosure)

Dr. Willett noted that the phase documents will be available in May.

Dr. Willett noted that the referendum will be held on May 4th in the gym at the Tolland Recreation Center from 6:00AM to 8:00PM. Information is available in the Board's newsletter and in the Town's blasts.

Dr. Willett reviewed some of the FY 21/22 considerations.

- FY21 Budget
 - remaining balance as of 4/28: \$791,980; as anticipated
 - COVID fund impacts as of 4/28: \$168,950; these fluctuate
 - anticipated excess cost has not been received; traditionally received in May
- End of Year Considerations
 - expenditure: \$75K for Food Service salaries in the short term; will come out of the salary line
 - expenditure: \$15K for graduation
 - BGP truck rental: \$5K; state department has requested the portables
 - BGP moving labor: \$20K; state department has requested the portables
- FY22
 - Town Council allocated a 2.00413% budget increase for the Board.
 - reduction of \$475,654 from Board's adopted budget
 - reduction of \$634,844 from Superintendent's proposed budget
 - Phase I document: \$405K in reductions is shown; more information, including the remainder, will be in the Phase II document which will be available after the referendum

Dr. Willett explained that the Board will need to move on the items listed as End of Year Considerations.

Mr. Marie asked if the Superintendent's office has considered a possible list of reductions in case they cannot invest in everything for the end of the year. He noted that he does not want this to happen, nor is it likely, but does not want to face a large increase in the upcoming years due to bad decisions. Dr. Willett responded that if needed he will work with staff to discuss what would happen next. Mr. Marie commented that he supports the End of Year Considerations.

Mr. Renduchintala commented that at the budget presentation last week, part of the reason given for the decrease of the Board's recommended 3.19% budget to 2% was that the Board already has money and it should be used to pre-invest. He asked Dr. Willett to explain why pre-investing, rather than long-term planning, is detrimental to the school system. Dr. Willett explained that if they do not do the pre-investing, he

cannot reach the number without potentially impacting staff. Tolland has reached its threshold and is leveling out, as projected, in terms of enrollment and needs to maintain services. Reductions in staff would have tremendous negative effects. Currently, the pre-investments are at approximately \$460K. Mr. Renduchintala asked what is normally done at the end of the year with excess funds. Dr. Willett responded that at times things work favorably for the district and when this happens there are always surrogate items that are needed for the district that were either unknown initially or became needs during the year. These are often facilities items. By addressing them, they do not have to increase the town's capital requests or bonding. Items this year include a shed, concrete work, and the scoreboard. Mr. Renduchintala asked if pre-investing in FY22 eliminates the ability to do such things. Dr. Willett responded this is true. A number of the items will need to be made up in FY23. He added that he would have never predicted struggling to maintain staff levels as they have due to the pandemic. Taking the funds available, in part, due to this from year-end can be used to offset COVID impacts and reduce future capital expenditures. That said, they cannot do too much pre-investing of items that will be needed in FY23 without increasing that year's budget request.

Ms. Griffin asked if the \$75K for Food Service is better than originally anticipated. Dr. Willett responded that the total is \$187K minus \$61K which he is trying to get from a different funding source.

The Board did not express any objections to the End of Year Considerations and Dr. Willett will move forward.

Ms. Besaw asked if under Policy 3010, since Dr. Willett is taking \$75K from another line item, if he needs Board approval. Dr. Willett responded that it is being expended from salaries. It is not a transfer – it is being paid out of salaries. Ms. Besaw explained that Food Services is self-supporting in a typical year so it would not be part of the budgeted salary line. Dr. Willett explained that it is an offset. It is not being expended from Food Services. It will be expended from operating budget salaries for district food service employees. Thus, Food Services will be able to recover some funds. Funds are available due to the pandemic staffing challenges and will allow the opportunity to help Food Service to balance by saving it personnel costs. Food Services staff are already district staff. The money is just coming from another salary line.

Ms. Philbin commented that the district does not want to have any staff losses and she understands they are pre-investing because it has not been a typical year. In regard to the FY23 budget, they will have something in the budget (i.e. \$100) that they would have normally had in FY 21/22. It was pre-invested and taken out so it is now at (-\$100). When they catch up next year, it will appear that \$200 is needed. Dr. Willett explained that they would be starting from a lower budget position. A \$10 addition to something that was a pre-investment would make the budget higher by \$10 in the following budget year and thus increase it by that percentage. Whatever is invested in, reduced from the next year's budget, and then put into the following FY23 year will increase the budget number in that year. Ms. Philbin explained that the Board needs to know this. When they go for the budget, it will look like the Board is looking for a large ask when it is maintaining services. She noted that she understands the pre-investing but when it

comes to recurring costs it is concerning. The town has a largely resident tax base and if they continue to pre-purchase, the pendulum will swing to a gross amount of money. Dr. Willett responded that it makes sense to be mindful of that dynamic. The catch-22 is the number needed without the pre-investment would be so high that there would be staff impacts. A measured approach is needed when looking to future years but if it is not done now, staff would be impacted.

Ms. Griffin commented that they discussed in FFC that Dr. Willett is expecting some retirements and programs such as Literacy How which will not be needed in future budgets. While she understands the concern about pre-investments and playing catch up, there will naturally be decreases in items such as salaries and programs where outside consultants are currently being paid.

Dr. Willett commented that the worst is to have a high level of fluctuation from one year to the next in terms of the budget and staff. The objective is to have stability. The 2% budget increase is a decent allocation and if something in this range (2-3%) happens every year, it would allow for a stable situation which is the goal.

Mr. Renduchintala commented that he is looking forward to the budget and hopes everyone supports it.

H.2 COVID/Pandemic Update (no enclosure)

Dr. Willett reviewed most recent data from April 23rd.

- Town Level Data
- EHHD Confirmed Weekly Case Totals November – April 17th
 - The case totals are trending down and Dr. Willett noted that he expects this to continue as vaccinations take effect.
- EHHD Total COVID-19 Cases; Percentage by Age Range through April 17th
 - Age group most profoundly affected: 16 to 25
 - tends to be the group quarantined
- Comparison of Tolland to other towns in regard to primary (incidents per 100K) and secondary indicators (hospitalizations, COVID-like illnesses)
- Survey on Vaccinations (conducted by the Superintendent)
 - approximately 44.8% of respondents would get a vaccination from TPS if it were offered within the TPS
 - approximately half of respondents have an appointment for the vaccine
 - Dr. Willett is working with EHHD/UCONN HEALTH to either offer vaccinations in close proximity or in the TPS
 - Bussing to clinics discussion: many would not avail themselves of this
- Survey of remote learning families in regard to what can be done to make students feel more comfortable returning to in person
 - Dr. Willett expects the number of remote learners to decrease between now and mid-May.
- Tolland Pandemic Continuity of Learning Plan
 - Last period of the year is upcoming
 - Meeting on Friday; next steps will be announced next week
 - Objective is to have as many in-person hours as possible

- Looking at moving Monday, Tuesday, Thursday, Friday back to typical schedules; Wednesday would remain the same

Dr. Willett explained that he did 2 outreaches. One was regarding vaccinations and if people would avail themselves of a vaccination clinic offered by TPS. He asked the parents/guardians and students of the eligible age group (age 16+) and received 212 responses (approximately 30%). The information was shared with the EHHD.

Dr. Willett noted that a return to the typical schedule would be for all grades. He clarified that they would still do mitigations in the cafeteria. They are looking to acquire tents so populations could be spread out.

