

TOLLAND BOARD OF EDUCATION
Tolland Intermediate School Library
96 Old Post Road
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 28, 2014

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.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Special Meeting – May 14, 2014
- Regular Meeting – May 14, 2014

C. 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.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT – Aiyla Zahid

F. SUPERINTENDENT'S REPORT

- F.1 Status of the 2013/2014 Budget – May 15, 2014
- F.2 2014/2015 District Budget Update
- F.3 Three (3) Year District Budget

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting - May 13, 2014

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Birch Grove Primary School Library
247 Rhodes Road
Tolland, CT 06084

SPECIAL MEETING – May 14, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Robert Pagoni, Mr. Tom Frattaroli, and Mr. Steve Clark.

Administrators Present: Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER

The meeting was called to order at 6:18 P.M.

B. SUPERINTENDENT SELECTION PROCESS

Mr. Bob Rader, Executive Director of CABE, was in attendance. He thanked the Board for rejoining CABE and is here to discuss the superintendent search process. The selection of a superintendent is one of the most important duties of a Board as well as the adoption of a budget and policies. The superintendent is the CEO, instructional leader for the district and the advisor for board issues. The superintendent has oversight over virtually everything so a board will want someone who shares the same goals, has good communication channels, and takes care of the needs of the board so it can be high performing. CABE has two documents on its website to assist boards under the Leadership Bar which provide more detailed information.

Mr. Rader explained that meetings concerning the actual superintendent search are exempt from FOI. They do not have to be open or held in executive session yet it is important that the public knows as much as possible. He emphasized the importance of going through the process to ensure that the board has done its due diligence. There are two ways in which a search may be done – via a consultant or via a search committee. He strongly recommended that a consultant be used and sent a booklet to the members of the Board via e-mail regarding this. He explained some of the reasons that a board should use a consultant. Over the years, the number of candidates has dried up due to superintendents having become more accountable for the education of students and in turn, the position is a lightning rod for a district. Further, CT requires a certification process which makes it more difficult to pull candidates. Consultants know how to recruit and where to find people.

Mr. Clark inquired as to the length of the search process and if the Board should consider seeking out an interim superintendent until the position is filled. Mr. Rader explained that it usually takes 4 months. It takes about 2 weeks to get a consultant who will need time to advertise, allow for resume submittals, review, hold 1st and 2nd interviews, and carry out other functions. Further, a superintendent will need to give possibly up to 6 weeks of notice to their prior employer. In regard to finding an interim superintendent, CAPSS (Connecticut Association of Public School Superintendents) keeps a list. Interim superintendents are often retired or consultants and can serve in different roles based on a district's needs. In terms of cost, consultant fees for a superintendent search are in the range of \$14,000 - \$20,000 for the entire search (this excludes site visits and other similar expenses).

A discussion of how to do a search either with or without a consultant took place. There are two options. First, the board may operate as a committee as a whole. Second, a search committee may be created. The latter may have 2-3 board members, 2 administrators, 2 teachers, 2 parents, and 2 community representatives. Mr. Rader explained that with the latter option, the members need to understand that there must be a certain level of confidentiality – a great concern for candidates. Further, when members of the board are present, administrators and staff may be less willing to speak up. When using a consultant, focus groups can be arranged to allow for an environment where participants may feel more comfortable voicing concerns. This provides the board with a good report on what people are thinking and what issues they would like to see pushed in town. Lastly, sometimes when people are on a committee, even if it is understood that the board will make the final recommendation, they may go away embittered even though they are only acting in an advisory capacity. The consultant becomes a trusted advisor. If a board chooses not to hire a consultant, it will need to address issues such as identifying who will do the clerical work, ensuring the right questions are asked, and getting the appropriate information.

Based on questions raised by members of the Board, Mr. Rader clarified that an interim superintendent is paid a pro-rated salary of the current superintendent's salary but does not receive benefits. Based on how the search is going, if the Board believes it will need an interim superintendent, it should start seeking out someone in July. He also noted that most superintendent contracts are for 3 years and do not have a probationary component.

Mr. Rader recommended that the Board look at the job description for the current Superintendent and use it in the development of a candidate profile. The District has phenomenal test scores which will be an asset in attracting candidates. Further, the Board should look ahead to what issues are expected to come up in the future to determine what kind of candidate it wants. He believed that in a district such as the one in Tolland, that a traditional candidate who can do just about everything should be considered. Further, a salary range will need to be determined and be competitive.

In terms of interviewing, the District has a lay Board. The questions will be based on the general goals of the District, the candidate's goals, and what he can bring to Tolland. The right questions need to be asked – this is the role of a board. It is also possible for a search committee to work alongside with a consultant who would guide the committee.

Mr. Rader stressed that he believed that a board should not undertake the search for a superintendent without a consultant. The consultant will take care of the reference checks as well as perform a criminal background check. Mr. Rader also noted that when it comes time to select the final person, it should be a unanimous decision if possible. He added that this can be a difficult time and the Board should communicate with the public and staff about the timeline and other information about the search.

In regard to CABE membership, Mr. Rader explained that like with any association, the more one is involved, the more one will get out of it. CABE offers a number of seminars, workshops, and holds an annual convention in November. CABE members are able to network and meet people and although it is the Board that is the member, each member of the Board may take advantage of CABE workshops.

The Board thanked Mr. Rader for attending this evening's meeting.

C. ADJOURNMENT

Mr. Clark motioned to adjourn at 7:30 P.M. Mr. Doyle seconded the motion. All were in favor.
Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION
Birch Grove Primary School Library
247 Rhodes Road
Tolland, CT 06084

REGULAR MEETING – May 14, 2014

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Mr. Robert Pagoni, Mr. Tom Frattaroli, Mr. Steve Clark, Mr. Joe Sce, and Mr. Al Fratoni.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:35 P.M. The Pledge of Allegiance was recited. Mr. Adlerstein noted that Mr. Guzman will retire as of August 1st. He thanked Mr. Guzman for his years of service to Tolland, its schools and students. Mr. Frattaroli thanked Mr. Guzman for his attendance at every Board meeting and always being prepared.

Mr. Guzman commented that it has been a wonderful experience and he has enjoyed all of the challenges. He is very fortunate to have worked with wonderful, intelligent Board members, and a dedicated and intelligent administrative staff. The District is fortunate to have these people on staff – both the faculty and staff are wonderful and committed people.