Mr. Renduchintala asked if they are considering holding a vaccination clinic in September for the eligible age group and teachers who have not been vaccinated. Dr. Willett responded that he does not know what the situation will be at that time but will always work in collaboration with the EHHD to try to offer vaccination options to students and families to avoid quarantines and their impacts. Dr. Willett noted that it is possible that booster shots will be needed and if so, he will work with the EHHD to make it as easy as possible for people to receive them if needed.

Mr. Marie commented that in future meetings it may be useful, under New Business, to have Board-led discussions about the fall. Mr. Marie commented that he is pleased to see that the elderly groups have low rates of infection and it shows the effectiveness of the vaccine.

Ms. Griffin expressed concern about the work needed for the Superintendent's office to be putting together vaccine clinics. She asked if they have consulted with the health department about working with local pediatricians. She received an e-mail from her pediatrician that they are offering drive-thru Pfizer shots. Dr. Willett responded that it has been an all hands on deck approach to vaccinations in Connecticut. The state believes this age group may be more prone to avail themselves of it if it is extremely easy to access. He explained that the number of people being vaccinated via the means noted by Ms. Griffin has tapered off. Dr. Willett explained he does not want to see the students quarantined and missing out on activities etc.

Ms. Plourd commented that she is pleased to hear about the tents and she has been advocating for them. Even without a pandemic, it is a great way to get students outside. She added that she likes the idea of having a Board discussion about next year. Ms. Plourd commented that other districts have voted to eliminate remote learning and is unsure if this is something they need to decide on. While she dislikes remote learning, she does not believe the pandemic is going away and remote learning is still something they need to have available particularly for young students who cannot yet get vaccinated. She cited variants affecting that age group and encouraged people to get vaccinated to protect the students.

Ms. Philbin commented that the 16- 25 year old age group is concerning but she does not want Dr. Willett to be tasked with items above and beyond his superintendent role. She added that it is important to have vaccine clinics in a variety of locations. The

elderly did not have equitable access to get vaccinated and not all of the young adults are able to get to offices such as those who have a single moms or dads of multiple children and hold multiple jobs. These young adults do not have equitable access and having the vaccination clinics is important. She is looking forward to the meeting on Friday to hear the ideas of the nursing staff, educators, and administrators. Ms. Philbin noted that she appreciates Mr. Sztaba's input because he has information on maintaining clean and sanitized schools. As they work toward the goal of the typical schedule on Mondays, Tuesdays, Thursdays, and Fridays, she is looking forward to hearing how the staff will adapt. When they went to 4 ½ days, some people were unhappy that they shortened Mondays, Tuesdays, Thursdays, and Fridays to gain a couple of hours on Wednesdays. Although they would get a full day, which is needed, they need to be cognizant of families adapting to another schedule change. She likes that they will have opportunities for outside learning spaces and looks forward to learning more about the lunches.

Ms. Lundgren asked about districts who are voting "no" to remote learning. She explained that she read that workshops were held. Dr. Willett explained that they have yet to hear from the state on this item. Governor Lamont originally stated that it would be an expectation that remote learning options would be provided in the fall, and it seems that direction has changed. Dr. Willett explained that it would be prudent to attend to legislature proceedings with respect to this before making a declaration as much has changed in the last few months, and more changes could occur in the coming months.

Ms. Plourd asked if there are any anticipated changes in regard to students and outdoor masking. Dr. Willett responded that he confirmed with the health district that if students are outside and will remain 6' apart, then masks are not needed. If they cannot socially distance, masks should be worn.

H.3 Superintendent Evaluation

Dr. Willett reviewed the Superintendent of Schools annual evaluation process. The evaluation must occur no later than May 31st with a written copy provided to the Superintendent no later than June 30th of each year of the agreement. He will reach out to the Chair and Vice Chair to provide the timeline.

I. COMMITTEE & LIAISON REPORTS

- Mental Health and Substance Use Task Force – Mr. Marie provided an update and highlighted the following: leadership was elected; regular meeting schedule will be the 1st and 3rd Mondays of every month at 7:00PM
- Birch Grove Building Committee – Ms. Philbin provided an update and highlighted the following: change orders, project is on time and some items are ahead of schedule, review of furniture, fixtures, and equipment package, review of technology package, wish list items; Dr. Willett noted that the portables will need to be completely evacuated with everything going into the new building and they will need to take advantage of every moment they have to get this done. He added that there are some short term changes to the playground. The vast majority of the old playground is being removed and the fencing will be extended to the new playground. Swings will be added.

- Communications – Ms. Plourd provided an update and highlighted the following items: posting information directly from the Board on social media, Board e-mail communications, communication about the budget process, over the summer they will review the district communication plan; meet on the 4th Monday of the month at 3:00PM
- Town Council – new member Sophia Johnson
- Negotiations- will meet tomorrow

J. CHAIRPERSON'S REPORT

Ms. Lundgren hopes everyone is well rested from the week off. She was happy to get out today and get some vitamin D and she noted that it is good for the soul. She recommended people get some fresh air- it makes all the difference.

K. BOARD ACTION - none

L. PUBLIC PARTICIPATION - none

M. POINTS OF INFORMATION

- Mr. Renduchintala asked that people vote on Tuesday, May 4th.

N. FUTURE

- Presentation on Pathways

O. NEW BUSINESS – none

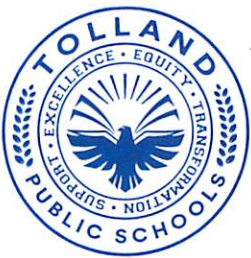
P. ADJOURNMENT

Mr. Marie motioned to adjourn at 8:36PM.

Ms. Besaw seconded the motion.

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,
Lisa Pascuzzi
Clerk



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

H1

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

RE: Monthly Financial Report for April 2021

Date: May 4, 2021

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

Please find attached the monthly financial report for the FY 2020-2021 fiscal year. The month of April 2021 is the 10th month of the 2020-2021 fiscal year. The monthly financials for this school year may look a little different due to the COVID pandemic but the goal remains to provide for student needs and success. The attached report is only a temporary financial snapshot identifying nine months of activity. As with any financial report generated during the school year, not all purchase orders have been created, not all materials purchased and not all staff hired. This monthly financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 10 months of expenses, encumbrances and available balances as generated through the financial software.

Since this report identifies many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance of \$755,633 will be converted into encumbrances or expenditures over the next several of months.

The attached April 2021 financial report shows an available balance of \$755,633 or 1.89% of the BOE's current budget. As previously stated, this amount will reduce over the next couple of months. It is extremely important to understand that this available balance is somewhat normal occurrence considering the *worldwide COVID19* pandemic. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Items like, health Insurances will only be 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 are still being booked or adjusted, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available

balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

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

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

The Budget for FY20-21 was Town Council approved for \$40,017,290. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any budget balances, may be returned to the town or the BOE will request to transfer the balance to the Educational Reserve Fund after final approval. The district received the first excess cost payment in February 2021 from the state for \$548,825. The second payment is due in May 2021.

The FY21-22 Superintendent's budget was submitted in January 2021 and approved by the BOE in February 2021.

Tolland Public Schools

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

Fiscal Year: 2020-2021

☐ Subtotal by Collapse Mask☒ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2020

To Date: 4/30/2021

☒ Filter Encumbrance Detail by Date Range☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$22,522,117.53	\$16,539,854.32	\$16,539,854.32	\$5,982,263.21	\$5,716,575.62	\$265,687.59	1.18%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$227,932.73	\$227,932.73	\$139,295.27	\$43,693.00	\$95,602.27	26.03%
0100.0000.130.00.000.1	Overtime	\$218,870.00	\$187,627.34	\$187,627.34	\$31,242.66	\$3,954.16	\$27,288.50	12.47%
0100.0000.150.00.000.1	Stipends	\$389,839.90	\$290,185.33	\$290,185.33	\$99,654.57	\$146,796.82	\$47,142.25	-12.09%
0100.0000.190.00.000.1	Pension/Severance	\$205,561.00	\$66,550.08	\$66,550.08	\$139,010.92	\$50,098.40	\$88,912.52	43.25%
0100.0000.200.00.000.1	Employee Benefits	\$535,750.00	\$492,058.38	\$492,058.38	\$43,691.62	\$0.00	\$43,691.62	8.16%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,252,093.00	\$4,474,960.12	\$4,474,960.12	\$777,132.88	\$841,564.41	\$64,431.53	-1.23%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$727,048.40	\$487,746.24	\$487,746.24	\$239,302.16	\$138,629.51	\$100,672.65	-13.85%
0100.0000.240.00.000.1	Retirement (ICMA)	\$262,917.61	\$186,781.05	\$186,781.05	\$76,136.56	\$42,637.15	\$33,499.41	12.74%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$15,770.00	\$15,770.00	\$34,230.00	\$0.00	\$34,230.00	68.46%
0100.0000.260.00.000.1	Unemployment Compensation	\$50,981.00	\$18,184.25	\$18,184.25	\$32,796.75	\$81,921.50	(\$49,124.75)	-96.36%
0100.0000.270.00.000.1	Workers' Compensation	\$265,612.00	\$256,932.99	\$256,932.99	\$8,679.01	\$0.00	\$8,679.01	3.27%
0100.0000.300.00.000.1	Purch Prof & Tech Services	\$55,842.00	\$26,557.55	\$26,557.55	\$29,284.45	\$0.00	\$29,284.45	52.44%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$58,926.63	\$58,926.63	\$6,353.37	\$26,390.00	(\$20,036.63)	-30.69%
0100.0000.320.00.000.1	Prof Educ Services	\$241,004.00	\$265,600.09	\$265,600.09	(\$24,596.09)	\$231,448.58	(\$256,044.67)	-106.24%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$7,753.28	\$7,753.28	\$26,728.72	\$13,850.90	\$12,877.82	37.35%
0100.0000.340.00.000.1	Legal/Audit/Consult Services	\$203,145.00	\$129,592.81	\$129,592.81	\$73,552.19	\$41,193.30	\$32,358.89	15.93%
0100.0000.350.00.000.1	Tech Services	\$470,460.50	\$427,215.80	\$427,215.80	\$43,244.70	\$82,220.03	(\$38,975.33)	-8.28%
0100.0000.410.00.000.1	Sewer/Water	\$33,931.00	\$33,931.00	\$33,931.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$135,458.00	\$58,443.18	\$58,443.18	\$77,014.82	\$47,669.16	\$29,345.66	21.66%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$246,783.00	\$94,298.36	\$94,298.36	\$152,484.64	\$28,722.13	\$123,762.51	50.15%
0100.0000.440.00.000.1	Rentals	\$173,565.00	\$126,791.10	\$126,791.10	\$46,773.90	\$34,771.63	\$12,002.27	6.92%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,808,995.00	\$1,359,301.96	\$1,359,301.96	\$1,449,693.04	\$1,438,913.17	\$10,779.87	0.38%
0100.0000.520.00.000.1	Property/Liability Insurance	\$204,069.00	\$200,641.69	\$200,641.69	\$3,427.31	\$0.00	\$3,427.31	1.68%
0100.0000.530.00.000.1	Telephone/ Postage	\$66,870.00	\$42,089.89	\$42,089.89	\$24,780.11	\$15,724.13	\$9,055.98	13.54%
0100.0000.540.00.000.1	Advertising	\$18,000.00	\$20,929.00	\$20,929.00	(\$2,929.00)	\$1,168.00	(\$4,097.00)	-22.76%
0100.0000.550.00.000.1	Printing and Binding	\$19,327.00	\$12,338.40	\$12,338.40	\$6,988.60	\$4,279.62	\$2,708.98	14.02%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,844,555.00	\$1,170,048.43	\$1,170,048.43	\$674,506.57	\$438,200.08	\$236,306.49	12.81%
0100.0000.580.00.000.1	Travel and Conference	\$26,159.00	\$6,024.74	\$6,024.74	\$20,134.26	\$151.00	\$19,983.26	76.39%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$6,641.67	\$6,641.67	\$85,352.33	\$2,500.00	\$82,852.33	90.06%
0100.0000.600.00.000.1	General Supplies	\$140,753.00	\$61,232.35	\$61,232.35	\$79,520.65	\$81,118.58	(\$1,597.93)	-1.14%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$317,986.37	\$219,147.73	\$219,147.73	\$98,838.64	\$101,834.84	(\$2,996.20)	-0.94%
0100.0000.620.00.000.1	Energy	\$1,611,759.00	\$1,464,320.00	\$1,464,320.00	\$147,439.00	\$142,308.96	\$5,130.04	0.32%
0100.0000.640.00.000.1	Textbooks	\$121,123.99	\$82,775.50	\$82,775.50	\$38,348.49	\$46,742.74	(\$8,394.25)	-6.93%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$500.00	\$550.00	52.38%
0100.0000.660.00.000.1	Computer Software	\$44,690.00	\$53,209.84	\$53,209.84	(\$8,519.84)	\$345.00	(\$8,864.84)	-19.84%
0100.0000.690.00.000.1	Misc Supplies	\$49,059.00	\$21,746.55	\$21,746.55	\$27,312.45	\$38,271.21	(\$10,958.76)	-22.34%
0100.0000.730.00.000.1	Equip Instruct - New	\$89,734.00	\$122,085.60	\$122,085.60	(\$32,351.60)	\$4,632.26	(\$36,983.86)	-41.21%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$52,346.95	\$54,191.72	\$54,191.72	(\$1,844.77)	\$2,413.25	(\$4,258.02)	-8.13%
Grand Total:		\$40,017,290.25	\$29,370,417.70	\$29,370,417.70	\$10,646,872.55	\$9,891,239.14	\$755,633.41	1.89%

End of Report

ANNUAL BUDGET PRESENTATION MEETING MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING April 19, 2021 – 7:00 P.M.

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

MEMBERS ABSENT: Brenda Falusi

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records/Treasurer; Mike Wilkinson, Director of Administrative Services; Bev Bellody, Director, Human Services; John Littell, Fire Chief/Director of Public Safety

1. **Call to Order:** Ms. Nuccio called the meeting to order at 7:00 p.m.

2. **Pledge of Allegiance** - recited

3. **Moment of Silence** - observed

4. **Annual Budget Presentation**

4.1 Pursuant to C9-9 of the Town of Tolland Charter, the Town Council shall arrange for an annual budget presentation. The annual budget presentation is intended to provide information and encourage public discussion.