B. APPROVAL OF MINUTES - April 30, 2014 – Special Meeting

Mr. Clark motioned to approve the minutes of the April 30, 2014 regular meeting. Mr. Doyle seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Frattaroli, and Mr. Clark were in favor. Mr. Fratoni abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)

Ms. Gorsky reported on correspondence. The letters have primarily been about kindergarten. She has received letters from parents asking that the class sizes be kept small, a letter requesting a half day option, and a letter requesting that if a half day option is offered, that it be done well with a thoroughly planned curriculum that supports the half day option. She also received a letter thanking the Board for approving the online course policy and asking that the Board consider putting money back into the budget on the online course line item.

Deb Goetz, 176 Kate Lane, commented that Ms. Neel confirmed that \$2,000 was added back into the 2014/2015 budget for online courses. Ms. Goetz paid \$820 for her daughter to take an online course. She noted that \$370,000 is unexpended and if any of those funds are available, she would like to request that she be reimbursed for the online course. She explained the necessity of her daughter taking the course and how it was the only option due to the schedule.

Pat Martineck, 60 Doyle Road, inquired if there is any follow up regarding the process for when a situation such as the one she addressed at the last meeting regarding adult content coming up on screen when her son was doing online classwork. She would like to know the process for how the situation is handled.

Paul Krasusky, 26 Susan Drive, congratulated the Board on getting the budget passed. He is the Town Council's liaison to the Board and is honored to be working with the members. He congratulated Mr. Guzman on his retirement and noted that he has been a very valuable resource and it is noticed. His dedication has been steadfast throughout his tenure and it shows.

D. POINTS OF INFORMATION

Mr. Guzman addressed the issue of the sexually-oriented online ads. He noted that there is a firewall and on a periodic basis, any reports are given to the principals. This topic will be brought up in the policy meeting and Mr. Pagoni noted that these issues are addressed as they occur with both the parents and the student.

Mr. Guzman noted that in regard to the request from Ms. Goetz, there is money that has been allocated in the 2014/2015 budget for this line item. In terms of the request for reimbursement, this is up to the Board. He added that over time, administrators receive a number of reimbursement requests for a wide number of items and at the administrative level, those requests are generally rejected. That said, this does not preclude the Board from making a decision on the request and it could take this under advisement at year-end. Mr. Pagoni explained that he would like to revisit this one issue and if anyone else would like to approach the Board with other issues they are welcome to do so. He will bring it up at a June meeting. Ms. Gorsky commented that she feels this is an exception and that the parent had to pay the money in the one year it was not in the budget.

E. STUDENT REPRESENTATIVE REPORT - Aiyla Zahid

Ms. Zahid reported that DECA competed in the nationals in Atlanta last week and was very successful. Further, 40 new members were inducted into the National Honor Society. Lastly, the prom will take place on Friday.

F. SUPERINTENDENT'S REPORT

F.1. 3 Year Budget Plan - Framework

An initial framework for developing a 3 year budget plan is attached. The framework categories follow those in the budget. The source of the data is noted but some fine tuning will need to be done such as the consideration of contracts and the impact of various projects. Mr. Guzman reviewed the attachment and a discussion took place regarding how the data is determined and could be better projected.

F.2. Status of the 2014-2015 Budget

There are no updates at this time but Mr. Guzman will let the Board know of any new information as it becomes available. He explained that the \$133k adjustment is coming out of the reserve account for the health insurance medical program. A reserve is needed to handle a very expensive year. The health insurance report may not reduce the projected 10% increase and the \$133k is being utilized to balance some of the initiatives. In turn, Mr. Guzman suggested that over the coming year that the reserve account be slowly paid back and returned to the level that it was.

F.3. School Resource Officer

Mr. Guzman noted that a draft mission statement and memorandum of understanding was created for the Tolland SRO position. It includes goals and objectives and was sent

to the State Trooper Commander for his review. Mr. Guzman explained that the selection of the School Resource Officer (SRO) is within the rights of the Commander, not the Board or the Town Council. Sargent Corradi has been selected and will attend SRO training. He is highly endorsed by the administration. Mr. Guzman recommended that the Board formally establish the position of SRO via a resolution. The money is coming out of the town budget but approving the position is something the Board should consider doing by a vote. It was noted that in the days to come, the memorandum of understanding may have a 3rd party – the State Police.

Mr. Adlerstein explained that tonight, he would like to have the Board's full support of moving forward with this pilot project where the SRO position will be established and held by a state trooper.

The presentation was reviewed which included the role of the SRO. Ms. Fox will be the point of contact for the project and will head up a collaboration team with administrators from the other schools. During the pilot phase, the Communications Committee will be the responsible component from the Board. At a later time, this may transition to the Finance and Facilities Committee.

After reviewing the draft, Mr. Pagoni noted that instead of individual names, position titles should be used. Further, there are two spelling errors in regard to titles. He also noted that he would like to see Trooper Corradi bring in a female trooper to the schools on occasion as a role model for students.

Mr. Adlerstein noted that he understands that the administration is very pleased with the selection of the SRO. Mr. Doyle added that he needs to see a signature line for either the state trooper or the sergeant to be added to the document. Additionally, he would like to see a quarterly report of student arrests to see if this is having an effect. Ms. Moran suggested having a representative from the VOICES program as part of the team as well. The Communications Committee will meet with the collaboration team to discuss a plan for presenting this information.

Mr. Pagoni motioned to bring to item 1.2 for the Board of Education to officially recognize and support the appointment of a position of School Resource Officer. A discussion took place regarding voting for the MRU and to approve the selected SRO. Mr. Doyle seconded the motion. All were in favor. Motion carried.

F.4. Field & Grounds Maintenance Agreement

Mr. Guzman explained that the current agreement expires June 30th. The agreement has been altered to take into account some of the changes to the district's grounds over time and is scheduled to go to the Town Council on May 27th.

Mr. Clark noted that this is traditionally reviewed by the Policy Committee. Mr. Doyle noted the Finance and Facilities Committee reviewed the document before changes were made and would be willing to review the draft and bring recommendations to the next Board meeting. Mr. Pagoni wondered why this would change from the Policy Committee to the Finance and Facilities Committee. To leave it as is would allow for continuity. He inquired who the liaison personnel are. Mr. Guzman believes it is Mr.

Langlois on the town side and Mr. Carroll on the Board side but this information may not be in the document. A discussion took place regarding which committee should review the document. Mr. Adlerstein recommended bringing it to the shared facilities group consisting of the Board and the Town Council to see it through that lens and then bring it to one of the committees for review. The meeting notes will be sent to the Board. A discussion took place that the issue is that it is going for a vote before the Board meets to review the document. Mr. Guzman will let the Town Manager know that this will be reviewed by the groups and committees noted. The Town Council liaison will request that this be deferred from the May 27th meeting to the next Town Council meeting.

G. COMMITTEE & LIAISON REPORTS

Finance and Facilities

Mr. Doyle noted that they have not met and there are no updates.

Policy

Ms. Gorsky noted that at the last meeting, curriculum was discussed. Both administrators and residents were in attendance. There will be a coffee time scheduled where residents will be able to share comments and provide curriculum input. Additionally, the half day kindergarten option was discussed as well. A letter has been sent to the parents of kindergarten children asking them if they would be interested in a half day option. If so, it asks which option would they like – one where they would pull the student out (with a notation that the parent would be responsible for transportation) or a half day class. The letter was sent today. Once the Committee knows the response, options will be reviewed. Ms. Gorsky noted that if half day becomes an option, a new curriculum will need to be written.

Communications

The Town Council meeting was held last night. They honored the winner of the statewide Fire Prevention Post Contest. Further, the field rental policy was approved as well. The website taskforce reviewed the needs of those who view the website and it was determined that a lot of data is needed in terms of the percent of users and where they go on the site in order to move forward.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein will follow up with the list of service providers given to him by Mr. Rader at the Special Meeting and will send the members a list of information and recommendations for the superintendent selection process. The Board will meet to review the information before the next regularly scheduled meeting.

I. BOARD ACTION

- I.1. Board Policy and Administrative Regulation 4000 [1030] Bloodborne Pathogen Board Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and Diabetes

Ms. Gorsky motioned to approve Board Policy and Administrative Regulation 4000 [1030] Bloodborne Pathogen Board Policy 5500 – Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and Diabetes. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

I.2 Mr. Pagoni motioned for the Board to officially create the position of a school resource officer. Mr. Clark seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Pagoni, Mr. Frattaroli, Mr. Clark, and Mr. Fratoni were in favor. Mr. Sce opposed. Motion carried.

J. PUBLIC PARTICIPATION

Kate Vallo, 72 Tolland Green, commented that she attended a presentation on adult content and children in the media. She offered to provide Ms. Gorsky with the information she received and the contact information for the speaker. There is no perfect firewall and incidental exposure has a longer term impact. There are ways to make this better through communication.

Deb Goetz, 176 Kate Lane, noted that her daughter is taking the online course during the school day during first block. It is an academic program. For a higher level student who is taking courses which only meet once, scheduling is very difficult. She also thanked the Board for the SRO.

Pat Martineck, 60 Doyle Road, noted that the issue she brought to the Board is a very important policy topic and thanked the Board for taking time to address it.

K. POINTS OF INFORMATION

Mrs. Moran clarified that French 4 was offered but that Ms. Goetz' daughter was unable to schedule it.

Mr. Doyle spoke in regard to the Honeywell volunteer project at Tolland Middle School. June 14th and June 21st are the scheduled dates for volunteers to work. He contacted a representative from Building Together Providence. She explained that some of the materials will be provided and some insurance coverage will be provided as well. Mr. Guzman will forward some questions from the district's insurance carrier to Mr. Doyle to pass along for review.

Mr. Frattaroli noted that the girls track team placed 2nd this weekend.

L. CORRESPONDENCE

- Special Town Council Meeting - April 23, 2014
- CABE

M. FUTURE AGENDA ITEMS

- SRO - Introduction
- Graduate from the Vo-Ag program
- Field Maintenance Agreement
- Status of the Budget (this year)
- Update on the Budget (next year)
- Policies
- 3 Year Framework Update

Mr. Pagoni inquired about the first bullet. Mr. Guzman explained that this is an opportunity for the Board to meet and greet the SRO. Mr. Pagoni explained that it was agreed that the Board would be able to speak to the individual and make the final

decision. A discussion took place. Mr. Adlerstein recommended that the Board have a chance to ask questions of the individual and if it is something that cannot be asked in public, then it can be done in executive session.

Ms. Moran motioned to go past 10 PM. Mr. Clark seconded the motion. All were in favor. Motion carried.

Mr. Adlerstein noted that the officer selected for the SRO position is one which the administration supports.

N. EXECUTIVE SESSION

- Personnel Matters

Mr. Clark motioned to go into executive session to discuss personnel matters at 10:03 P.M. Mr. Doyle seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Robert Pagoni motioned to adjourn the meeting at 10:17 P.M. Patrick Doyle seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: May 28, 2014

SUBJECT: Status of the 2013/2014 Budget – May 15, 2014

In accordance with Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2013/2014 as of May 15, 2014.

The budget for fiscal year 2013/2014 as adopted is \$36,059,250.

As of May 15, 2014 expenditures, encumbrances and projected expenditures and adjustments total (note new column) \$36,043,602, leaving an unexpended projected balance at this time in the amount of \$15,648.

The planned prepayment of \$200,000 to Eastern Connecticut Health Insurance Program (ECHIP) and the \$140,000 for other post-employment benefits (OPEB) are reflected in the "projected expenditures/adjustments" column.

The final estimated payment for the Excess Cost and Agency Placement grant has been posted on the state website and reflected in the report. The final reimbursement is at 82%, which includes any transportation reimbursement.

The athletic program, after review by the athletic director, has had to absorb approximately \$38,000 in lost revenue as a result of lower participation and adjustments for athletes who met the family cap or had reduction of fees.

There is a projected deficit of \$89,550 in the utility account. Based on the historical invoice activity of the prior year during the months of May and June, and the weather conditions this past winter, there has been an increase in rate consumption. Other contributing factors are a result of the Energy Service Company (ESCO) project work. Two areas to note are the changeover of the control systems at Birch Grove and Tolland High School which affected consumption (more oil and electricity use), and an inability to adequately control outside lighting at the schools due to equipment failures which the ESCO managers are addressing.

As is the general practice, open purchase order reports are being distributed monthly for review and orders open in excess of six months are being reviewed to determine if they require cancellation.