Ms. Nuccio reviewed the following:

Town of Tolland 2021-2022 Annual Budget Presentation

- Budget Goals
- Meet Community Needs
- Town Services
- Approved Fiscal Year 21-22 Budget (Expense Review)
- General Fund Information
- General Unassigned Fund Usage
- Debt Plan
- Stay the Course
- Beyond the Budget

5. **Public Participation**

Katie Murray, 8 Lisa Lane, commented that she is looking for some top line points on why the budget should be supported. *Ms. Nuccio responded that the budget addresses the community's needs, it maintains the needs of the Board of Education's adopted budget, it takes into account money that is left at the end of this year to help reduce the expenses for next year, and it does not cut any services.* Ms. Murray asked who assessed the needs of the community that the budget meets. *Ms. Nuccio responded that it would have been the Board of Education that put forward its budget, the Town Manager who put forth his budget, and the Town Council that reviewed both.* Ms. Murray asked to see a copy of the community needs assessment. *Ms. Nuccio responded that Ms. Murray can review the meetings and minutes to see what the Council did and the needs.* Ms. Murray explained that she is looking for a document that would be a needs assessment of the community. *Ms. Nuccio responded that this does not exist in a document form and noted that one would need review the meetings, discussions, and minutes.* Ms. Murray asked if the needs of the community are only assessed during Town Council meetings regarding the budget. *Ms. Nuccio responded that there were Board of Education meetings as well but they tend to do all of the business in public.* Ms. Murray commented that her point was that a volunteer group of Town Councilors for whom she has a lot of respect and gratitude, are able to evaluate the needs of a community of approximately 15,000 people in 15 or 20 meetings. *Ms. Nuccio responded that she believes they do a good job of this but is unsure if Ms. Murray is looking for something specific. She added that as far as she knows no one has ever created a document for how they do the budget and she is unsure of what is being asked.* Ms. Murray responded that she is questioning the statement that the budget addresses the community needs if the needs cannot be articulated. *Ms. Nuccio responded that if Ms. Murray would like they can have this conversation offline. She added that the Board of Education had community meetings and multiple meetings reviewing their budget*

and the Town Manager meets with his staff. All of this is presented to the Town Council which has the charter-driven responsibility to review the information and come up with the budget. This is what the Council did. Ms. Murray responded that she appreciates the offer of an offline meeting but respectfully declined as she wants the conversation to be in a public venue. She commented that she is questioning that the budget addresses the community needs. She asked what the needs are and if they are not articulated then how the Chair can claim to meet the needs of the community without knowing what they are. Ms. Nuccio responded that they are adding a grant position which facilitates community needs because it frees up the Human Resources Director and others so they can do more work for the community. They are also looking at the addition of speech and language supports, a part time teacher for English language learners, applied benefit analysis and intervention specialists, the continuation of a school counselor, a new social worker, the changing of an existing employee to chief personnel officer to assist the Superintendent, and an assistant to the latter position. Ms. Murray thanked Ms. Nuccio for reiterating this. She asked if there are needs in the community that are not met by this budget. Ms. Nuccio responded that there may be some individual needs but she believes overall the community needs are being met by the budget that has been put forth. She believes the budget as put forward by the Town Council meets the needs as expressed by the Board of Education, the Town Manager, and all of the other departments as they saw fit for consideration. The Town Council has met this with the budget it has put forward. Ms. Murray inquired about where the meeting is in regard to the agenda. Ms. Nuccio confirmed that the meeting is now under Public Participation. Ms. Murray asked about Ms. Nuccio's split role. She commented that the Legislature is in session, there is a vote taking place, Ms. Nuccio has not voted, and she is also chairing this Council meeting. She asked Ms. Nuccio how she could do both things and give the town the appropriate representation. Ms. Nuccio responded that this evening's meeting is a special meeting about the budget and not about her holding 2 offices. She added that at another time, if Ms. Murray would like to ask the question, they can sit down and discuss it and that it is no different than any other town with a split person on the town council and in the legislature. Ms. Nuccio added that the fact that it is targeted at her says more about what Ms. Murray is asking than her. She noted that she has not voted and will cast her vote after and that this is not relevant to the conversation about the budget. Ms. Murray commented that tonight's agenda says there is public participation and does not limit it to the budget. As an elector in the community, she welcomes the opportunity for public participation. Ms. Nuccio asked Mr. Rosen if it was correct that as a special meeting that public participation is limited to the items on the agenda. Mr. Rosen commented that it is a special meeting but public participation is just listed on the agenda. It is not a public hearing and the chair always has the right to hear from the public as it sees fit. The chair may choose to answer questions that are not budget related. Ms. Nuccio commented that she is keeping it to the budget. Ms. Murray asked about the bulk pickup portion of the budget. Ms. Nuccio explained that it takes place in the fall; it is the same as it has been for several years, and is still included. Ms. Murray asked if it was correct that there were more bulk pickups in the past. Ms. Nuccio responded that there have not been in the recent past. Ms. Murray asked if it is possible for residents to have bulk items picked up at times other than in October. Ms. Nuccio responded that one can call and request a pickup from Willimantic Waste for \$32. Ms. Murray asked about the conditions of the roads in town. Her road was resurfaced last year but in her neighborhood there are a number of roads that are in deteriorating condition. She asked if road repair is included in the budget. Ms. Nuccio responded that questions about the roads can be sent to the Town Manager who will forward them to the DPW. Ms. Murray asked if the budget addresses the maintenance of the roads so they do not have to pay more to resurface if roads are not properly maintained and if the budget addresses appropriate maintenance for all of the roads in town. Ms. Nuccio responded that it does. It is noted in the capital plan and online there is a plan for road resurfacing and a schedule. Ms. Murray asked about services for seniors and asked where she could find information on the services the budget covers for seniors. Ms. Nuccio responded that there is a section that can be reviewed in the budget. Ms. Murray asked if the only services for seniors are in regard to the senior center. Ms. Nuccio responded that the senior center coordinates the services or one can speak to Ms. Bellody in human relations. She asked if they were going to review every department. Ms. Murray commented that she appreciates the meeting and knows it is required by the Town Charter. One of the most beneficial parts is public input and she appreciates this opportunity. She added that since they were unable to articulate the needs of the community she has questions about some of the items that she thinks are needs for the community in regard to the budget. Mr. Luba made a point of order. He explained that even though this is a public hearing and Town Council meeting where the budget is being presented, generally there is a 2 minute limit on public participation and at this point they are well over this. He believes this is something that needs to be addressed. This is public participation and public participation is generally limited to 2 minutes. Ms. Murray commented that the agenda does not specify this – it only specifies that this is an opportunity for public input. Ms. Nuccio commented that the budget has been completed as has any opportunity for multiple public hearings to discuss what is or is not in the budget, or wanted to be in the budget. If the budget fails, there will be another opportunity to discuss what can or cannot be included. This is only a presentation of the budget as it is. Ms. Murray commented that this meeting is required by the Charter and she appreciates that the Council

members are willing to listen to public input at this time and thanks them for the opportunity. Ms. Murray commented that one item Dr. Willett talks about, that she as a parent finds important, is the social/emotional health of children and in the past year there have been increased concerns about the social/emotional health of the children. The original budget was unanimously approved by the Board of Education and rejected by the Council in its wisdom and while the budget does not directly cut anything, it tightens the belt of the Board of Education. She asked if the focus on social/emotional health of the children will receive the same level of focus as it would if the Council had, in its wisdom, accepted the original budget. *Ms. Nuccio responded that it expands the belt of their budget by 2% and it includes all of the positions that were requested with the numbers in the budget. Further, it includes all the programs that were requested based on the usage of the \$1M left at the end of this year to pre-purchase items. If there is a need that is not being met, Ms. Nuccio encouraged that it be brought to the Board of Education which has cognizance over how its budget is spent.* Ms. Murray asked how much of the budget is dedicated to pre-payments. *Ms. Nuccio responded that Ms. Murray can contact the Finance Department. The Council does not have purview over the day-to-day spending of either board. Ms. Nuccio encouraged Ms. Murray to send an e-mail to the Town Manager who can forward it to the Finance Department which can provide a list of what is being planned.* Ms. Murray asked, from a policy perspective, how the Council is planning for accounting for prepayment in future budgets. *Ms. Nuccio explained that the Council does not handle the day to day budget.* Ms. Murray explained that when items are prepaid, such as this year's budget prepaying for items for next year, this reduces the costs next year but eventually they will have a year they cannot prepay for items. From a policy perspective, how does the Council plan on handling the policy of prepayment and what will be done once it catches up. *Ms. Nuccio responded that it will be handled when it comes up but the intent is to prepay with money has already been taken from people from a tax perspective. When it catches up, it would become an item in the budget for consideration to be added back.*