WDG/JAN;jp

TOLLAND PUBLIC SCHOOLS
 Business Services
 May 15, 2014
 Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April/May Budget Transfers	Balance	%	Projected Expenditures/ Adjustments
101	Language Arts	\$ 56,583	\$ -	\$ 56,583	\$ 52,552	\$ -	\$ 4,031	7.1%	8,996
102	Math	\$ 36,666	\$ -	\$ 36,666	\$ 36,345	\$ -	\$ 321	0.9%	0
103	Social Studies	\$ 16,087	\$ -	\$ 16,087	\$ 10,961	\$ -	\$ 5,126	31.9%	2,568
104	Science	\$ 64,700	\$ 28	\$ 64,728	\$ 64,478	\$ -	\$ 250	0.4%	0
105	Art	\$ 27,455	\$ -	\$ 27,455	\$ 26,400	\$ -	\$ 1,055	3.8%	2,204
106	Music	\$ 15,751	\$ -	\$ 15,751	\$ 15,005	\$ -	\$ 746	4.7%	3,810
107	Physical Education/Health	\$ 13,638	\$ -	\$ 13,638	\$ 10,767	\$ -	\$ 2,871	21.1%	209
108	World Language	\$ 15,644	\$ -	\$ 15,644	\$ 11,386	\$ -	\$ 4,258	27.2%	0
109	Family and Consumer Science	\$ 14,879	\$ -	\$ 14,879	\$ 14,581	\$ -	\$ 298	2.0%	0
110	Technology Education	\$ 26,560	\$ -	\$ 26,560	\$ 20,590	\$ -	\$ 5,970	22.5%	0
111	Business Education	\$ 24,175	\$ -	\$ 24,175	\$ 15,779	\$ -	\$ 8,396	34.7%	0
112	Digital Education	\$ 9,366	\$ (28)	\$ 9,338	\$ 5,435	\$ -	\$ 3,903	41.8%	0
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ -	\$ -	\$ 1,240	100.0%	0
131	Special Services	\$ 2,375,880	\$ (1,093)	\$ 2,374,787	\$ 2,150,412	\$ -	\$ 224,375	9.4%	(198,447)
132	Special Education	\$ 97,408	\$ -	\$ 97,408	\$ 87,989	\$ -	\$ 9,419	9.7%	1,550
133	Interdistrict Programs	\$ 179,899	\$ -	\$ 179,899	\$ 195,816	\$ -	\$ (15,917)	-8.8%	0
134	Student Athletics	\$ 157,480	\$ 360	\$ 157,840	\$ 157,840	\$ -	\$ -	0.0%	15,747
136	Student Activities	\$ 28,820	\$ -	\$ 28,820	\$ 20,535	\$ -	\$ 8,285	28.7%	0
142	School Counseling Services	\$ 9,679	\$ -	\$ 9,679	\$ 6,556	\$ -	\$ 3,123	32.3%	0
144	Nursing	\$ 19,764	\$ (360)	\$ 19,404	\$ 16,496	\$ -	\$ 2,908	15.0%	0
145	Library	\$ 13,845	\$ -	\$ 13,845	\$ 11,322	\$ -	\$ 2,523	18.2%	0
146	Audiovisual	\$ 2,015	\$ -	\$ 2,015	\$ 507	\$ -	\$ 1,508	74.8%	0
710	Principals' Office	\$ 166,203	\$ (11,200)	\$ 155,003	\$ 105,174	\$ -	\$ 49,829	32.1%	3,900
701	Transportation	\$ 2,329,416	\$ -	\$ 2,329,416	\$ 2,367,630	\$ -	\$ (38,214)	-1.6%	9,000
755	Superintendent's Office	\$ 26,145	\$ -	\$ 26,145	\$ 26,463	\$ -	\$ (318)	-1.2%	(950)
756	Business Services	\$ 193,137	\$ -	\$ 193,137	\$ 208,432	\$ -	\$ (15,295)	-7.9%	0
757	Technology Services	\$ 267,486	\$ 83,398	\$ 350,884	\$ 351,153	\$ -	\$ (269)	-0.1%	(8,272)
661	Custodial Services	\$ 158,926	\$ 22,500	\$ 181,426	\$ 194,098	\$ -	\$ (12,672)	-7.0%	0
667	Comm/Ins	\$ 186,894	\$ -	\$ 186,894	\$ 189,312	\$ -	\$ (2,418)	-1.3%	0
663	Utilities-Energy Mgt	\$ 1,307,857	\$ -	\$ 1,307,857	\$ 1,397,407	\$ -	\$ (89,550)	-6.8%	89,550
666	Energy Management	\$ 6,380	\$ -	\$ 6,380	\$ -	\$ -	\$ 6,380	100.0%	0
662	Maintenance	\$ 427,362	\$ (22,500)	\$ 404,862	\$ 381,741	\$ -	\$ 23,121	5.7%	6,385
770	Prog/Prof Development	\$ 82,738	\$ 11,200	\$ 93,938	\$ 68,370	\$ -	\$ 25,568	27.2%	10,000
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%	0
791	Board of Education	\$ 102,720	\$ -	\$ 102,720	\$ 115,664	\$ -	\$ (12,944)	-12.6%	0
xxx	Program Total	\$ 8,493,067	\$ 82,305	\$ 8,575,372	\$ 8,367,463	\$ -	\$ 207,909	2.4%	\$ (53,750)

TOLLAND PUBLIC SCHOOLS
 Business Services
 May 15, 2014
 Fiscal Year 2013-14 Expenditure Report

Program #	Program Description	Original Budget	Year-to-Date Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	April/May Budget Transfers	Balance	%	Projected Expenditures/ Adjustments
177	Staff Services - Other	\$ 1,123,383	\$ -	\$ 1,123,383	\$ 1,291,392	\$ -	\$ (168,009)	-15.0%	95,709
177	Staff Services - Health Insurance	\$ 4,972,188	\$ -	\$ 4,972,188	\$ 5,073,734	\$ -	\$ (101,546)	-2.0%	192,600
178	Certified Regular Ed	\$ 12,895,805	\$ (128,527)	\$ 12,767,278	\$ 12,785,442	\$ -	\$ (18,164)	-0.1%	72,566
179	Certified Special Ed	\$ 2,849,262	\$ (24,029)	\$ 2,825,233	\$ 2,676,606	\$ (18,305)	\$ 130,322	4.6%	1,890
180	Non-Certified	\$ 1,261,668	\$ 1,093	\$ 1,262,761	\$ 1,196,207	\$ -	\$ 66,554	5.3%	15,000
181	Building Operations	\$ 810,212	\$ -	\$ 810,212	\$ 770,655	\$ -	\$ 39,557	4.9%	16,461
182	Building Maintenance	\$ 174,046	\$ -	\$ 174,046	\$ 177,945	\$ -	\$ (3,899)	-2.2%	2,269
183	BOE Clerk	\$ 2,860	\$ -	\$ 2,860	\$ 2,904	\$ -	\$ (44)	-1.5%	390
184	Business Services	\$ 272,267	\$ -	\$ 272,267	\$ 276,722	\$ -	\$ (4,455)	-1.6%	0
185	Superintendent's Office	\$ 276,820	\$ -	\$ 276,820	\$ 274,993	\$ -	\$ 1,827	0.7%	0
186	Principals' Office	\$ 1,557,502	\$ -	\$ 1,557,502	\$ 1,529,658	\$ -	\$ 27,844	1.8%	0
187	Substitutes	\$ 297,746	\$ 69,158	\$ 366,904	\$ 528,509	\$ 18,305	\$ (143,300)	-39.1%	88,400
188	Systemwide Services	\$ 1,072,424	\$ -	\$ 1,072,424	\$ 1,091,372	\$ -	\$ (18,948)	-1.8%	88,861
xxx	Personnel Total	\$ 27,566,183	\$ (82,305)	\$ 27,483,878	\$ 27,676,139	\$ -	\$ (192,261)	-0.7%	\$ 574,146
xxx	Original Appropriation Total	\$ 36,059,250	\$ -	\$ 36,059,250	\$ 36,043,602	\$ -	\$ 15,648	0.0%	520,396
xxx	Grand Total	\$ 36,059,250	\$ -	\$ 36,059,250	\$ 36,043,602	\$ -	\$ 15,648	0.0%	\$ 520,396

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Neel**

DATE: May 28, 2014

SUBJECT: 2014- 2015 District Budget Update

The Town Council's Board of Education was approved at referendum on Tuesday, May 6, 2014.

The approved FY 2014 – 2015 Board of Education budget is \$37,189,581 a 3.14% increase of \$1,130,331.

No adjustments have been made to the attached Budget Cost Impact Scenario since last reported on May 14, 2014.

Possible adjustments to this report as we move closer to year-end, which could affect the budget, are as follows:

- Determination of cost for Superintendent search
- Reduction/addition of health insurance rates

We have started receiving enrollment numbers and tuition rates for Inter-district schools. At this time, we have seen a slight decrease of \$732.00. If this number changes significantly it will be posted to the Cost Impact Sheet.

WDG/JAN;jp

TOLLAND PUBLIC SCHOOLS
 Business Services
 FY 2014-15 Budget Cost Impact
 Scenarios

<u>Program</u>	<u>Current Budget</u>	<u>Unit Cost</u>	<u>Cost Impact</u>		<u>Explanation</u>
			<u>High</u>	<u>Low</u>	
Transportation	Projected at 5% increase	\$ 20,615	\$ -	\$ (61,845)	High: No reduction in projection of 5% rate increase, Low: project bid results come in at 8% rate increase.
Retirees	Projected 7 retirees	\$ 9,772	\$ 48,860	\$ 9,772	High: 5 additional retirees, Low: 1 additional retiree.
Health Insurance	Projected 10.0% increase	\$ 45,867	\$ 133,000	\$ 45,867	High: Additional 2.9% reduction in renewal increase, Low: 1% renewal reduction.
Health Insurance (H S A)	Projected enrollment of 105 employees	\$ 4,848	\$ 48,480	\$ 9,696	High: 10 moves to H S A, Low: 2 projected moves.
Special Services	Projected 82% reimbursement from Excess Cost Grant	\$ 15,465	\$ -	\$ (46,395)	High: No change, Low: reimbursement at 80%.
Sub-Total			\$ 230,340	\$ (42,905)	
Health Insurance	Revised to 10.0% increase		\$ 73,387		Reduction to Health Insurance Account
Transportation (Diesel fuel)	Revised to reflect bid results.		\$ 43,384		Diesel fuel budgeted @ \$3.60 vs. \$3.0547 locked-in rate.
Reduction to misc accounts			\$ 18,564		Recommended reduction after review of line item budgets.
Transportation	Bid results		\$ (64,573)		Addition to budget due to bid results.
Total			\$ 301,102		
Projected Account Adjustments			\$ 301,102		
BOE Budget Request			\$ (110,108)		Town Council reduction to BOE request 4/1/14
All Day Kindergarten			\$ (161,157)		Implementation of ADK approved by BOE 3/19/14
Participation fee revisions			\$ (26,565)		Athletic and Cocurricular revised fees approved by BOE 3/19/14
Difference			\$ 3,272		

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: May 28, 2014
SUBJECT: Three (3) Year District Budget

Attached is the spreadsheet for developing the Three (3) Year District Budget (2015-2016, 2016-2017, 2017-2018). At the May 21, 2014 Finance and Facility Committee meeting, the Committee agreed that the attached spreadsheet would be further developed by Sam Adlerstein and Joseph Sce based on a budgetary assumptions developed by the Administration. More detailed Information will be provided at the Board meeting.

WDG;jp

TOLLAND PUBLIC SCHOOLS							
Three Year Budget Projection FY 2015-16 through 2017-18 Framework							
	Description		FY 2014-15 Budget	FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Budget	Notes
x	Enrollment Impact (1)	Enrollment Impact (1)					
	Birch Grove	Birch Grove	543	489	476	472	
	Tolland Intermediate	Tolland Intermediate	580	547	527	504	
	Tolland Middle	Tolland Middle	665	650	600	563	
	Tolland High	Tolland High	834	801	779	759	
	Total	Total	2,622	2,487	2,382	2,298	NESDEC projection
	Change in enrollment	Change in enrollment		(135)	(105)	(84)	
1	Teachers - Certified Salaries (Prog 178, 179) (2)	Teachers - Certified Salaries	\$15,997,196	\$16,446,717	\$16,912,159		Based on contract
2	Administrator Salaries (Prog 186, 188)	Administrator Salaries	\$1,680,954	\$1,714,573	\$1,752,294		Based on contract
3	Central Office Salaries (Prog 183, 184, 185, 188)	Central Office Salaries	\$854,599	\$875,964	\$897,863		Based on history of increase
4	Non-Certified Salaries (Prog 180, 186, 188)	Non-Certified Salaries	\$1,894,730				
5	Custodial/Maintenance Salaries (Prog 181,182)	Custodial/Maintenance Salaries	\$981,882	\$1,001,520	\$1,021,550		Based on salary increase history prior years and contract
6	Health Insurance (Prog 177)	Health Insurance	\$5,621,417				
7	Health Insurance (Prog 177) Affordable Care Act	Health Insurance (Affordable Care Act)	\$55,240				
x	Health Insurance (Prog 177) Prepayment	Health Insurance (Prepayment)	\$(200,000)				No prepayment planned.
8	Other Post Employment Benefits (OPEB)(Prog 177)	Other Post Employment Benefits (OPEB)	\$30,723	\$146,000	\$146,000	\$146,000	Based on current cost
9	Pension ICMA (Prog 177)	Pension ICMA	\$174,568	\$179,805	\$185,199	\$190,755	Based on 3% increase
10	Staff Srvs (Prog 177, less severance obj 195)	Staff Services	\$991,224				
x	Teacher retirements	Teacher retirements	\$(122,755)				
11	Special Services (Prog 131)	Special Services	\$2,399,935				