Sophia Johnson, 48 Crystal Lake Road, commented on her appreciation for the astute management of the recent budget. She explained that when she came to town she went to the library and then the Town Manager's office to try to obtain a paper copy of the budget. She understood it was \$0.50 per page so she found a digital copy and reviewed it before the first budget hearings – budget workshops – where the budget is presented. She understands that it is the Council members' duty to review the budget and, in consideration of not overinflating expenditures or keeping things tight so residents do not have a high tax increase, adjustments are made that will not compromise services. Ms. Johnson commented that in regard to recovery after the winter and public works, the roads were immaculate and well done. The roads were salted and snow was removed quickly. She has been driving a lot in Tolland and does not recall encountering terrible roads. She is unsure if there is somewhere that people can e-mail about bad roads or if any grants were allocated from the state or through a community development type of organization that would allow for funds to fix a minimum amount of roads per year. Ms. Johnson commented that she has not encountered a bad road in Connecticut and the state seems to be on top of the infrastructure with regard to roads. She compared this to New York. She wants decent roads and snow removal and is pleased with where they are at. Further, hearing that they will not lose money that would compromise services has her rest assured that the needs will be met. She added that in terms of the budget process, the only thing done differently where she is from was that there were budget workshops where people could participate when each budget was presented. At the first workshop, Mr. Rosen went through the items line by line and people did not have an opportunity to scrutinize line by line unless they did so at the end and had jotted things down or gotten a copy of the budget. Ms. Johnson commented that without seeing an impact on quality of life, she would only be able to give her opinion next year after this fiscal budget ends with regard to what may have impacted her needs as a resident. She has one student in the schools and has questions but will ask those of the district. Ms. Johnson commented that she was unable to find the slides from the budget workshops and tried to find the budget presentation to review later. She added that she realizes that all of the Council meetings are televised. For those restricted by Zoom, she recommended that perhaps a blast be put on the town's Facebook page to let people know they can get access on YouTube and through the television so they can be engaged and review the budget before voting. She noted that Nassau County is one of the highest taxed counties in America and coming from a place where she was paying \$15K a year to a town just under \$7K a year, she understands that with the way board of education budgets work, especially in Nassau County, that the scrutinizing of the budget is important so they do not have an excess reserve and are using the money. Ms. Johnson commented that she is pleased and grateful for the direction things are going in and appreciates the scrutiny of the budget which shows that taxes are kept at a minimum. Where she came from they had 5 years of 0% tax increase and even seeing a 2% tax increase she is still happy.

Colleen Yudichak, 12 Blueberry Hill, thanked the departments, Councilors, and Board of Education for their hard work in putting together the budget. Since this part of the process is over, she asked how the Councilors will support the budget outside of the "Zoom Chamber". *Ms. Nuccio responded that she tries to put out as much information as she*

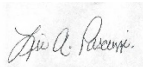
can so people can make an educated decision on the budget. She believes it is up to each individual to make the decision based on their personal needs. If people have questions on how the budget arrived where it is, she will continue to answer questions.

Liz Costa, 54 Josiah Lane, commented that she is concerned about the plethora of prepayments this year and last year. She asked that Ms. Nuccio or Ms. Hancock create a list of all of the prepayments that have been done at the town level and that Dr. Willett create a list of those at the Board of Education level. She believes the town needs to know this to create a FY22/23 budget that is representative of the needs. Ms. Costa asked to hear by Councilor if they will go out and support the budget. *Ms. Nuccio responded that this is not a meeting for all of the Councilors to speak and she would rather not do a round table. The meeting is only the Chair's presentation. As far as prepayments, she asked that Ms. Costa send an e-mail to Dr. Willett and Mr. Rosen and they will get the list for her.* Ms. Costa commented that Ms. Nuccio could ask Mr. Rosen. *Ms. Nuccio responded that she could but an e-mail sent to both parties would be easier and could include Dr. Willett.* Ms. Costa responded that she is asking Ms. Nuccio, as the Chair, to create a list as part of the budget process so people know what was prepaid. She added that she is asking in a public forum so the public can know. Just her receiving a list does not help the entire town. *Ms. Nuccio asked if she would like it presented in a meeting.* Ms. Costa responded that she would like what was prepaid to be included in the details of the budget. *Ms. Nuccio explained that the budget and budget books are complete – they cannot add to them and they do not yet have the entire list. It will depend on the money that is left and what items can be purchased. She added that the Board of Education reviewed this in its last meeting and it will be updated over the next couple of months. On the town side, it will be dependent on the money that it is not spent. There is not a stagnant list as of today. It will morph and change until the end of the fiscal year. She will speak with Mr. Rosen about gathering the information on the town side and the Board of Education will have meetings regarding its side.*

6. **Adjournment**

The meeting was adjourned at 7:49 PM.

Respectfully submitted by,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING April 27, 2021 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steve Jones, Vice Chair; Brenda Falusi, Sophia Johnson (sworn it at 7:50PM); Lou Luba, John Reagan, Kurt Schenher

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Bev Bellody, Director, Human Services; Lisa Hancock, Director, Finance & Records/Treasurer; Mike Wilkinson, Director of Administrative Services; Kathy Pagan, Town Clerk; Scott Lappen, Director, Public Works

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

2. **PLEDGE OF ALLEGIANCE:** Recited

3. **MOMENT OF SILENCE:** Observed

4. **PROCLAMATIONS/PRESENTATIONS:**

4.1 Proclamation Recognizing April 22nd as Earth Day

Mr. Rosen provided background information.

He explained that they recognize that Earth Day took place on April 22nd and unfortunately, because of the meeting schedule, there were unable to have the Proclamation done in time but the Council authorized his office to draft the language. The language was presented. The Council did not have any edits to the Proclamation.

Ms. Nuccio read the Proclamation.

4.2 Proclamation Request for International Firefighters Day

Mr. Rosen provided background information on this item.

May 4th is the recognized day for International Firefighters Day and this is the first time a request for this proclamation has been made of the Council. It is on the agenda for the Council's approval so the language may be drafted. Similar to the Earth Day request, May 4th falls before the Council's next meeting and will need the Council's approval so the language may be drafted. The Council approved the request for the proclamation.

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

Jim Hutton, 14 Torry Road, commented in regard to the Earth Day Proclamation. Almost 50 Tolland residents were out on Saturday, April 24th, in honor of Earth Day, picking up trash along the roads of Tolland in the vicinity of the conservation areas. Many people participated and showed their support for Earth Day and its principles.

Ms. Nuccio responded that it was a fun day and she went to 2 locations. She commended the Conservation Commission on the spectacular job they do getting people involved in taking care of the town's open space. She noted that because of this there was not a lot of trash to pick up on the trails and appreciates the work they do. Mr. Hutton commended the people of the Conservation Corp who are dedicated to caring for the trails and do a fabulous job under the direction of the Head Steward Bob Rubino. *Ms. Nuccio responded that it is noticed, observed, and appreciated.*

Colleen Yudichak, 12 Blueberry Hill, welcomed Ms. Johnson to the Council and thanked her for stepping up. She looks forward to her partnership with the town. Ms. Yudichak thanked Mr. Luba, Mr. Jones, Ms. Falusi, and Ms. Nuccio for social media supporting the budget going forward next week.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution to appropriate \$146,695 for the Recreation Center Improvements and Storage Project in the Capital Improvements Fund.

Mr. Rosen provided background information on this item.

The public hearing is regarding the STEAP grant. Tonight a request is being made of the Council to appropriate the \$146,695 for the Recreation Center improvements and storage project. The total \$146,965 is comprised of \$128,205 of state money from the STEAP grant program along with \$10,000 from the Recreation Program fund and a transfer of \$8,490 from the CIP Testing account. Upon approval, the town will sign contracts and begin the work. Mr. Rosen reviewed some of the highlights of the project including providing an insulated and temperature controlled area for PPE storage, ADA buttons on the doors, ADA upgrades to the bathrooms, and redoing the gym flooring.

Mr. Jones motioned to open the public hearing.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Public comment: none

Mr. Jones motioned to close the public hearing.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Jones inquired about the timeline for the project. Mr. Rosen responded that they will either begin with the ADA doors or the storage room. Ms. Bellody noted that they will likely start with the storage room.

Mr. Jones motioned:

The following resolution has been introduced and set down for a Public Hearing on April 27, 2021 at 7:00 p.m. via ZOOM meeting of the Tolland Town Council:

DRAFT RESOLUTION

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

Consideration of a resolution appropriating \$146,695 to the Capital Improvements fund Recreation Center Improvements and Storage project to be funded with the Small Town Economic Assistance Program (STEAP) grant \$128,205, Recreation Program funds \$10,000 and a transfer of \$8,490 from the CIP Testing project account 20500072-722460-2155.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

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

Tourism – Ms. Falusi noted that the quarterly meeting was held today. The annual June meeting will be held in person outside with appropriate social distancing and the members are excited to be able to start highlighting some of the tourist attractions in the state in person. There will be a brochure swap on May 7th from 10AM-12PM and Tolland created 2 brochures about 18 months ago. Ms. Falusi requested that some be printed up that she can bring and trade. Additionally, she would like the Council to consider putting brochures from neighboring communities in the area in Town Hall where there are other brochures, pamphlets, and stickers. Ms. Falusi added that she would be happy to exchange the brochures of any Tolland businesses in the tourism/hospitality industry as well. Ms. Falusi noted that Connecticut Open House weekend is June 12th. Many museums will be open free of charge. Further, bookmarks will be available that highlight attractions within Connecticut that she can pick up and provide for free distribution at the library. Ms. Falusi requested that people like the Tolland Tourism Facebook page and tag it when creating a business post. Businesses can contact her for promotion on the page.

Sustainable CT – Ms. Falusi noted that there was no meeting but they had a successful matching campaign.

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

- Land Acquisition – no meeting
- Blight Committee – meeting cancelled
- Board of Education – Ms. Falusi provided an update.
- Planning & Zoning Commission – Ms. Falusi provided an update.
- Water Commission - Mr. Jones provided an update of the April 21st meeting.
- Conservation Commission – Mr. Jones provided an update of the April 22nd meeting.
- WPCA – Mr. Reagan referred to the minutes.
- Birch Grove Building Committee – Mr. Luba provided an update.
- Mental Health and Substance Use Task Force – Mr. Schenher provided an update.
- EHHD – Ms. Nuccio provided an update.
- Commission on People with Disabilities – Ms. Nuccio provided an update.

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

8.1 Appointment of a member to the Town Council.

Mr. Rosen noted that Ms. Forsythe, a Republican, resigned from the Council as she mentioned at the last meeting. Lisa Burns, Chair of the Republican Town Committee, has informed them that the Committee has endorsed Sophia Johnson for the vacancy. She would fill the remainder of Ms. Forsythe's term set to expire at the end of November. Upon the Council's approval, Ms. Pagan, will swear in Ms. Johnson.

Mr. Jones motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Sophia Johnson as a Council member.

Mr. Luba seconded the motion.

Discussion: Mr. Jones noted that at the last Council meeting Ms. Johnson was appointed to the Permanent Celebration Committee and asked if she would need to resign from the position. Ms. Pagan explained that according to the Town Charter Ms. Johnson will not need to resign. Once she is appointed to the Council she will automatically not be on the Committee. Mr. Jones welcomed Ms. Johnson.

A roll call vote was taken. Motion passed unanimously.

Ms. Pagan swore in Ms. Johnson at 7:50PM.

Ms. Nuccio thanked Ms. Johnson for stepping up and volunteering.

8.2 Request to appoint a Town Council Liaison for the Historic District Commission.

Mr. Rosen explained that this request was made at a previous Council meeting and is a new liaison appointment. Thus, a formal motion is needed.

Mr. Jones motioned to appoint a Town Council member to the Historic District Commission.

Ms. Falusi seconded the motion.

Discussion: Ms. Falusi noted that the Historic District Commission requested that she be the liaison. She noted that she is agreeable to doing this and giving up one of her current liaison positions. Ms. Johnson asked if the town has co-liaisons. She explained this would be a great opportunity for her to be immersed in Tolland's history and a privilege. Mr. Jones noted that he could take over as the liaison for Land Acquisition as it would be synergetic with conservation. A brief discussion took place. Mr. Jones will be the liaison for Land Acquisition and Ms. Falusi and Ms. Johnson will be co-liaisons for the Historic District Commission.

A roll call vote was taken. Motion passed unanimously.

8.3 Update on the Wanat Park Project from the Conservation Commission Chair.

Mr. Hutton and Mr. Christensen reviewed the following presentation:
Wanat Conservation Area Senior Park, Design Implementation Update

- Wanat Property, Sugar Hill Road
- Town Council Resolution 20-40
- Survey Map
- UConn Landscape Architecture Student Designs
- Phase 1 – Layout
- View from silo back to parking area
- Labyrinth, Celestial Clock, and Star Gazing Area
- Budget Established, Funding Campaign Underway
 - Goal: \$9,500; ½ matched by Sustainable CT;
 - Goal was met 23 hours later: \$4,750

Mr. Hutton explained that the Commission was impressed with the interest of the town. As of this evening, \$6,345 has been donated. It has been a group effort which includes the Tolland Garden Paths, the Conservation Corp, the Tolland Senior Center, Inland Wetlands, and the DPW. The Commission is stretching to get the elements beyond Phase I. Mr. Hutton noted that built in the Commission's budget is that it will have construction support from the DPW. The Commission would like to know if the Council agrees that this is reasonable and will support it in the future. He explained that if they meet the stretch goal of implementing elements of Phase II and into Phase III of the project, they need to raise another \$6,323 to meet the budget.