TOLLAND PUBLIC SCHOOLS							
Three Year Budget Projection FY 2015-16 through 2017-18 Framework							
	Description		FY 2014-15 Budget	FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Budget	Notes
12	Transportation (Prog 701, less diesel & fuel)	Transportation	\$2,141,407	\$2,022,135	\$2,077,760	\$2,134,885	Based on bid results for regular transportation only, not extra runs, summer school, etc.
13	Utilities (Prog 663) & Energy Mgt (Prog 666)	Utilities & Energy Mgt	\$1,383,433				
14	Other: Comm, Ins, Diesel, Gas (Prog 667, 701)	Communication, Insurances, Diesel, Gas	\$513,558				
15	Custodial/Maintenance (Non salary) (Prog 661, 662)	Custodial/Maintenance (Non salary)	\$619,576				
16	Central Office and Admin program costs: (Prog 710, 755-756, 770, 790-791)	Central Office and Admin	\$559,463				
17	Student Athletics/Activities (Prog 134, 136)	Student Athletics/Activities	\$194,936				
18	Instructional Programs (Prog 101-15, 132, 142-146)	Instructional Programs	\$456,813				
19	Technology (Prog 757)	Technology	\$273,680				
20	Interdistrict Tuition (Prog 133)	Interdistrict Tuition	\$247,541	\$257,443			Based on 4% increase in tuition rates, unknown student enrollment
21	Substitutes, Curriculum Writing and Tutoring (Prog 187, 188)	Substitutes, Curriculum Writing and Tutoring	\$550,260				
	Grand Total	Grand Total	\$37,300,380	\$22,644,157	\$22,992,825	\$2,471,640	

JAN

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 13, 2014 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; George Baker, Vice-Chair; William Eccles; Richard Field; Paul Krasusky and Ben Stanford

MEMBERS ABSENT: Jan Rubino

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Linda Farmer, Director of Planning and Community Development; Beverly Bellody, Human Services; Barbara Pettijohn, Director of Library Services; Michael Wilkinson, Director of Administrative Services; Doug Racicot, Asst. Director of Public Safety/Asst. Fire Chief; Robert DaBica, Deputy Fire Marshal; James Dineen, Principal TIS; John Shortsleeve, Bay State Consultants; Adam Rasken, True Green Capital

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** Honoring Kathryn Mary-Margaret Heaney the winner of the statewide Connecticut Fire Prevention Poster Contest.

Jack Scavone read the following Proclamation:

Town of  Tolland
Proclamation

*KATHRYN MARY-MARGARET HEANEY
WINNER OF THE STATEWIDE CONNECTICUT
FIRE PREVENTION POSTER CONTEST*

WHEREAS, congratulations to fifth grader Kathryn Mary-Margaret Heaney who was the overall statewide winner of the Connecticut Fire Prevention Poster Contest; and

WHEREAS, each year the annual poster contest for fourth and fifth graders is sponsored by The Connecticut Fire Marshals' Association, Office of the State Fire Marshal, Connecticut Fire Chiefs' Association, State Board of Education and the Connecticut FAIR Plan; and

WHEREAS, the contest is themed FIRE PREVENTION – EVERYONE/EVERYDAY. Its purpose is to promote child and adult awareness of fire prevention responsibilities. Each year thousands of entries are submitted throughout the state; and

WHEREAS, as a result of her win, Kathryn's poster will grace the cover of the 2015 Connecticut Fire Prevention Calendar that is distributed to students in participating schools. This is the second time and the second year in a row that a Tolland student was selected as the statewide winner! Kathryn's poster will be

on display representing the Tolland Intermediate School and Tolland County, at the State Capitol during Fire Prevention week October, 2014;

NOW, THEREFORE, I, Jack Scavone, Chairperson of the Tolland Town Council, on behalf of the Town Council and the community at large, do hereby recognize Kathryn Mary-Margaret Heaney as the statewide winner of the Fire Prevention Poster Contest and the second Tolland student to win the honor. We commend Kathryn on her significant achievement and wish her much luck and success in all of her future endeavors.

Rob DaBica expressed how proud they were of Kathryn's achievement. She was #1 in the State of Connecticut. Doug Racicot commented this program stays alive through the creative efforts of the teachers and others. He thanked Mr. Dineen for keeping this alive in Tolland. Mr. Dineen said they are so proud of Katie too.

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

Karen Moran of 50 Merlot Way: She thanked the Council for all their hard work this year with the budget.

Beth Banning of 32 Browns Bridge Road: She is here tonight to express support for abandoning the ancient highway on Browns Bridge Road. It cuts her property in half, and she knows a lot of the property has already been abandoned by the town in previous years.

6. PUBLIC HEARING ITEMS: None.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: None.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Dorothy Mickiewicz of the Conservation Commission updated that on May 18th at 5 p.m. they will do a site visit of the east side of Charter Road with the Council. She also passed invites out for the Grand Opening of the Becker Conservation Area. It will be Sunday, June 8, 2014 at 1:00 p.m. It will be by the River Park ball fields (off South River Road alongside the Willimantic River). Also, with regard to the solar farm on South River Road, they would like the Council to consider adding a small access road along the southern part, to allow a secondary access.

Mr. Field updated on the PCC – They had a sponsor thank you party, and the date for the Gala is May 16th. The TWC is working diligently on their report to the Council. Bill Eccles commented on the EDC: they discussed the possibility of putting a sign on the dome, which faces I-84; the business meet and greet will be June 3rd @ 6:30 at the Lodge; and there are various jobs that need to be done within the town that are 'short-term' jobs, for ex. – marketing the town and following up with all the activities that are surrounding the properties at the intersection of I-84 and Route 195. Mr. Eccles suggested that perhaps they seek the assistance from an intern at UConn in the Marketing Department. Mr. Boule has been working on this, and has found a couple of candidates. Mr. Eccles believes this should be brought before the Council, so that they can direct them to go forward with this. Mr. Baker commented on the PZC: they endorsed the purchase of 1.39 acres on South River Road, and they removed the open-space classification on the parcel in the Industrial Park.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Solar Farm - True Green Capital Presentation.

Mr. Werbner said that with the Council's support they have been working with CCM (Andy Merola) and John Shortsleeve, who is the consultant, on some exciting stuff for municipalities in terms of the potential of a solar farm in the community. They are looking at three separate farms: two in the Industrial Park and one on South River Road. A lot needs to be done between now and the end of May, so that they are in a position to get certain state credits that allow them to have a financial plan that allows these farms to go forward. True Green Capital would be the entity constructing the solar farms.