Ms. Nuccio confirmed that \$6345. has been raised and asked if Sustainable CT will match that amount or only the original amount. Mr. Hutton responded that \$4,756 will be matched given the rules of matching only the original budget. Ms. Nuccio asked about Phase II and III of the project. Mr. Hutton explained that the \$6,323 is the additional amount they would need to raise and it includes assistance from the DPW. They are not including construction costs for driveways, parking lots, and pathways. Ms. Nuccio asked about the project timeline. Mr. Hutton explained that the beginning is the pollinator garden and laying the foundation for the labyrinth as well as laying out the paths, driveway, and parking area. They would like to get the help of the DPW any time after June 1st. June 1st is the date the fundraising will be shut down. Mr. Hutton noted that the design elements to date are through Phase III. Ms. Nuccio explained that she would like to find a way to secure this for the Commission this year. She asked Mr. Hutton about the timeframe for the DPW. Mr. Hutton responded that they would like a day of work for the parking lot and driveway for excavation work as well as clearing pathways. The driveway and parking lot will require a couple of trips due to excavation, preparation, and stone layout. He estimated this to be 2-3 days of labor – perhaps not full days. Ms. Nuccio asked if the DPW is booked if there is an opportunity for local businesses to help. Mr. Hutton responded that part of the plan is to reach out to local businesses to partner with them. Mr. Rubino commented that the DPW is a key element of helping move the project but it has broad community support and opportunities for the community to participate. If there are private contractors interested in doing excavation-type work it would be great. The key element is the drive and parking area because it will be the staging area for material to be delivered for other aspects of the project. Ms. Webbe noted that the Garden Club will put in a new garden in early May.

Ms. Falusi noted that the campaign is still open and asked if the Commission has announced that it has reached its goal and is stretching. Ms. Webbe responded that they updated the site with the stretch goal and what it will be used for. Ms. Falusi will share this on social media. She thanked everyone and believes this project will be a great asset to the town.

Mr. Jones asked if there will be a need for identifiable signs leading from the Green. He commented that a resident had a concern about speeding on Sugar Hill Road as well as having a convex mirror installed for entering and exiting. Mr. Hutton noted that safety signage will be requested as part of the future phases. Mr. Jones asked if there will be other events to help raise additional funds. Mr. Hutton responded that they will continue to fundraise until the project is done. He added that star parties have been taking place and many attendees have been contributors. Mr. Jones asked if residents could update a donation or would they need to make another donation. Ms. Webbe responded that another donation would need to be made.

Ms. Nuccio asked Mr. Lappen if the area would need remediation if a driveway or parking lot is put in at this location. Mr. Lappen explained that he works with the Town Manager and Resident Trooper Eklund in regard to traffic authority. If they feel remediation would be helpful, he would not be opposed to remediation but the mirrors can sometimes attract problems and become an expensive option. He recommended evaluating this once it is operational. They do receive complaints from residents about sign pollution and try to keep the number of signs and traffic control devices to a minimum while maintaining safety. In regard to helping, Mr. Lappen noted that he discussed this with Mr. Hutton and Mr. Rubino. His concern was that they were applying for a grant and he is not a professional engineer. Often an application is better received by a funding party if there is a professional stamp on the application/plan. If the Conservation Commission provides the information for the area it wants excavated he will send a couple of the crew with equipment. In regard to the safety issue, Mr. Hutton reviewed the road, its features, and concerns as well as the planning around the private residence that that the property surrounds.

Mr. Luba stated his appreciation for Mr. Hutton and everyone on the Commission for all the work they have done. It is a great use for the property. Regarding funding, he supports and endorses looking for any funding sources that may be on the town side through the cost efficiencies found during the budget discussions to offset any expenses that may not be covered by the donations. Mr. Luba inquired about having businesses donate time and effort. May the town announce that the project is in a particular phase to attract donations of time etc.? Mr. Rosen explained that he will need to check with the town attorney. He noted that the Commission is appointed by the Town Manager.

Mr. Reagan noted that he is in agreement and supports Mr. Luba's idea regarding the \$6000 and that this is an amazing project that will be an asset to the town. He thanked everyone involved.

Ms. Johnson recommended that they plan a groundbreaking and send out a media advisory. The Commission and others could speak to the press and about where the project stands and where they hope it will go. This would help ameliorate the burden of soliciting. In some places they use a brick, some of the concrete, or benches to acknowledge contributors. Ms. Nuccio noted that they discussed having a buy-a-brick program but they have had a great community response. It is something they can consider.

Mr. Jones asked if the property owners will be notified when public works will be on site. Mr. Hutton noted that it is not formally on the plan but it is always on the Commission's mind to keep them informed. Mr. Jones asked about markers on the property so abutters were aware of what is and is not the Wanat property. Mr. Hutton responded that the issues have been settled. Regarding fundraising, they are trying to keep it a conservation area and there may be blocks around the labyrinth but he does not expect there to be brick sidewalks. Mr. Hutton thanked Mr. Lappen and the DPW for assisting the Commission with design.

A straw poll was taken regarding if the Council is supportive of putting no more than \$6,400 to help the Wanat project get through Phase III of the build if there is money left at the end of the year.
A roll call was taken. All were in support.

8.4 Consideration and action on approving the Building Permit Technician Job Description.

Mr. Rosen explained that currently there is a position in the Building Office for Administrative Secretary II and a vacancy is anticipated. This provides an opportunity to revamp the job that the incumbent person has doing and is above what an administrative secretary would normally do. Based on the level of building activity and technical knowledge of the incumbent, they have revised the job description and retitled it Building Permit Technician. The new position would better suit the needs of the Building Official and the overall Development Department. Mr. Wilkinson noted that the pay is about \$2/hour more and the funding will come from the personnel contingency to make up the difference. He noted that they have had some issues with retention in the position and he believes this may help in this regard. A lot of building activity is taking place and the support is needed.

Ms. Nuccio asked about the net impact. Mr. Wilkinson responded that it is about \$4,000. Ms. Nuccio asked about from the perspective of if the person will be doing the same job or taking on more responsibility. Mr. Wilkinson responded that the job has changed over the years and he does not believe the job description has

kept pace. Mr. Jones commented that he supports revising the language so people can see it as a longer term position.

Mr. Jones motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached CSEA union group Building Permit Technician job description.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.5 Appointments to vacancies on various municipal boards/commissions - none

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

10. **REPORT OF THE TOWN MANAGER (Quarterly Financial Overview)**

- Mental Health and Substance Use Advisory Task Force – the future meeting schedule will be the 1st and 3rd Mondays of every month at 7:00PM; it is comprised of 11 regular members and 2 alternates; an alternate vacancy exists; those interested should send an e-mail to vacancies@tolland.org
- Referendum – Tuesday, May 4th, Recreation Center Gym, 104 Old Post Road, 6:00AM – 8:00PM; 2 ballot questions; absentee ballots are still available but given the timeframe it is best to print the form and drop it off at the Town Clerk's Office or the outside box; absentee ballots can only be accepted by the Town Clerk through Monday of next week; those who want to do an absentee ballot on the day of the referendum must do it via the ballot box

11. **ADOPTION OF MINUTES**

- 11.1 April 13, 2021 Remote Special Meeting Minutes
- 11.2 April 13, 2021 Remote Regular Meeting Minutes
- 11.3 April 19, 2021 Remote Annual Budget Presentation Minutes

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

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken.

Motion passed unanimously.

12. **CORRESPONDENCE TO COUNCIL**

- E-mail – regarding solar farms and sheep; some towns have sheep for the grass under the solar panels
- E-mail – building bridges and not taking sides
- E-mail – notice of a community awareness program taking place right now; 2nd session is tomorrow
- E-mail – question on collaboration of town departments with outside organizations

13. **CHAIRPERSON'S REPORT**

Ms. Nuccio noted the following:

- Referendum – May 4th; no excuse absentee ballots are available now; voting is at the Rec Center
- If any Councilors are available, the forestry management plan is taking place on Thursday at 5:30PM at the Parciak property and will look at the damage to the trees.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Ms. Falusi provided information about the census and the apportionment results. Connecticut had a population increase of 1% and did not gain or lose a seat in Congress. Tolland's self-reporting rate was 84.4%. Ms. Falusi wished a Happy 2 Year Anniversary to the Birch Grove Building Committee. Ms. Falusi noted that this is National Work Zone Awareness Week. Ms. Falusi reiterated that 2 years ago she said that Tolland

needed a strategic plan. When looking at the fire department project, if they had prioritized the upkeep of the buildings the town may not be in the situation it is in. She would like to revisit the idea of having a strategic plan with resident input on investments and preservation. Ms. Falusi commented that a lot of boards and commissions have Facebook pages where information is shared but she feels they are not getting the reach the Town of Tolland page does. She asked if the information could be shared on the Town's page. She specified this would be sharing of meetings, surveys, and other items. Ms. Falusi asked if the Council would like to do the brochures and about the display. Mr. Rosen asked Ms. Falusi to let him know how many brochures are needed and they will be printed. In terms of display, there is a bookcase at the front door of Town Hall on the Green.