John Shortsleeve of Bay State Consultants spoke. They assisted with managing a competitive procurement to bring a solar company before Tolland. He outlined the 17week process. They started out with nine companies. True Green Capital is the company that made it to the end of the process.

Adam Rasken of True Green Capital spoke. He gave a background of their company, and spoke of the recently installed solar fields in East Hartford. They believe Tolland will be more than satisfied with their work. He gave a presentation with the use of a PowerPoint. He spoke of various jobs they have done, and the team that would be involved in the process for Tolland. They will bring a third party firm, based in Connecticut, to do the installation, although, True Green will do the ongoing maintenance. The top three benefits to having solar farms would be: alternative use for municipal owned land, positive green image of sustainability and energy efficiency and guaranteed power savings for Tolland. Various slides showing the potential layouts at 327 South River Road, 97 Gerber Road and 97 Gerber Drive Phase II were explained. The schedule and plan going forward was reviewed. The project will start with executing a Power Purchase Agreement in April/May 2014, with full operations slated for May 2015.

8.2 General budget discussion and consideration of a resolution to establish a mill rate.

Mr. Werbner said they are pleased the referendum passed on the first attempt. By Charter, the Town Council needs to set the mill rate, and authorize the Town Manager to send out the tax bills.

George Baker made the following motion:

WHEREAS, the proposed FY 2014-2015 budget of \$53,175,832 passed at referendum on May 6, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 31.05 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2014.

Seconded by Bill Eccles. All in favor. None opposed.

8.3 Consideration of a resolution authorizing a change in wording to A176-18. Policy No. 19: Collection Policies.

Mr. Werbner said this is minor change in the process used for building permits. Before when obtaining a building permit, you had to have a clearance from the tax office that your taxes were current. That clearance was required to come from the tax office itself. With the installation of the View Permit software in the Building Department, they are now working to enable the Building Department to have that information on-line so that they can make that determination. Prior to the installation of this software, it would necessitate a separate review by the tax office, which could add 3-4 days to the process, depending

on when the request came in. The attached resolution presents a change in the wording to allow the Planning & Development Office, as the designee, to verify all taxes are paid through the linking of View Permit to Quality Data Service software. The change would be adding *as designee* to the policy. This would streamline the verification process for Building Permits.

George Baker made the following motion:

BE IT RESOLVED that the attached change in wording to A176-18. Policy No. 19: Collection Policies be adopted by the Tolland Town Council.

Seconded by Ben Stanford. All in favor. None opposed.

8.4 Consideration of a resolution to declare equipment as surplus property with the Town.

Mr. Werbner said the property has been outlined in a memo. The items have been determined to be obsolete. The recommendation is to allow for the disposal, possible sale or use of this equipment as spare parts in accordance with the purchasing policy.

George Baker made the following motion:

BE IT RESOLVED that the following items are hereby declared surplus and may be disposed of in accordance with Policy A1764, Policy Concerning Disposal of Surplus Personal Public Property:

Six 2008 CPU's (Library)
HP Laserjet 3050 Fax Machine (Trooper's Office)
Konica Model DF-320 Copier and Xerox SN Printer (Trooper's Office)
Overhead Projector

Seconded by Bill Eccles. All in favor. None opposed.

8.5 Consideration of a resolution to approve changes to the Bulky Waste at Curbside Program.

Mr. Werbner said this was discussed during the budget process. The following recommendations are being suggested to the Town Council regarding the Bulky Waste Curbside program in order to control costs:

- Reduce the number of Town sponsored monthly pick-ups of Bulky Waste at curbside from (6) to (2).
- Authorize our vendor (Willimantic Waste Paper) to do (10) additional Bulky Waste at curbside pick-ups per year with the resident being charged by the vendor \$32 per pick-up for up to (4) reasonable sized items.
- Eliminate the picking up of oil at curbside due to environmental concerns expressed by our vendor.

The town did a review of the pick-ups during FY13 with the help of Willimantic Waste. Looking at the numbers, in FY13 there were a total of 3,896 bulky/metal pick-ups. Of that total, 1,879 residents had (1) pick-up and 1,028 had (2) pick-ups. That means 75% of the residents who used that service in FY13 would be covered under the proposed program changes above. Only 989 residents used the bulky waste program more than twice in FY13. The determination of (4) reasonable sized items above was based on the average number per household for pick-ups from July 2013 through March 2014. The savings to the town would be approximately \$69,000.

Mr. Eccles asked what this would do to motor oil collection. Mr. Werbner said there would be no more pick up of oil. Mr. Wilkinson added that oil pick-up is a big environmental issue for the vendor. There are places that do accept oil, such as Bill's Auto. Mr. Eccles suggested that when the residents are notified of

these changes, the places that collect oil be mentioned so that our residents will know where to dispose of it properly.

Mr. Field said he has a problem with this, because they've raised people's taxes to give them better service, yet they are taking away some service from them. He can see where they want to save money, but he suggested cutting it back to once a quarter.

Mr. Wilkinson said history has shown that when they have cut down on the number of pick-ups (it was originally 12x's a year, to 10x's a year, and now 6x's) they haven't had many complaints. An e-blast will be sent informing the residents of the changes to the schedule.

Mr. Scavone conducted a straw poll on this issue: 2 were in favor; 1 was opposed.

George Baker made the following motion:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the recommended changes to the Bulky Waste at curbside program reducing the number of pick-ups from (6) per year to (2) per year; authorizing our vendor (Willimantic Waste Paper) to do (10) additional Bulky Waste at curbside pick-ups per year with the resident being charged by the vendor \$32 per pick-up for up to (4) reasonable sized items; and eliminate the picking up of oil at curbside due to environmental concerns expressed by our vendor.

Seconded by Paul Krasusky.

Mr. Scavone did remind that residents are still able to schedule pick-ups throughout the year for a fee.

Paul Krasusky, Jack Scavone, George Baker, Ben Stanford and Bill Eccles were in favor. Rick Field was opposed.

- 8.6 Consideration of a resolution making an appropriation of \$175,000 financed by the use of unallocated Energy Rebate Funds received for the GEO project in the Capital Improvement Budget for the roof replacement over the Library addition and the setting of a public hearing thereon for May 27, 2014.