- Ms. Johnson commented that in a town in New York they released northern bobwhite quail to help with the tick problem and asked if this has been considered. She added that it is a more humanitarian and circle of life effort that may help with the tick population and is worth exploring.
- Mr. Jones requested consideration for a liaison to the Zoning Board of Appeals (ZBA) in part due to it being an elected board that does not have a liaison and at the most recent meeting the ZBA did not have a quorum and could not take action. Multiple residents were upset and it seems that the ZBA is habitually short 1 or 2 members or alternates to successfully conduct business. Mr. Jones explained that while the Council does not have direct oversight of the ZBA, perhaps communication could be sent from his caucus to the DTC Chair and Ms. Nuccio's caucus to Chairwoman Burns to the ZBA members to remind them of the importance of serving and making time for the Board.
- Mr. Luba welcomed Ms. Johnson to the Council. Knowing her background and history, she has a lot to offer the town. Regarding the referendum, he asked people to vote especially in regard to the firehouse issue. It is something they need to move forward on. It is an outstanding project. Mr. Luba asked that people support both the budget and the firehouse project.

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

Ben Christensen, 97 Virginia Lane, noted that he is not making the following comments as a member of the Conservation Commission but as a private citizen. Mr. Christensen commented that people are inundated with bad and divisive news. The amount of support they have seen for the project is overwhelming in a good way and to have that reiterated tonight by every member of the Council is amazing. As a resident, he thanked the Council. *Ms. Nuccio responded that she appreciates the volunteerism involved. Tolland has always been conservation and open space minded. It is easy to say but hard to maintain and the volunteers do an amazing job. The community truly appreciates it.*

16. **ADJOURNMENT**

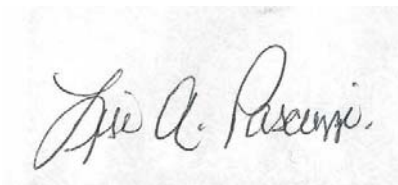
Mr. Jones motioned to adjourn the meeting at 9:18 PM

Ms. Falusi seconded the motion.

A roll call vote was taken.

Motion passed unanimously.

Respectfully submitted by,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Building Permit Technician	DEPARTMENT:	Building
REPORTS TO:	Building Official	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 6
DATE PREPARED:	April 13, 2021	DATE APPROVED:	April 27, 2021

SUMMARY

Performs secretarial, office administrative and technical work at a complex, skilled and responsible level for the Building Official and Blight Enforcement Officer. Provides administrative support to at least one board, commission or committee. Maintains records, composes memos and agendas for the building, blight and public health departments. Provides supplemental administrative support to the Director of Planning and Development and Town Engineer. Assists in maintaining construction management records and grant administration. Receives payments for permits and land-use applications and is responsible for the financial reconciliation of permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Building Official

Plans, organizes and prioritizes work according to established or standard office procedures and current department work-load conditions

Composes correspondence, agendas and other materials without instruction

Provides information to the public on subjects such as department or town services, policies, regulations and procedures

Assists contractors and homeowners with the technical details of what is required to be submitted as part of a permit application and performing an initial review for completeness and accuracy of measurements of proposed improvements on site plans and scaled drawings

Screens incoming correspondence and calls, refers to appropriate staff person, follows up to ensure a timely response. Handles public questions and complaints

Is responsible for money received, entering the data into the town accounting program and reconciling the same

Observes strict confidentiality in maintaining restricted files and records

Receives and processes building permit and land-use applications, and collects fees when necessary including online payments, refers technical questions to appropriate staff person when necessary, or obtains and relays the answer

Establishes and maintains various department records and files and performs related bookkeeping duties

Arranges meetings, schedules appointments and meeting spaces for supervisor

Prepares statistical, summary and narrative reports and gathers materials, data and other information for review by supervisor

Assists with receiving and processing applications to the Planning and Zoning Commission, Inland Wetlands Commission, Zoning Board of Appeals and Historic District Commission and collects fees when necessary

Maintains Building Department webpage and updates and prepares materials for publication

Provides as-needed secretarial and technical support to the Town Engineer and Director of Planning and Development, by the direction of the Building Official

Assists in maintaining records pertaining to construction management and grants

Assists in the preparation and monitoring of the Building Department budget

Provides administrative support to one or more boards or commissions

Orders office supplies as needed

Reports work accomplished to Supervisor

SUPERVISORY RESPONSIBILITIES

The employee holding this position will exercise no direct supervisory authority.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work and general knowledge of construction practices. Ability to operate in an environment which often requires the keeping of confidential information. Willingness to further education with classes as necessary. Ability to independently work under deadlines and prioritize tasks. Ability to type with speed and accuracy. Ability to accurately process and maintain complex paperwork and keep records. Ability to relate positively to staff members and the general public. Ability to operate data and word processing systems and proprietary permit tracking software necessary to perform the tasks of the position. Ability to make mathematical calculations, including scaling dimensions from blueprints and site plans. Ability to independently compose professional correspondence and detailed reports. Ability to collect and organize information as requested.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business and technical procedures; building, zoning and public health codes and specific governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply and divide and calculate area and percentages. Ability to calculate dimensions on scaled drawings using an engineer and architect's scale. Ability to perform calculations using units of money.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to properly apply complex codes and regulations and convey them to the end user in a manner which is easily understood. Ability to schedule appointments for supervisor, being aware of the time each appointment will take, its location and also the necessity to assign priority to some appointments.

CERTIFICATES, LICENSES AND REGISTRATIONS

Not applicable

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel				X
Reach with hands and arms				X

Climb or balance ☐ ☒ ☐ ☐

Stoop, kneel, crouch, or crawl ☐ ☐ ☒ ☐

Talk or hear ☐ ☐ ☐ ☒

Taste or smell ☒ ☐ ☐ ☐

Vibration ☒ ☐ ☐ ☐

LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
		X		
Up to 10 pounds				
		X		
Up to 25 pounds				
		X		
Up to 50 pounds				
		X		
Up to 100 pounds				
		X		
More than 100 pounds				

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
	X			
Work near moving mechanical parts				
	X			
Work in high, precarious places				
	X			
Fumes or airborne particles				
	X			
Toxic or caustic chemicals				
	X			
Outdoor weather conditions				
	X			
Extreme cold (non-weather)				
	X			
Extreme heat (non-weather)				
	X			
Risk of electrical shock				
	X			
Work with explosives				
	X			
Risk of radiation				
	X			
Vibration				

NOISE EXPOSURE

The position requires exposure to the following noise levels:

____ Very quiet (examples: forest trail, isolation booth for hearing test)

____ Quiet (examples: library, private office)

X

____ Moderate noise (examples: business office with computers and printers, light traffic)

____ Loud (examples: metal can manufacturing department, large earth-moving equipment)

____ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.