Mr. Werbner commented that the roof over the gymnasium is in poor condition and during heavy storms leaks have appeared in several areas. This roof section is also where the Library expansion will occur. Funding for the repairs was originally anticipated to come from sources outside of the library expansion project and was not included in the architects' original estimates for the library expansion. As you are aware, we have repaired all other sections of the roof and have left this section to the end due to the uncertainty of the library expansion project and its impact on the roof. Money for this section of the roof was at one time in the capital plan but was diverted to do other sections of the roof more in need. Now that we have the design for the elevator, which would be the only portion of the expansion project that impacts the roof, we are in position to proceed with the repairs. If we do the repairs now ahead of the project, we will save any overhead and profit the project contractor may charge. In addition the roof should be replaced prior to the addition improvements in order to protect the investment of the addition. Funding for the roof if required to come out of the project budget will impact the expansion project as envisioned. We have received a rebate from the State of Connecticut for the GEO project which was not anticipated in the original funding of that project. After checking with several sources from the State we have confirmed that the Town may use those proceeds in any way that we would like to. We propose to allocate the total proceeds of \$175,000 towards the Library roof replacement in the Capital Improvement budget. We are in the process of trying to obtain bids for this project. If the final cost comes in less than \$175,000 we would

like to allocate the remaining funds into the Capital Reserve Fund at the completion of the project to be used for future Capital projects as approved by Town Council.

Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2013-14 fiscal year, a public hearing is required before action can be taken on this item.

George Baker motioned that the following resolution be introduced and set down for a public hearing on May 27, 2014 at 7:30 p.m. in Tolland Town Council Chambers, and read the following draft resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$175,000 for the Library addition roof replacement to be financed by the use of unallocated Energy Rebate Funds received for the GEO project in the Capital Improvement Budget. If there are any remaining funds after the roof project is complete those funds shall be transferred to the Capital Reserve Fund to be reserved for future use for Capital Projects.

Seconded by Rick Field.

Mr. Baker asked what happens if the bids are over \$175,000. Mr. Werbner said he would have to come back before the Council with a plan B.

All in favor. None opposed.

8.7 Discussion and approval of Field Rental Policy.

Mr. Werbner said this was discussed prior. Certain residents and groups have approached the town with the possibility of renting a town field, other than the artificial turf field. This item was taken off the agenda because there was some uncertainty with the BOE as to who had jurisdiction for these fields when they were not in use. This issue has been clarified. Section II of the Field Maintenance Agreement clearly states that the Town will have access to Board fields and related facilities when school use is not required for games or practices. They are proposing that one field at the Middle School be used initially as the rental field (the old football practice field) which is not in use on a regular basis. It is possible that they may also use the Stadium Field at the Middle School since it is not used for school purposes.

They are suggesting that the policy on rentals be approved.

George Baker made the following motion:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the Athletic Field Rental Request Form and Procedures.

Seconded by Paul Krasusky. All in favor. None opposed.

8.8 Discussion and approval of Resolution to acquire a 1.39 acre parcel along the Willimantic River rear of 139 South River Road owned by Stanley Bonk et ux for \$20,850 and the setting of a public hearing thereon for June 10, 2014.

Ms. Farmer said she was before the Council once before to purchase some land from Stanly Bonk and his wife, which is along the Willimantic River. The town owns the land to the north and south. The deal fell through at the time. They came back two months ago to see if the town was still interested. They are putting their property on the market, although they would like to carve out a two acre house lot, with their

houses their existing house and sell the rest to the town. The town would purchase about ½ the land, the portion along the river, and the Bonks would retain the other portion.

George Baker motioned that the following resolution be introduced and set down for a public hearing on June 10, 2014 at 7:30 p.m. in Tolland Town Council Chambers, and read the following draft resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the acquisition of 1.39 acres along the Willimantic River rear of 139 South River Road from Stanley Bonk et ux for \$20,850.

Seconded by Ben Stanford. All in favor. None opposed.

- 8.9 Discussion and approval of Resolution to abandon an “ancient highway” north of Browns Bridge Road and Quitclaim any Town rights to abutters and the setting of a public hearing thereon for June 10, 2014.

Ms. Farmer said she sometimes comes before the Council to abandon strips of land that have been set aside on the tax maps. They are not roads that the town has ever acknowledged, nor have they ever been approved. She met with Attorney Conti, and they both agree that it makes sense to clean these up. This was brought to Ms. Farmer’s attention by Beth Banning. There are other parts of the ancient highway that have already been resolved, and this is the last section. If one were to look at the aerial photographs, you would see there is no roadway in that area.

George Baker motioned that the following resolution be introduced and set down for a public hearing on June 10, 2014 at 7:30 p.m. in Tolland Town Council Chambers, and read the following draft resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it approves the abandonment of the “ancient highway” running north from Browns Bridge Road north as shown on the attached map.

Seconded by Bill Eccles. All in favor. None opposed.

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

Ben Stanford motioned to appoint: David Boland to the Parks & Recreation Advisory Board;
Seconded by Rick Field. All in favor. None opposed.

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):** Mr. Werbner thanked the Council on behalf of the staff for all their work during the budget process. The Council thanked Mr. Werbner for his work as well.
~He advised the Council that he had attached a draft Field Maintenance Policy to his report for their review prior to the next meeting. It’s a policy the town has with the BOE that comes up every 2 – 3 years. All changes have been worked out with the Superintendent and his staff. It will go to the BOE at one of their upcoming meetings, and will be on the Council’s next agenda.
~Another Solarize CT meeting is scheduled for Thursday, May 22nd. There have been more than 100 leads, 25 site visits and four contracts already. There were 60+ people at the last meeting.

~Mr. Werbner updated that he did attend a CCM meeting today. He will forward the Council a document outlining failed attempts for additional state mandates that CCM has defeated through great lobbying efforts.

11. ADOPTION OF MINUTES

- 11.1 April 15, 2014 Regular Meeting Minutes: George Baker moved to adopt the minutes; Seconded by Paul Krasusky. All in favor. None opposed. Richard Field and Ben Stanford abstained.
- 11.2 April 23, 2014 Special Meeting Minutes: George Baker moved to adopt the minutes; Seconded by Rick Field. All in favor. None opposed. Ben Stanford abstained.

12. CORRESPONDENCE TO COUNCIL:

- 12.1 Memo from Linda Farmer re: 8-24 PZC Referral; and
12.2 E-mail from Jackie Kolb re: referendum.

13. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

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

Karen Moran of 50 Merlot Way: With regard to bulky waste, will the procedures remain the same (ex. – calling to schedule pick-ups, etc.). Mr. Werbner said yes.

15. EXECUTIVE SESSION:

George Baker motioned to go into Executive Session at 8:41 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Bill Eccles. All in favor. None opposed.

- 15.1 Discuss Solar Farm Lease.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by Paul Krasusky at 9:07 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk