

PLEASE NOTE CHANGE IN LOCATION

TOLLAND BOARD OF EDUCATION

Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
March 23, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
March 9, 2011 – Regular Meeting
- D. SUPERINTENDENT'S REPORT
 - D.1. Easement – Tolland High School
 - D.2. World Language Curriculum Report
 - D.3. Status of the Budget – March 11, 2011
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
 - H.1. School Calendar 2011/2012
 - H.2. Board Policies
 - Board Policy 4060 – Sex Discrimination and Sexual Harassment in the Workplace
 - Board Policy 5040 – Transportation
 - Board Policy 5051 – Student Privacy
 - Board Policy and Administrative Regulation 6092 On-Line Coursework
 - H.3. Insurance Consultants – Revised Milliman Proposal
- I. INFORMATIONAL ITEMS
 - School Calendars for April are enclosed.
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Minutes of the Joint Meeting of March 8, 2011
 - Minutes of the Regular Meeting of March 8, 2011
 - Tolland Intermediate School – Connecticut Road Safety Poster Contest
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – March 9, 2011**

Members Present: Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Ms. Diane Clokey; Mr. Thomas Frattaroli; Ms. Karen Bresciano; Ms. Christine Riley Howard; and Mrs. Judy Grabowicz.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mr. Roger Legee, Director of Information Technology; and Ms. Jane Regina, Business Manager.

The meeting was called to order at 7:35 p.m.

STUDENT REPRESENTATIVE REPORT

Lexi Shea reported on the busy week at the High School with CAPT testing. Progress Reports will be issued on March 11, 2011 for the first quarter. On March 17, 2011, the National Honor Society will hold its first blood drive of the year. The school musical "Guys and Dolls" will be performed on March 18 and 19, 2011. Preseason for spring sports is underway.

APPROVAL OF MINUTES

Mr. Powell motioned and Ms. Riley Howard seconded to approve the minutes of the regular meeting of February 16, 2011 and the special meeting of March 1, 2011. Mr. Clark requested that under D.4. the paragraph should state that he had addressed the question concerning the reinstatement of the two World Language teachers to Dr. Willett. Mr. Frattaroli, Mr. Clark, Mr. Powell, Dr. Block, Mrs. Grabowicz and Ms. Riley Howard in favor. Mrs. Clokey abstained. Motion carried.

MOTION

Mr. Clark motioned and Ms. Riley Howard seconded to add item D. 6, School Calendar for 2011/2012 and item D.7, Tolland Middle School Asbestos Abatement project to the Superintendent's report. All in favor. Motion carried.

MOTION

Mr. Clark motioned and Mr. Powell seconded to add contract negotiations to Executive Session. All in favor. Motion carried.

SUPERINTENDENT'S REPORT

The Superintendent related to the Board that three students from the High School had finished in the top 10 in the Connecticut Stock Market game. They are 2nd place David Ferris – Business and Personal Law, 4th place Steve Maurer – TALC and 8th place Brittany Wasilewski – Business and Personal Law.

D.1. Health/Physical Education Report

Dr. Kathryn Eidson gave a presentation on the Health/Physical Education program. The report focused on time for instruction, student numbers, curricula, resources, needs, and accomplishments. Dr. Eidson reported that the curriculum for all areas are on the website. The reduction in time for many of the grade levels has been caused by the lack of funds and reduced teaching time. The number of students that each teacher is responsible for has increased. Some of the reductions in staff have resulted in the curriculums being infused into the regular classroom. Infusion of the curriculum makes it difficult to measure how much of the curriculum is being taught. All of the curriculum areas are in need of supplies and materials.

D.2. Learning Resources and Information Technology Curriculum Report

Dr. Eidson provided information on the technology instructional programs at each of the schools. She provided data relative to technology equipment in comparison to the state averages. Ms. Carolyn Tyl, the Science Coordinator, moves much of the computer equipment around the different schools. She explained how SmartBoards work and did a typical experiment using probes.

D.3. Leave of Absence Report

As per Board of Education resolution adopted on July 11, 2007, the Superintendent presented a status report on requests for unpaid Leaves of Absences for the current school year.

POSITION	DATES OF REQUEST	RATIONALE	GRANTED /REJECTE D
Paraprofessional	February 15-28, 2011	Family Matter (Daughter's Illness)	Granted
Paraprofessional	March 10-11, 2011	Family Illness	Granted
Secretary	May 18-20, 2011	Family Matter (Son's Graduation)	Granted

Mr. Clark requested that any cost impact to the District budget be reported.

D.4. Board Policies

- **Board Policy 4060 – Sex Discrimination and Sexual Harassment in the Workplace**
- **Board Policy 5040 – Transportation**
- **Board Policy 5051 – Student Privacy**
- **Administrative Regulation 5090 – Search and Seizure**
- **Board Policy and Administrative Regulation 6092 On-Line Coursework**

Mr. Guzman presented Board Policy 4060, Sex Discrimination and Sexual Harassment in the Workplace, Board Policy 5040, Transportation, Board Policy 5051, Student Privacy, Administrative Regulation 5090, Search and Seizure and Board Policy and Administrative Regulation 6092 – On-Line Coursework.

These Policy and Regulations were reviewed by the Policy Committee on February 26, 2011 and March 9, 2011.

Board Policy 4060, 5040, 5051 and Regulation 5090 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

Board Policy and Administrative Regulation 6092 is a new policy and regulation. The Administrative Regulation 6092 – On-Line Coursework was enclosed for information and does not require Board approval. The Superintendent noted that the Administrative Regulation should indicate 6092 and not 6090.

These policies will be an action item at the regular meeting of the Board on March 23, 2011.

D.5. Insurance Consultants – Milliman Proposal

Mr. Guzman distributed a revised proposal for Milliman for consulting services. He explained that the large increase in the first year was an attempt to recoup expenses not charged for the Benefits Consultant services to the District over the last several years. After discussion, a motion was made for a vote.

MOTION

Mr. Powell motioned and Mrs. Bresciano seconded to contact Milliman to request that these fees be reduced and further that if Milliman would not reduce the fees that an RFP should be considered for these services. All in favor. Motion carried.

D. 6. Proposed School Calendar for 2011/2012

Mr. Guzman highlighted the proposed changes in the calendar. It would eliminate three late start days and replace them with three half day sessions on Wednesdays. The winter break would consist of a four day weekend over President's day and the tentative last day of school will be June 14, 2011. This will be an action item at the regular meeting of the Board on March 23, 2011. The proposed calendar will be put on the District and School websites for review by parents. It will also be sent home in the digital backpacks.

D.7. Plans and Specifications Tolland Middle School Asbestos Abatement

The Superintendent explained that he had just received the Certification of Local Approval for the plans and specifications for the asbestos abatement project at Tolland Middle School which is scheduled for this summer. The approvals were received by the local Building Inspector, Fire Marshall and Health Official.

Because time is of the essence, Mr. Guzman requested that the Board consider adding the approval of the plans and specifications to the agenda for Board Approval.

The Superintendent distributed a copy of the project specifications along with copies of the school floor plan which describes the various phases of the project.

Funds for this project in the amount of \$414,654 are in the 2010/2011 Capital Improvement Plan. The project is scheduled for a school construction grant at 53.93% of the eligible cost.

MOTION

Mrs. Grabowicz motioned and Mr. Powell seconded to move item D.7. to Board Action item D.1. All in favor. Motion carried.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

Mr. Powell stated that he felt the commentary at the Joint Meeting of March 8, 2011 was very good. The number of people attending was lower than in other years.

Dr. Block noted that Mrs. Delaney Tuttle had a different page in her budget book concerning the Job Funds Grant program. Mrs. Grabowicz stated that the grants received do not impact the budget.

Mrs. Bresciano said that she sensed that citizens felt that the proposed budget should be prioritized in terms of most needed items when in fact the budget already represents those highest priorities.

COMMITTEE REPORTS

- **Policy Committee**

There have been two Policy Committee meetings since the Committee last met. Both meetings focused on the same agenda items. The Superintendent has been researching possible agencies to facilitate a strategic planning process with the district. The Committee is going to gather a bit more information and will likely have a recommendation at the next Board meeting. The Committee is looking at NESDEC, EASTCONN, and a couple of private consultants.

With respect to the proposed school calendar and any changes to the full Professional Development days, these must be approved by the TEA because they are listed specifically in the teachers' contract. The Superintendent has inquired about making changes but at this time they are not interested in changing these days.

The Committee also reviewed the policies which were on the agenda tonight for a first reading. The Committee will meet again on March 23, 2011.

- **EASTCONN**
Mrs. Clokey distributed a booklet describing the programs offered by EASTCONN.
- **Town Facilities Committee**
Mr. Frattaroli reported that the Town Facilities Committee would be meeting on Tuesday, March 22, 2011 at 6:30 p.m.
- **Town Council Liaison**
Mr. Clark noted that because of the collapse of the Pavilion at Crandall's Park, the Town was considering the possibility of using Parker School for some of the events.
- **Finance and Facilities Committee**
The Committee reviewed the budget, the water damage at Tolland Intermediate School, the Milliman insurance proposal, the projected utilities balance and also the cost of the snow removal.

BOARD ACTION

H.1. Plans and Specifications Tolland Middle School Asbestos Abatement

Mr. Powell motioned and Mrs. Grabowicz seconded to approve the final plans and specification for the asbestos abatement project at Tolland Middle School, and authorize the Vice Chair of the Board to sign the Request for Review of Final Plans (State Form ED142) in the absence of the Board Chair. All in favor. Motion carried.

INFORMATIONAL ITEMS

None

OLD BUSINESS

None

COMMUNICATIONS

Minutes from the Town Council Meeting of February 17 and February 22 were enclosed.

CHAIRPERSON'S REPORT

None

FUTURE AGENDA ITEMS

1. Geothermal for Schools
2. Dr. Reis – Gifted presentation
3. School Calendar 2011/2012
4. Energy Management Report
5. Board Policies

6. Guidance/World Language Report
7. Easement Approval
8. Status of the Budget

EXECUTIVE SESSION – Personnel Matters

Mr. Clark motioned and Mr. Powell seconded to go into executive session at 9:51 p.m. to discuss personnel matters and contract negotiations and to invite the Superintendent to attend. All in favor. Motion carried.

The Board returned to public session at 9:58 p.m.

ADJOURNMENT

Mr. Clark motioned and Mr. Powell seconded to adjourn the meeting at 9:59 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 23, 2011

SUBJECT: Easement – Tolland High School

Attached is a March 9, 2011 letter from Mr. Robert J. Pasek, Site Acquisition Agent for AT&T Connecticut, offering to purchase an easement on Tolland High School property to the cell tower that is behind the High School. Please see attached Area Plan.

Also attached is a copy of the Easement Agreement between the Town and Southern New England Telephone Company d/b/a AT&T Connecticut. The agreement has been reviewed by Town Attorney, Richard Conti, whose recommended changes have been incorporated in the Agreement.

Town Manager, Steve Werbner, has indicated that the one-time payment from AT&T Connecticut of \$25,000 will be earmarked for use in the Capital Improvement Plan for future school related projects.

The Administration recommends approved for the Town Council to enter into the Easement Agreement with AT&T Connecticut.

Mr. Pasek will be at the Board meeting to answer any questions.

WDG:ca

Robert J. Pasek
Site Acquisition Agent
1441 North Colony Road
Meriden, Connecticut 06450
Phone; 203-238-5654
Email; rp9659@att.com

March 9, 2011

Steven R. Werbner
Town Manager
Town of Tolland
21 Tolland Green
Tolland, CT 06084

Re: Letter of Intent for Purchase of Easement One Eagle Road

Dear Mr. Werbner,

The Southern New England Telephone Company d/b/a AT&T Connecticut (AT&T) has a requirement to upgrade the cell tower located on Tolland High School property. For this upgrade an easement is required for placement of conduit for fiber from Old Cathole Road to the tower. This easement would be approximately 10 feet wide by 2,500 feet long and would utilize the existing conduit structure which serves the school to an existing manhole at the top of the driveway, and then a new conduit structure would branch off the existing structure and run along the grass strip between the parking lot and Route 84, to the tower.

AT&T would like to enter into a permanent "Easement Agreement" with the Town of Tolland for this easement and will pay a one-time fee of twenty five thousand dollars (\$25,000.00).

If the Town to Tolland concurs, please sign a copy of this agreement and return to me. Upon completion of the title work, survey, and ground testing your commitment to signing said "Easement Agreement" is expected. AT&T will tender payment for same at that time.

If you have any questions, please call me in Meriden at 203-238-5654 or toll free in Connecticut at 1-866-262-4905 ext. 5654, thank you for your attention and cooperation in this matter.

Sincerely,

Robert J. Pasek
Site Acquisition Agent

The Town of Tolland agrees to enter into a permanent easement agreement with the Southern New England Telephone Company d/b/a AT&T Connecticut.

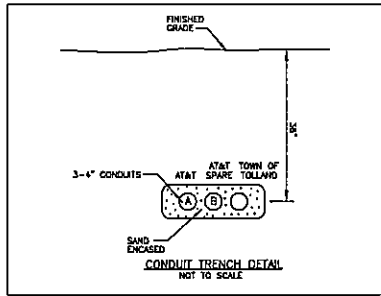
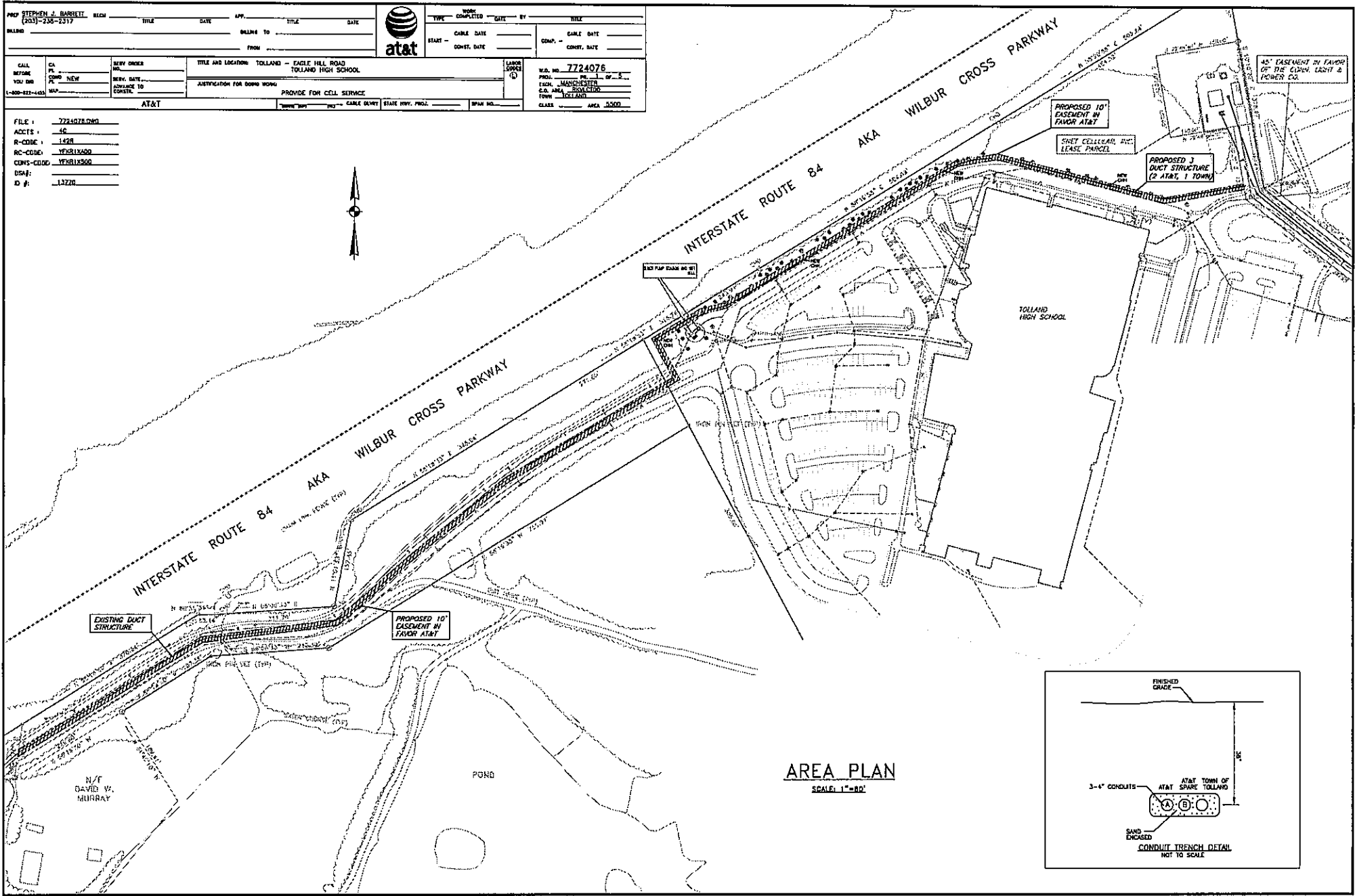
Steven R. Werbner
Town Manager

TIN

date

PROJ STEPHEN J. BARRETT (203)-235-2317	REQD _____	TITLE _____	DATE _____	APP. _____	TITLE _____	DATE _____
BILLING TO _____	FROM _____	AT&T	WORK TYPE _____	COMPLETED DATE _____	BY _____	TITLE _____
CALL BEFORE YOU DIG (800) 921-4433	CA _____	NEW ORDER NO. _____	TITLE AND LOCATION: TOLLAND - EAGLE HILL ROAD TOLLAND HIGH SCHOOL	LABOR FORCE ()	NO. NO. 7724076	PROJ. NO. _____
	PC _____	NEW DATE _____	JUSTIFICATION FOR DOWNS WORK _____		PROJ. NO. _____	OF _____
	MAP _____	ADVANCE TO CONSTR. _____	PROVIDE FOR CELL SERVICE		E.G. AREA _____	TOWN _____
			AT&T		CLASS _____	AREA 5500

FILE # 7724076.DWG
 ACCTS # 46
 R-CODE # 1428
 RC-CODE # YF0112500
 CDS-CODE # YF0112500
 DSN# _____
 ID # 1372H



AREA PLAN
 SCALE: 1"=80'

Return to: Robert j. Pasek
Site Acquisition Agent
1441 North Colony Road
Meriden, CT 06450

EASEMENT AGREEMENT

EASEMENT AGREEMENT by and between Town of Tolland, a Municipal Corporation specially chartered by the General Assembly of State of Connecticut, of 21 Tolland Green, Town of Tolland, and State of Connecticut, hereinafter referred to as "Grantor"; and The Southern New England Telephone Company d/b/a AT&T Connecticut, a corporation specially chartered by the General Assembly of the State of Connecticut, with a primary place of business located at 310 Orange Street in the City of New Haven, County of New Haven and State of Connecticut, hereinafter referred to as "Grantee".

WITNESSETH:

WHEREAS, said Grantor owns and holds title to a parcel of real property situated and in the Town of Tolland, County of Tolland, State of Connecticut, and located on (Name of Street) as described in Volume Page of the Town of Tolland Land Records, ("property").

WHEREAS, The Grantee desires to construct, reconstruct, operate, repair, replace, upgrade and/or maintain such, wires, cables, conduits, monuments, and other appurtenances, including all equipment and material associated therewith, as the grantee may from time to time require upon, across, over and/or under said property.

WHEREAS, said easement area is described as follows:

(EASEMENT MAP REFERENCE HERE)

NOW THEREFORE, it is agreed as follows:

1. The consideration for this easement shall be one dollar and other good and valuable considerations.
2. The Grantor does hereby grant, assign and set over to the Grantee, its successors and assigns, with Quit Claim Covenants, an exclusive perpetual Easement to construct, reconstruct, operate, repair, replace, upgrade and/or maintain such lines of wires, cables, conduits, and other appurtenances, including all equipment and material associated therewith, as the grantee may from time to time require upon, across, over and/or under said property, together with ingress thereto and egress therefrom.
3. Grantor grants, assigns and sets over to the Grantee an additional "Temporary Construction Easement", as necessary and reasonable, over adjoining land of the Grantor, to provide for the installation of said equipment.
4. If any portion of the above described easement area upon or under which said facilities or appurtenances thereto shall be located, is now or hereafter becomes a public street or highway, or part thereof, permission, as set forth in Section 16-234 of the Connecticut General Statutes relating to adjoining landowners, is hereby given to the Grantee, its successors and assigns, to use that portion of the land for the purposes and in the manner above described.
5. In the event the Grantor, its agents, contractors, successors or assigns shall interfere with the Grantee's use and enjoyment of this Easement, in a way which is inconsistent with the rights retained by the Grantor in this Easement, then the Grantee shall have all legal and equitable rights of action provided by law against the party so interfering.
6. The Grantee shall have the right to trim and keep trimmed, cut, and remove such trees as in the Grantees judgement endanger continuity of service.
7. The Grantee shall restore said property to as near its original condition as reasonably possible upon the termination hereof, which termination shall occur at such time as the Grantee notifies the Grantor, its successors or assigns, in writing of the Grantee's intention to terminate said Easement.
8. Any right herein described or granted, or any interest therein or part thereof, may be assigned to any other public utility company by the Grantee, and the Grantor hereby agrees and ratifies any such assignment.
9. The Grantor shall not grant, assign or set over any additional easement or license to any third party over said Easement without the express written consent of the Grantee.

TO HAVE AND TO HOLD the premises unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____, 2011.

Witness

Town of Tolland

Witness

Steven R. Werbner
Town Manager

Witness

The Southern New England
Telephone Company d/b/a
AT&T Connecticut

Witness

Fred J. Bucchieri
Area Manager
Structures Engineering & Construction

STATE OF CONNECTICUT } ss TOLLAND Date , 2011
COUNTY OF TOLLAND

Personally appeared, Steven R. Werbner, Town Manager known to me to be the person who executed the foregoing document and acknowledged before me that he is duly authorized and did execute same, as his free act and deed, on behalf of the Town of Tolland.

Name
Notary Public / Commissioner of the Superior Court
My Commission Expires

STATE OF CONNECTICUT } ss MERIDEN Date , 2011
COUNTY OF NEW HAVEN

Personally appeared Fred J. Bucchieri, Area Manager, Structures Engineering and Construction, known to me to be the person who executed the foregoing document and acknowledged before me that he is duly authorized and did execute same, as her free act and deed, on behalf of The Southern New England Telephone Company d/b/a AT&T Connecticut.

Name
Notary Public / Commissioner of the Superior Court
My Commission Expires

TO: Members of the Board of Education

**FROM: William D. Guzman
Kathryn L. Eidson**

DATE: March 23, 2011

SUBJECT: World Language Curriculum

A report to the Board of Education regarding the World Language curriculum will consist of a presentation focusing on the number of students, their instructional time, curriculum, needs, events and highlights. Questions to be addressed are:

1. What are the numbers of students at each level?
2. What instructional time has each level had?
3. What has been the impact on other curricula?
4. Where are we with the curriculum?
5. Where are we headed with World Language?
6. What events and highlights have occurred recently?

TO: Members of the Board of Education

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

DATE: March 23, 2011

SUBJECT: Status of the Budget – March 11, 2011

In accordance with the Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2010-11 as of March 11, 2011.

The adjusted budget for fiscal year 2010-11 is \$32,282,755.

As of March 11, 2011, projected expenditures and encumbrances total \$32,194,531. The projected balance at this time is \$88,224 which we anticipate to be expended by year-end.

Many factors and circumstances have affected this budget since the last projection. Most notable is the snow storm which cost the district an estimated \$161,000 in expenses in labor costs, (for both Board of Education and Town), contractor services, and a variety of materials and supplies. A revised breakdown list of these costs incurred by the Board, and charges from the Town are attached.

Additionally, a review of the utility accounts has netted a projected surplus in the amount of \$141,470 which will be transferred to various programs to cover the related snow removal expenses.

This year we have begun the purchase order review process earlier and adjustments have been made according to encumbrances. Open purchase orders will continue to be monitored through the remainder of the year. This review not only assists us in determining the availability of funds but also the need for additional funds to be secured for goods or services currently encumbered.

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 701 Transportation	(\$81,557)	Program 791 Board of Education	\$81,557

Explanation: Reduction in transportation costs (number of school days and fuel estimates) to cover expenses for public safety officials, and legal fees for hearings and negotiations.

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 663 Utilities-Energy Management	(\$141,470)	Program 662 Maintenance	\$141,470

Explanation: Reduction in utility account to cover snow removal project expenses.

WDG/JAR:cja

Tolland Public Schools
 Business Services
 Snow Removal Project
 2/4/11-2/6/11

<u>Vendor/Job</u>	<u>Cost</u>	<u>Description</u>	<u>Acct Coding</u>
National Guard	\$ 20,000	* THS and TMS roof snow removal	0100.2620.430.60.662.1
Watertight Roofing	\$ 41,000	TIS roof snow removal	0100.2620.430.60.662.1
Watertight Roofing	\$ 37,827	Parker roof snow removal	0100.2620.430.60.662.1
Watertight Roofing	\$ 4,000	Rental of equipment and cost of operator	0100.2620.430.60.662.1
All Top Roofing	\$ 20,716	BGP roof snow removal	0100.2620.430.60.662.1
Treemasters	\$ 1,370	BOE roof snow removal and Parker drains/windows cleared	0100.2620.430.60.662.1
Macchi Engineering	\$ 2,500	Inspection of buildings	0100.2620.359.60.662.1
Sub-Total	\$ 127,413		
<u>Materials/Supplies</u>			
		Shovels, wheelbarrows, markers, caution tape, fasteners, etc.	
Star Hardware	\$ 2,081		0100.2620.608.60.662.1
Manchester Honda	\$ 120	Snowblower parts	0100.2620.608.60.662.1
Tolland Food Service	\$ 2,500	* Meals and beverages for National Guard and workers	
Sub-Total	\$ 4,701		
<u>BOE Labor</u>			
Custodial and Maintenance	\$ 5,626	Labor costs including benefits for workers	
Sub-Total	\$ 5,626		
Sub-Total Boe	\$ 137,740		
Sub-Total Town Charges	\$ 22,939		
Grand Total	\$ 160,679		

* Estimated Costs

Tolland Public Schools
 Business Services
 Snow Removal Project
 2/4/11-2/7/11

Invoices billed from Tolland Fire Department

<u>Vendor/Job</u>	<u>Cost</u>	<u>Description</u>	<u>Acct Coding</u>
Country Landscapes & Tree, LLC	\$ 3,390	Bucket truck, pickup truck, and snow blower to remove snow	0100.2620.430.60.662.1
The J.J. Mottes Company	\$ 563	Boom truck service for snow removal	0100.2620.430.60.662.1
Vernon Tree Service	\$ 2,775	Snow removal from roof (3am - 6 pm)	0100.2620.430.60.662.1
Penn Rents, LLC	\$ 1,524	Rental: Lull telehandler	0100.2620.430.60.662.1
Sub-Total	\$ 8,252		
<u>Materials/Supplies</u>			
Dunkin Donuts	\$ 175	Donuts and coffee (purchased per J Littell)	0100.2620.608.60.662.1
Sam's Club	\$ 766	Water (purchased per J Littell)	0100.2620.608.60.662.1
Star Hardware	\$ 270	Shovels (purchased per J Littell)	0100.2620.608.60.662.1
WalMart	\$ 1,096	Shovels (purchased per J Littell)	0100.2620.608.60.662.1
Diesel for Town Vehicles	\$ 1,511	Fuel for town equipment	0100.2710.626.90.701.1
Gasoline for Town Vehicles	\$ 874	Fuel for town equipment	0100.2710.626.90.701.1
CT Inflatables, LLC	\$ 450	2- 16 x 16 tarps used to move snow on roof	0100.2620.608.60.662.1
Sub-Total	\$ 5,142		
<u>Town Labor</u>			
Public Safety Officers	\$ 1,559	Labor costs	0100.2310.591.70.791.1
Public Works Employees	\$ 7,986	Labor costs	0100.2310.591.70.791.1
Sub-Total	\$ 9,545		
Grand Total	\$ 22,939		

TOLLAND PUBLIC SCHOOLS
 Business Services
 March 11, 2011
 Fiscal Year 2010-11 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	March Budget Transfers	Balance	%
101	Language Arts	\$ 13,314	\$ -	\$ 13,314	\$ 8,193	\$ -	\$ 5,121	38.5%
102	Math	\$ 5,595	\$ -	\$ 5,595	\$ 4,954	\$ -	\$ 641	11.5%
103	Social Studies	\$ 8,768	\$ -	\$ 8,768	\$ 7,724	\$ -	\$ 1,044	11.9%
104	Science	\$ 80,665	\$ -	\$ 80,665	\$ 70,198	\$ -	\$ 10,467	13.0%
105	Art	\$ 28,249	\$ -	\$ 28,249	\$ 25,792	\$ -	\$ 2,457	8.7%
106	Music	\$ 15,792	\$ -	\$ 15,792	\$ 12,497	\$ -	\$ 3,295	20.9%
107	Physical Education	\$ 10,780	\$ 500	\$ 11,280	\$ 9,427	\$ -	\$ 1,853	16.4%
108	World Language	\$ 4,200	\$ -	\$ 4,200	\$ 3,216	\$ -	\$ 984	23.4%
109	Family and Consumer Science	\$ 14,684	\$ -	\$ 14,684	\$ 14,748	\$ -	\$ (64)	-0.4%
110	Technology Education	\$ 21,241	\$ -	\$ 21,241	\$ 21,129	\$ -	\$ 112	0.5%
111	Business Education	\$ 6,224	\$ -	\$ 6,224	\$ 2,417	\$ -	\$ 3,807	61.2%
112	Computer Education	\$ 8,574	\$ -	\$ 8,574	\$ 8,515	\$ -	\$ 59	0.7%
114	Skills for Adolescence	\$ 500	\$ (500)	\$ -	\$ -	\$ -	\$ -	100.0%
115	TALC	\$ 330	\$ -	\$ 330	\$ 323	\$ -	\$ 7	2.1%
131	Special Services	\$ 1,618,371	\$ -	\$ 1,618,371	\$ 1,618,371	\$ -	\$ -	0.0%
132	Special Education	\$ 76,654	\$ -	\$ 76,654	\$ 76,236	\$ -	\$ 418	0.5%
133	Interdistrict Programs	\$ 118,137	\$ -	\$ 118,137	\$ 144,861	\$ 15,000	\$ (11,724)	-9.9%
134	Student Athletics	\$ 56,577	\$ -	\$ 56,577	\$ 50,338	\$ -	\$ 6,239	11.0%
136	Student Activities	\$ 17,389	\$ -	\$ 17,389	\$ 7,026	\$ -	\$ 10,363	59.6%
142	Guidance Services	\$ 8,789	\$ -	\$ 8,789	\$ 6,052	\$ -	\$ 2,737	31.1%
144	Nursing	\$ 16,620	\$ -	\$ 16,620	\$ 13,221	\$ -	\$ 3,399	20.5%
145	Library	\$ 20,623	\$ -	\$ 20,623	\$ 16,385	\$ -	\$ 4,238	20.5%
146	Audiovisual	\$ 5,529	\$ -	\$ 5,529	\$ 3,064	\$ -	\$ 2,465	44.6%
710	Principals' Office	\$ 131,128	\$ (500)	\$ 130,628	\$ 130,628	\$ -	\$ -	0.0%
701	Transportation	\$ 2,215,571	\$ -	\$ 2,215,571	\$ 2,103,611	\$ (81,557)	\$ 30,403	1.4%
755	Superintendent's Office	\$ 20,384	\$ (2,715)	\$ 17,669	\$ 15,529	\$ -	\$ 2,140	12.1%
756	Business Office	\$ 190,881	\$ -	\$ 190,881	\$ 171,823	\$ (15,000)	\$ 4,058	2.1%
757	Technology Services	\$ 113,206	\$ -	\$ 113,206	\$ 113,206	\$ -	\$ -	0.0%
661	Custodial Services	\$ 226,458	\$ -	\$ 226,458	\$ 226,458	\$ -	\$ -	0.0%
667	Comm/Ins	\$ 190,013	\$ -	\$ 190,013	\$ 190,031	\$ -	\$ (18)	0.0%
663	Utilities-Energy Mgt	\$ 1,390,038	\$ -	\$ 1,390,038	\$ 1,248,568	\$ (141,470)	\$ -	0.0%
666	Energy Management	\$ 2,195	\$ -	\$ 2,195	\$ 990	\$ -	\$ 1,205	54.9%
662	Maintenance	\$ 397,000	\$ -	\$ 397,000	\$ 538,470	\$ 141,470	\$ -	0.0%
770	Prog/Prof Development	\$ 52,193	\$ -	\$ 52,193	\$ 37,711	\$ -	\$ 14,482	27.7%
790	Adult Education	\$ 31,157	\$ (2,347)	\$ 28,810	\$ 28,706	\$ -	\$ 104	0.4%
791	Board of Education	\$ 67,039	\$ 5,562	\$ 72,601	\$ 153,550	\$ 81,557	\$ 608	0.8%
xxx	Program Total	\$ 7,184,868	\$ -	\$ 7,184,868	\$ 7,083,968	\$ -	\$ 100,900	1.4%

JAR

TOLLAND PUBLIC SCHOOLS
 Business Services
 March 11, 2011
 Fiscal Year 2010-11 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	March Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,235,670	\$ -	\$ 1,235,670	\$ 1,249,692	\$ -	\$ (14,022)	-1.1%
177	Staff Services - Health Insurance	\$ 4,862,046	\$ -	\$ 4,862,046	\$ 4,896,632	\$ -	\$ (34,586)	-0.7%
178	Certified Regular Ed	\$ 12,446,866	\$ (1,535,349)	\$ 10,911,517	\$ 10,904,394	\$ -	\$ 7,123	0.1%
179	Certified Special Ed	\$ 2,676,557	\$ 9,569	\$ 2,686,126	\$ 2,686,126	\$ -	\$ 0	0.0%
180	Non-Certified	\$ 1,092,319	\$ -	\$ 1,092,319	\$ 1,071,036	\$ -	\$ 21,283	1.9%
181	Building Operations	\$ 800,193	\$ -	\$ 800,193	\$ 828,264	\$ 13,800	\$ (14,271)	-1.8%
182	Building Maintenance	\$ 167,945	\$ -	\$ 167,945	\$ 167,290	\$ -	\$ 655	0.4%
183	BOE Clerk	\$ 1,122	\$ -	\$ 1,122	\$ 1,122	\$ -	\$ -	0.0%
184	Business Services	\$ 276,728	\$ 3,666	\$ 280,394	\$ 275,927	\$ (4,000)	\$ 467	0.2%
185	Superintendent's Office	\$ 253,781	\$ 1,187	\$ 254,968	\$ 254,968	\$ -	\$ -	0.0%
186	Principals' Office	\$ 1,467,180	\$ (18,558)	\$ 1,448,622	\$ 1,437,447	\$ (9,800)	\$ 1,375	0.1%
187	Substitutes	\$ 351,039	\$ -	\$ 351,039	\$ 331,739	\$ -	\$ 19,300	5.5%
188	Systemwide Services	\$ 992,221	\$ 13,705	\$ 1,005,926	\$ 1,005,926	\$ -	\$ -	0.0%
xxx	Personnel Total	\$ 26,623,667	\$ (1,525,780)	\$ 25,097,887	\$ 25,110,563	\$ -	\$ (12,676)	-0.1%
xxx	Unallocated Reserve Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Original Appropriation Total	\$ 33,808,535	\$ (1,525,780)	\$ 32,282,755	\$ 32,194,531	\$ -	\$ 88,224	0.3%
	<u>Additional Appropriations:</u>							
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Add'l Appropriations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	Grand Total	\$ 33,808,535	\$ (1,525,780)	\$ 32,282,755	\$ 32,194,531	\$ -	\$ 88,224	0.3%

H.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 23, 2011

SUBJECT: School Calendar 2011-2012

Attached for your approval is the proposed school calendar for 2011-2012. The calendar has 183 school days with the first day of school being August 31, 2011. You will note that the February Break has been shortened to two days. In addition, the three delayed openings in previous calendars that were used for professional development have been replaced with three half-day sessions falling on September 14, October 19, and January 25. The tentative last day of school falls on Thursday, June 14, 2011.

WDG:ca

Tolland Public Schools

2011-12



August/Sept. (22 days)

M	T	W	TH	F
IS	IS	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	HD	22	23
26	27	28	29	30

October (19 days)

M	T	W	TH	F
3	4	5	6	7
10	IS	12	13	14
17	18	HD	20	21
24	25	26	27	28
31				

November (18 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	IS	11
14	15	16	17	18
21	22	HD	24	25
28	29	30		

**December (16 days K-8)
(17 days 9-12)**

M	T	W	TH	F
			1	2
5	6	7	PTC-HD	PTC
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January* (20 days K-8)
(19 days 9-12)**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	HD	26	27
30	31			

February (19 days)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March (22 days)

M	T	W	TH	F
			1	2
5	6	PTC-HD	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April (15 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May (24 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June (10 days)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	LD	15
18	19	20	21	22
25	26	27	28	29

*There will be an inservice meeting day for high school staff only on the day after the first semester ends. **No School for High School students.**

Note: Make up days due to inclement weather will be scheduled after June 13 up to June 22, if needed. If more school days need to be made up, the days may be made up during the April vacation beginning with the first day of the week. This decision will be made by March 23.

DATES

August 31, 2011
 June 14, 2012
 June 14, 2012
 *TENTATIVE

First Day
 *Last Day
 *THS Graduation

NO SCHOOL =

August 29-30	Teacher Inservice
September 5	Labor Day
October 10	Columbus Day
October 11	Teacher Inservice
November 10	Teacher Inservice
November 11	Veterans' Day
November 24-25	Thanksgiving
December 9	K-8 Conferences (PTC)
December 26-January 2	Winter Break
January 16	Martin Luther King Day
T.B.D.	**THS Mid-Semester Day
February 20	Presidents' Day
February 21	Winter Vacation
April 6	Contractual Holiday
April 16-20	Spring Break
May 28	Memorial Day

HALF DAYS = HD

September 21	K-12 Teacher Inservice
October 19	K-12 Teacher Inservice
November 23	Thanksgiving
December 8	K-5 Conferences (PTC)
January 25	K-12 Teacher Inservice
March 7	K-12 Conferences (PTC)
June 14	Last Day of School

*If school is closed due to inclement weather on the PTC scheduled for Thursday or Friday, **Dec. 8 or 9**, the make-up day will be Monday, **Dec. 12**. If school is closed due to inclement weather on the PTC scheduled for Wednesday, **March 7** (1/2 days of school), the make-up day will be Monday, **March 12** (1/2 day).

PTC = Parent/Teacher Conferences*

IS = Inservice Meeting for Teachers

HD = Half Day (Inservice)

LD = Last Day

First Reading March 9, 2011



Students = 183
 Teachers = 188

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 23, 2011

SUBJECT: Board Policies

- **Board Policy 4060 – Sex Discrimination and Sexual Harassment in the Workplace**
- **Board Policy 5040 – Transportation**
- **Board Policy 5051 – Student Privacy**
- **Board Policy and Administrative Regulation 6092 On-Line Coursework**

The subject Policies included in the Board's agenda package from the March 9, 2011 meeting.

Policy 4060, 5040, 5051 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

Board Policy and Administrative Regulation 6092 is a new policy and regulation. The Administrative Regulation 6092 – On-Line Coursework was enclosed for your information and does not require Board approval.

WDG:ca

TO: Members of the Board of Education
FROM: William D. Guzman
DATE: March 23, 2011
SUBJECT: Insurance Consultants – Revised Milliman Proposal

Attached is a copy of the revised proposed Milliman contract for insurance consultant services. You will note that (1) the fee for the first year of the contract has been reduced by \$2,000 to \$43,000 and (2) the contract proposal is for four (4) years instead of three (3) years. The percentages shown indicate the increase from the previous year's amount.

Year	Original Proposal	Revised Proposal
2011/2012	\$45,000 (20%)	\$43,000 (14.7%)
2012/2013	\$47,500 (5.6%)	\$47,100 (9.5%)
2013/2014	\$50,000 (5.3%)	\$51,000 (8.3%)
2014/2015		\$54,000 (5.9%)

All fees are divided between the Board and the Town on a 91%/9% basis, respectively. Therefore, the Board's portion for the 2011/2012 fiscal year amounts to \$39,130.

WDG:ca



80 Lambertson Road
Windsor, CT 06095
USA

Tel +1 860 687 2110
Fax +1 860 687 2111

milliman.com

March 16, 2011

Mr. Steven Werbner
Town Manager
Town of Tolland
21 Tolland Green Street
Tolland, CT 06084

Mr. William D. Guzman
Superintendent
Tolland Public Schools
51 Tolland Green Street
Tolland, CT 06084

Dear Steve and Bill:

We are sending this letter to update and continue the current contract pertaining to ongoing annual consulting services for the Town and Board of Education's health benefits program. This letter describes the services we will perform on annual basis, timing for periodic reviews, estimated costs and billing arrangements, and contractual requirements.

Background

Milliman, Inc. has provided consulting services for the Town of Tolland and Tolland Public Schools for the past four years. Upon being hired by Tolland, Milliman reduced Tolland's rates by 1.25%, cutting commissions that were paid at \$120,000. Milliman's consulting fee arrangement has saved Tolland nearly \$100,000 per year in commission payments. We have also been successful in negotiating renewals and request for proposals for Tolland, saving Tolland in excess of \$1 million dollars since the beginning of our relationship. Our initial consulting services contract will expire June, 2011. The Town and Public Schools and Milliman, Inc. will extend the consulting services agreement for a multiple year period as illustrated below. Milliman will provide ongoing annual consulting services pertaining to the medical, prescription drug, and dental insurance programs. For example, services will include review of renewals, review of summary plan descriptions, monitoring of claims reports, and periodic meetings with management. A thorough list of proposed services is detailed below.

Scope of Services

Milliman is prepared to provide these services on a regular and ongoing basis for The Town and Board of Education of Tolland. Steve May and Lisa Daley will continue as the lead consultant and account manager for the Town and Board of Education. Steve and Lisa will utilize their years of experience in underwriting and public sector account management of Connecticut, New England and East Coast Public Sector market as the basis for the management of this important engagement.

Our regular annual health consulting services will include:

- ❖ Ensure accurate follow through on all negotiated contractual arrangements made between the Town and any administrators or insurance carriers utilized by the Town.
- ❖ Ensure that all negotiated premium arrangements and other arrangements with any administrator and/or insurance carriers are strictly adhered to.
- ❖ Provide current information on managed care delivery systems, including HMO, PPO, POS, PBMs, and other current and emerging systems and any other general health care consulting advice.
- ❖ Intervene and resolve claims issues related to all fully insured plans.
- ❖ Monitor claim performance on a monthly basis.
- ❖ Assist and provide recommendations in order to fulfill compliance requirements with State and Federal regulations, statutes and mandates. (COBRA, HIPAA, etc.)
- ❖ Provide routine group benefit and general health care consulting advice.
- ❖ Provide ongoing analysis of plan designs, cost containment strategies and cost sharing alternatives available to the Town and Board of Education while maintaining integrity of union contracts.
- ❖ Proactively advise the Town and Board of Education of legislative updates
- ❖ Provide information regarding new developments in the market
- ❖ Advise regarding regulatory compliance
- ❖ Perform a rate analysis, evaluate, and negotiate all renewals for each fiscal year.
- ❖ Monitor insurer's actuarial and renewal assumptions under the fully-insured program.
- ❖ Monitor all contracts and maximize management information available through all providers.
- ❖ Assist in open enrollment meetings and benefit change in benefit with the incumbent carrier.

To ensure effective and routine communications, we will establish periodic summary reporting to the Town and Board of Education on emerging experience. We will schedule regular meetings with the Town and Board of Education to review emerging experience, to identify issues or concerns that become evident from the review, to discuss these issues and suggest possible actions, and to address questions, concerns and issues that the Town and Board of Education may have.

On an ongoing basis, we will share new developments in the benefits market, including regulatory as well as emerging opportunities, issues, etc., using Milliman's Washington, DC Research Group and their publications as part of that process.

We will leverage the *Health Cost Guidelines* as well as nationally known and established Milliman tools, databases, and methodologies, to provide benchmark data tailored to the Town's and Board of Education's population and benefit plans. These tools will support your ability to understand utilization and cost variances by identifying under, over, and inappropriate usage patterns by diagnosis, provider, member and region.

Services Outside the Annual Retainer

Union negotiations will be billed separately on hourly time charge basis. For any requested services that are outside the scope of the regular retainer services, we will provide an estimated scope of services and fee arrangement for your approval prior to starting the project.

We have initially discussed the cost of providing services for formal RFP services, including drafting the RFP, creating a formal questionnaire, providing answers to all questions, completing and organizing the data for the RFP, analyzing responses, and presenting a summary of the responses. The fixed fee for this formal RFP process would be \$32,000 if the Town and Board of Education decide to move forward regarding these services.

A cost efficient manner of checking the market would be for Milliman to perform a more informal process, or request for qualifications. We could gather the claims experience and basic summary information of the current plan designs and ask the competition for financial proposals only. The additional fixed fee for performing this type of market analysis is \$10,000. The formal questionnaire, network analysis, and plan design match is not completed or part of this type of market analysis.

Open enrollment meetings and transitional implementation meetings for a change in carriers are not included in the proposed services. We will review the materials for accuracy and prepare staff for any issues or concerns that may arise, but attendance at these meetings will be charged under a separate time charge basis like that of union negotiations.

GASB OPEB Retiree Valuation services will be provided every other year and invoiced separately from the health benefits retainer. In years that we provide the full valuation services, the fees illustrated include the disclosure statement fee of \$500. In those years that Milliman does not provide a full valuation we will only charge the \$500 disclosure statement fee. The schedule for the GASB OPEB valuation and fixed fees are as follows.

❖	July 1, 2010 GASB OPEB valuation	\$14,800
❖	July 1, 2011 disclosure statement	\$ 500
❖	July 1, 2012 GASB OPEB valuation	\$15,700
❖	July 1, 2013 disclosure statement	\$ 500

Timetable

The assumed start date for this engagement is July 1, 2011. This agreement will be renewed upon mutual agreement annually based upon the fiscal year and fee schedule illustrated below. We will provide monthly experience reports from the insurance company in

force. We will discuss time lines with the Town and the Board of Education regarding budget projections as the time approaches each year. We will set a meeting late October/early November in order set time lines and strategies for the upcoming budget year. Based upon the agreed upon schedule we will request the current insurance company provide renewal projections for review and negotiation.

Annual Health Consulting Services Costs

At Milliman, we understand the Town and Board of Education's need to control fees for consulting services. Fees will be billed monthly in arrears. Should the scope of work expand such that the cost will exceed this range, I will inform you of that situation before proceeding further.

❖ July, 2011 thru June, 2012 annual fees	\$ 43,000
❖ July, 2012 thru June, 2013 annual fees	\$ 47,000
❖ July, 2013 thru June, 2014 annual fees	\$ 51,000
❖ July, 2014 thru June, 2015 annual fees	\$ 54,000

Request for proposal, request for qualifications, open enrollment meetings, union negotiations, new carrier implementation meetings and GASB retiree health valuation services will be invoiced in addition to the regular ongoing annual consulting services.

Contractual Requirements

All of Milliman's engagements are governed by the terms of a Consulting Services Agreement (CSA). This ongoing arrangement is subject to the terms and conditions contained in the CSA dated November 16, 2005 signed by the Town of Tolland.

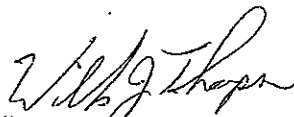
Next Steps

Steve and Bill, please review the scope of work, timing, and cost structure and get back to Steve May with questions or modifications. If the terms of the engagement are acceptable to you, please acknowledge the same by signing this engagement letter in the space provided below and returning a signed copy of both documents to Steve May. Thank you. We look forward to continuing our relationship with The Town and Board of Education of Tolland.

Sincerely,



Steven P. May
Senior Healthcare Consultant



William J. Thompson, FSA, MAAA
Principal & Consulting Actuary

Acceptance:

I hereby accept the terms of engagement as described in this engagement letter. This letter is subject to the terms and conditions contained in the consulting services agreement executed November 16, 2005 as described above.

Signature

Steven Werbner

Tolland Town Manager

Date

Signature

William D. Guzman

Superintendent

Date

I. INFORMATIONAL

APRIL 2011 Birch Grove Primary School

THE THEME OF THE MONTH IS BEING HELPFUL



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>April Fool's Day</i> <i>FRC Summer Camp registration begins</i>	2
3	4 <i>PTO Meeting Birch Grove 7:00 pm</i> <i>Native American Assembly</i>	5	6	7 <i>FRC Author visit at THS</i>	8 <i>100 Day Read At Home Challenge ends</i> <i>Kindness Project</i>	9
10	11	12	13 <i>Boe Meeting Council Chambers 7:30 pm</i>	14	15	16
17 	18 <i>Spring Break No school</i>	19 <i>Spring Break No school</i>	20 <i>Spring Break No school</i>	21 <i>Spring Break No school</i>	22 <i>Spring Break No school</i>	23
24 <i>Easter</i> 	25	26	27 <i>Boe Meeting Council Chambers 7:30 pm</i> <i>Mrs. McGee and Mrs. Rallo's class play</i>	28	29 <i>Preschool screenings</i>	30

April 2011 – Tolland Intermediate School

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4 PTO @ Birch Grove	5	6	7	8 MAD SCIENCE Assembly, 9 a.m.	9
10	11	12	13	14	15	16
17	18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22 SPRING BREAK	23
24	25	26	27	28 Take Your Child To Work Day	29 Grade 3 To Old Sturbridge Village	30

2011

April 2011 - TMS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Hoops for Heart All Day</i>	2
3	4 <i>Variety Show Reshersals</i>	5 <i>Intra District Visits 8-12</i>	6 <i>Principals' Breakfast Variety Show Reshersals</i>	7	8 <i>Variety Show-7- 10pm</i>	9
10	11	12 <i>TMS PTO MTG</i>	13	14 <i>Baseball/ Softball- Home- Stafford</i>	15	16
17	18	19	20	21	22	23
<p>SPRING BREAK</p>						
24	25	26 <i>Baseball/ Softball- Home-WL</i>	27	28 <i>Baseball/ Softball-home- Ellington Track-T. Edwards-Away</i>	29 <i>Baseball/ Softball- home-away</i>	30

April 2011 - THS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 PLC 2:00-3:00	5	6 C.L. Mtg. 2:00 p.m. Music Concert 7:00 p.m. - Auditorium	7	8	9 ACT Test
10	11 PLC 2:00-3:00	12	13 End of 3 rd Quarter Faculty Mtg. 2:00 p.m.	14	15 Disney Festival Trip Begins	16
17	18	19	20	21	22	23
		School Closed				
			Disney Festival Ends			
24	25 PLC 2:00-3:00 Booster Club – 700	26	27	28 Sophomore College Planning Program 7:30 a.m.	29	30

K. COMMUNICATIONS

MEETING MINUTES

BOARD OF EDUCATION / TOWN COUNCIL JOINT MEETING

COUNCIL CHAMBERS

MARCH 8, 2011 – 7:00 P.M.

TOWN COUNCIL MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn and April Teveris

TOWN COUNCIL MEMBERS ABSENT: Francis Kennedy and Craig Nussbaum

BOARD OF EDUCATION MEMBERS PRESENT: Robert Pagoni, Chairperson; Diane B. Clokey; Gayle A. Block; Robert A. Powell; E. Steve Clark; Karen Bresciano and Thomas J. Frattaroli

BOARD OF EDUCATION MEMBERS ABSENT: Christine Howard and Judy Grabowicz

OTHERS PRESENT: Steven R. Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; William Guzman, Superintendent of Schools; Jane Regina, Business Manager; Clem Langlois, Public Works; Tom Swanson, Principal of Birch Grove School; Jim Dineen, Principal of Tolland Intermediate School; Walt Willett, Principal of Tolland Middle School; Dominique Fox, Principal of Tolland High School and Beverly Bellody, Human Services

1. **CALL TO ORDER** - Pursuant to Section C9-4 of the Town Charter the Town Manager is required to call and attend a joint meeting of the Town council and board of Education for the purpose of discussing the appropriation request of the Board of Education. Frederick Daniels called the meeting to order at 7:03 p.m.

Mr. Guzman began the meeting by inviting each Principal to speak with regard to their individual school.

2. **PRESENTATION BY PRINCIPALS OF EACH SCHOOL -**

Tom Swanson, Principal of Birch Grove: Over the past few years, it has been difficult to maintain the budget without significant cuts. Last year was one of the most difficult years, because of they had to start cutting back on staff. They had a decrease in enrollment, which allowed the changing of the schedule and reduced a music, art and PE teacher. When that occurred, it reduced the time for specials with the students. They went from a 60 minute block to a 45 minute block. The staff has recreated the curriculum to maximize the time. They reduced the custodial staff. The classrooms are cleaned on a rotation basis and some classrooms are not vacuumed on a daily basis. They had a reduction of 2.5 paraprofessionals. This has been a challenge. They have noticed that their technology and software is getting outdated. Math material is becoming outdated. Library materials have been donated from the Community, for which they are very thankful. The one thing that he can't stress enough is his appreciation for the staff that they have. They have dedicated teachers who go above and beyond.

Jim Dineen, Principal of Tolland Intermediate School: Over the last years, they've seen a significant decrease in their schools budget. They have had to reduce their custodial staff, the instrumental music program, the choral music program and PE/art classes. All these programs have been diminished due to staffing cuts. Their computer integration program, keyboarding class and instructional materials have been cut as well. It is hard to meet the individual needs of each child without these instructional materials. Children are not getting the support that they require. Even the best and hardest working teachers can only spread themselves so thin. Their teachers continue to take on more and more responsibilities. It is

important for the teachers to have access to a multi-level curriculum. Continually chipping away at our staff and programs compromises their ability to equip their students with what they need to be productive members of society.

Walt Willett, Principal of Tolland Middle School: He thanked the Council for the opportunity of letting him speak. He made reference to a statement he heard a gentleman say "he felt like he was having the shirt taken off his back", so he decided to give a garment based argument and removed his shoe. He has had these shoes for 4 years. They were purchased when he first started working in Tolland. He has a hard time letting go of things. Like the school he inherited when he started 4 years ago, these shoes were once shiny and free of holes. They had a great a schedule, teaming, remediation, enrichment opportunities, a strong middle model designed to be consistent with all the research on what a middle school needed to help kids be successful. These 4 years have been hard on his school and his shoes. They've had the loss of a FCS teacher, SFA teacher, tech teacher, art teacher, computer teacher, 4 world languages teachers, a guidance counselor, .5 AP, the rope program, nearly all anti-bullying and social education programs and nearly all meaningful teaming. The holes in his shoes let water in; the holes in their roof let in water. If you do not support the Superintendent's budget, the jobs bill will not save us. He implores you to support the Superintendent's budget before further damage.

Dominique Fox, Principal of Tolland High School: THS has been impacted by an increase in enrollment and teacher cuts. They have lost 3 teachers, the average class sizes are rising, and certain programs have been cut due to lack of staffing. She listed out specific ways the budget cuts have impacted them. Some include: certain grammar books are being used for 31, the CP level American history text book is 16 years in arrears and only contains information up to 1995 and does not contain important events, supplies have diminished over time, the computer software is old, Tolland has one of the highest state wide pay to play fees at \$275 per sport with no family cap. It is heartbreaking to say the list doesn't end here.

3. DISCUSSION AND QUESTIONS BETWEEN BOARD OF EDUCATION, TOWN COUNCIL, TOWN MANAGER AND SUPERINTENDENT OF SCHOOLS REGARDING THE BOARD OF EDUCATION PROPOSED BUDGET FOR 2011 – 2012 -

Jack Flynn asked Mr. Guzman for confirmation that the proposed budget does not include any new positions. Mr. Guzman confirmed that was true. They do have a portion of the education/job grant still available. The entire grant was not expended this year. Therefore, next year, the remainder will be used for the continuation of some of the positions brought in this year. MaryAnn Delaney Tuttle commented that the chart on page 20 of his budget says that the grant funded positions will remain the same. Mr. Guzman said the grant positions currently total 8.7 positions. The intent is to bring back 5.0 teaching positions. None of these salaries are reflected in the budget because they are grant supplied.

Dr. Daniels asked the Principals how they view what will occur under the proposed budget. Do you believe you will be staying steady or do you feel that you still will be losing ground? Ms. Fox said they will still be losing ground. They've seen decreases year after year. The budget increase being proposed is still sub-par. Dr. Daniels commented that he realizes they are not funding enough to get back to where we were. Mr. Dineen commented that we are losing a very important position and the materials are very outdated. Mr. Swanson said they are in the same boat. With the Ed Grant, they have been allowed the math teacher. They will maintain, but it keeps chipping away. Mr. Willett commented that they are in a bad place at the Middle School. What can you take next that has not been hugely affected in the last four years?

Mr. Guzman reminded that the Ed Job Grant is over after this year. After next year, they are going to have to shift those positions into the budget. Next year's increase from shifting the grant positions into the local budget will be an automatic 1%. He added that the Board is very adamant about providing math support at the schools. The needs of the District whether you support this budget or not, are not going to get back to where we were. Trying to sustain the District at a point of where it should be, given the last two years' history is very difficult.

Dr. Daniels asked about athletic fees and club and activity fees in general. Mr. Guzman said that they are bringing everything back to where they were. Athletic fees will be \$125.00 and club fees will be \$30.00. Karen Bresciano said that the specifics of next year's budget have not been voted on yet. How the bottom line gets broken down will be decided later. Mr. Pagoni added that they have only provided the Counsel with their bottom line number. After it settles out, is when it will be determined how the monies will be spent. Dr. Daniels commented that is one of the issues with this budget. The Council is trying to decide what to do with this budget, but the BOE is not specifying how it will be allocated. Mr. Pagoni said that they are not going to receive enough money, so it becomes an exercise in futility. MaryAnn Delaney Tuttle said she realizes it is difficult, but it seems improper on the BOE's part not to prioritize. She agrees everything is important, but you need to prioritize. It makes the Council look like the bad guys saying we can't afford it. The Council needs to know from the BOE the priorities for this money. There is a limited pot of money. She feels torn.

Gayle Block commented that the most important part of the budget is putting it back to the way it was the previous year. The premise is that they have prioritized. They want the budget to be made to the previous year; to what it was. They would not like further cuts.

MaryAnn Delaney Tuttle wants to hear what the BOE can cut. Mr. Pagoni said they can't cut anything. They have been cutting. Ms. Delaney Tuttle commented that everyone is cutting. Mr. Pagoni said over the last few years they have gotten nothing. This Community is not meeting the educational needs of these children. It won't be until disaster strikes that we'll ask ourselves how we got here.

April Teveris spoke by saying when she hears we don't have current books, etc. that is unacceptable to her. She is not going to say that the Council doesn't give the Board enough money to buy books. She questioned why they need a dedicated social worker in the high school when the town has a human services department that has social workers. This is an example of where the town-side and BOE could work together. Ms. Fox commented that the social worker sees a number of students for a variety of reasons and commented on an example that occurred at her school. Mr. Pagoni commented that the social workers are maxed out, both at the school and within the town. Ms. Block commented that she had a conversation with a social worker, and the worker commented to her that there is not enough time in the day.

4. PUBLIC COMMENT (1 minute time limit)

Ken Kittredge of 37 Farm Brook Drive – He supports the BOE budget. That is what they said and that is what should be voted on. MaryAnn you are right, you have a tough job. Bring both budgets to the town and ask the community if they will fund them. He heard the lists of damages from the Principals and he is nauseous.

Karen Lewis of 30 Cortland Drive – She wants to see the Council submit the Superintendent's budget. As our town leaders you need to come up with a tax relief so that the rest of us can fund what our town truly needs.

Steven Hadge of 8 Timber Trail – He thanked the Council for their hard work and the BOE. He supports the budget. It really only slows down the bleeding that has been occurring. We need to base our decision not on what will pass, but on what the children of Tolland really need.

Steve Browning of 609 Merrow Road – He supports the budget. There are a number of issues: we have the highest pay for play, the insurance tail is wagging the dog here, his daughter received help from the math para at Birch Grove, he is sure it will make her education better down the road.

Susie Lotreck of 12 Holly Road – She supports the budget and wants to see the Council put it out there to the public. She wants an explanation on how the BOE has been receiving a 3% increase over the last few years. Ms. Delaney Tuttle commented that it was 3.5% over the last 5 years.

Kelly Pabilonia of 33 Deer Meadow Road – She supports the budget. She is a social worker and we are specialized. She thinks it is good that the school does have its own social worker and she hopes it continues to be supported.

Jackie Cole of 34 Susan Drive – She supports the budget. Her son, in 3rd grade, received math support and she cannot imagine what his year would have been like if he didn't have it.

Mark Devaney of 33 Cortland Drive – He said it is disingenuous to say that the budget has been going up 3.5%, when the insurance and medical have gone up 15-18%. His taxes have gone down because of the reevaluation; some are going up. We are moving towards a fee based society. Is that where we want to be? He is going to pay \$1,100 in sporting fees this year. He would have rather paid the \$300.00 in tax increases. The sporting fees are just an additional tax to him. The responsibility of the community is the safety and education of its children. He supports the budget.

Jen Miller of 27 Pepperwood Drive – She supports the budget and hopes the Council will support it. She finds it hard to believe that this budget is inflated or too high after listening to what has been cut at the schools. She believes the town deserves the chance to vote on it.

Betsy Brocious of 20 Tolland Farms Road – She is a teacher at THS. She grew up in Tolland and has returned back to it with her children. She told of how the budget process starts off with people like her. It begins at ground zero and needs to be supported.

Mr. Pagoni said contracts, utilities and insurance are eating us up as it does every year. We've been bleeding for the last few years. Three percent is continually eaten up by contracts, utilities and insurance. It is not going to the kids. The BOE's obligation is to provide for all the students in the community. The BOE is trying their best to do it on the cheap. We are down at the bottom of the barrel. They are the messengers. They have gone over this budget better than we have before. Put it out there and let the Community decide. If you don't like the BOE budget, specifically give the places to cut. If you think they've done their job, then come out in public and say you support the BOE budget; it looks like they've done their homework. At that point, if you say you can't support the budget because we didn't have enough money that is fair. At least acknowledge that they did our job in accordance with the regulations and statutes. Support them even if you don't have the money, at least say they've done their job.

Dr. Daniels thanked everyone.

5. **ADJOURNMENT** – MaryAnn Delaney Tuttle moved to adjourn the meeting; Seconded by Jack Flynn at 8:16 p.m. All were in favor.

Frederick M. Daniels,
Town Council Chairman

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM

MARCH 8, 2011

MEETING WILL BEGIN AT THE CONCLUSION OF THE 7:00 PM BOARD OF EDUCATION/TOWN COUNCIL SPECIAL MEETING

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn and April Teveris

MEMBERS ABSENT: Francis Kennedy; Craig Nussbaum

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Clem Langlois, Public Works; John Littell, Public Safety Supervisor/Fire Chief; Seale Tuttle, Chairman of the Board of Directors of the Tolland Fire Department

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 8:21 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Sam Belsito of 55 Lee Lane – “Nobody wants to raise taxes; it’s not our mission in life”: Well, you have certainly fooled the taxpayers of Tolland. If raising taxes is not your mission, then reducing taxes is your mission. You can’t have it both ways. When we have little to no increase in the Grand List, there should be no increase in taxes, and a general decrease in spending. It appears that this Administration is set to raise taxes. It is time to start trimming the fat from the budget. It is time to come to grips with running the town of Tolland and you will need to do it with less taxpayers’ dollars. It is time for you to work for the taxpayers.

Pat Curylo of Oakwood Lane – Unfortunately, she does hear the seriousness of our school system. There is no doubt that the students are suffering from the lack of materials, etc. Unfortunately, like most taxpayers in town, she can’t afford the increases. She has no increases in her funds coming in. She needs to keep her budget at where she can afford to maintain her house, her family and her needs. She would love to have a tax increase, to give the school board what they want and to see the town with all new materials, but we can’t afford it. Who knows what the future is going to bring. We need to look forward. There are two things that the Board of Education (“BOE”) can do. They can look at the amount of Administrators and Vice Principals they have. If they decrease these positions, they may find they have more money to spend on the books and materials they need. She thanked the Council for their time and efforts. It is a terrible situation they are in, and she knows it takes a lot out of their time and efforts to do the best for everyone.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Transfer of funds from the Unallocated Capital Reserve account to Capital Equipment for replacement of 1986 Skid Steer Loader in the amount of \$27,000.

Mr. Werbner commented that this skid steer loader was a casualty of the last major snow storm we had. This piece of equipment is used year round (snow operations, ball fields). It was scheduled to be replaced in next year's Capital Budget. However, funds are available within the unallocated capital account for this piece. Hopefully, we can get it in time for the spring activities. Monies (\$27,000) would be transferred from the unallocated capital reserve account to the capital equipment account to purchase a replacement.

Jack Flynn motioned to open the public hearing; Seconded by April Teveris. All in favor. None opposed.

Sam Belsito of 55 Lee Lane – He asked if next year's capital budget will be reduced by \$27,000, and how much money is left in the unallocated account. *Mr. Werbner responded by saying that there was +/- \$95,000 originally in unallocated reserve, minus the \$27,000. The capital budget itself is still being finalized and he can't comment on that.*

A straw poll was conducted of all those in favor of transferring the funds for replacement of the skid steer loader. 4 in favor; 0 opposed.

Jack Flynn motioned to close the public hearing; Seconded by April Teveris. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the transfer of \$27,000 from Unallocated Capital Reserve account to Capital Equipment for replacement of 1986 Skid Steer Loader in the amount of \$27,000.

Seconded by Jack Flynn. All in favor. None opposed

- 6.2 Consideration of a resolution making an additional appropriation of \$67,365 to the Public Facilities Heating System Account.

Mr. Werbner commented that this is money that Ms. Bellody was successful in getting through an ARRA Energy Efficiency and Conservation Block Grant program. The funds are being used to reimburse ourselves for preparation of the construction documents for the HVAC system in the Hicks building. The amount received is \$67,365.

MaryAnn Delaney Tuttle asked what the cost was for the construction documents. Ms. Bellody responded that the total is \$122,000 for design and construction documents. The construction portion is \$67,365. Mr. Werbner commented that the balance will come from the capital account for the HVAC repairs (dollars on hand).

Jack Flynn motioned to open the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

Sam Belsito of 55 Lee Lane – He believes the \$67,365 belongs to the taxpayers. We already allocated this amount of money for use and we used it. This is a reimbursement. This should go towards the next budget, reducing it. This is going to get lost in the transition.

A straw poll was conducted of all those in favor of making this additional appropriation. 2 in favor; 1 opposed.

Jack Flynn motioned to close the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation of \$67,365 to the Public Facilities Heating System Account. Funds were received from the Office of Policy & Management through the ARRA Energy Efficiency and Conservation Block Grant program. The ARRA funds reimbursed the Town for the preparation of the Construction Documents for the Geothermal HVAC system at the Hicks Memorial Municipal Center & Library.

Seconded by Jack Flynn. Dr. Daniels commented that he believed this is an appropriate place to put these funds. He can't see any other use of it, and it was earmarked for that particular use. All in favor. None opposed

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** MaryAnn Delaney Tuttle commented on the public presentation on the Tolland Village by Planametrics held at the Lodge on March 7, 2011. They had a computer generated drive through of the areas being presented. There was a good turnout, some positive comments and some good constructive feedback. If anyone has the opportunity to see it, it is worth it. They are talking 20-30 years out. It is not something that will be developed right away. There will be some public hearings at the end of April for regulations that they are developing and then a final presentation.

Ms. Teveris commented that she will be attending the Permanent Celebration Committee meeting this Thursday night. An agenda item will be discussion of the 300th anniversary celebration. They will be having a meeting for the kickoff on March 24th. She would like to receive input from the other Council members in terms of what they would like communicated to the group.

Dr. Daniels reminded that that TC/BOE Hour is this weekend at the Library, 3 p.m. – 4 p.m. on Saturday.

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

8.1 Discussion with Tolland Fire Board and review of the Tolland Fire Department Operational, Equipment and Facility Study performed by Field Service Inc.

Mr. Werbner began the discussion by saying that the Tolland Fire Department had a review 10 years ago of operations focusing on personnel, facilities and equipment. The Council funded for another study to update the previous study. The study has recently been completed. It has been discussed internally with the Public Safety Supervisor, and Mr. Werbner has also reviewed the results with the Tolland Fire Board of Directors ("BOD"). The Council members were provided the study. The BOD has submitted a document, which is their response to some of the recommendations. The document addresses some of the recommendations, as well as, some concerns they have.

Seale Tuttle began by saying that the Tolland Fire Department, Inc. is a private nonprofit corporation. Field Service, Inc. ("FSI") conducted a feasibility review of the Tolland Fire Department. FSI met with the BOD, the Chief, some of the senior officers and himself. Mr. Tuttle reviewed a summary prepared by the BOD which contained comments and priorities. The major three areas addressed were personnel, infrastructure and apparatus. In summary, regarding the area of apparatus, he said the recommendations of selling a truck and reducing the number of engine tanks are controversial. He was not going to comment on that publicly tonight. He said concerns have been expressed, but they do have full confidence in Mr. Littell's recommendations. With regard to infrastructure, they believe those recommendations are controversial as well. In the past years, building improvements were presented by the Chief for inclusion in the capital budget. They understand there is a new Facilities Committee. They would like the opportunity

to present to the Committee some of their concerns about the recommendations made with respect to Stations 1, 3 and 4. With regards to Station 2, it lacks space. They would like to present their views to the Facilities Committee regarding this as well. They would like it known that they believe the main facility should not leave the 195 corridor. The personnel area is the main charge of the BOD. It is their job to make sure that there are volunteers to respond. No one disagrees that emphasis should be on recruitment and retention. They have established a recruitment committee; they are studying the reimbursement program; they are looking to see if the ambulance staff can be expanded (the BOD supports this provided the staff will be safe). He pointed out a correction that needed to be made in the report: There are no volunteer firefighters in the day time. All the volunteers leave to go to work. The BOD is in favor of the Fire Marshal and Public Safety Supervisor having assistance. Mr. Littell is maxed out. We cannot look to the volunteers to reduce his workload. They cannot do his job as Public Safety Supervisor or his paperwork. A draft job description has been prepared and Mr. Werbner has shared that draft with him and Chief Littell. He urges the Council to do what they can to make sure this job gets filled. The Fire Marshal is only 15 hours a week. He cannot perform his job in that number of hours. We are looking for a position to assist the Public Safety Supervisor and Fire Marshal.

Mr. Werbner commented that Tolland has an extremely high level of calls. He receives a number of letters commenting on the quality and types of services received. He has not received one negative comment regarding the fire department. Nationally and locally it is getting harder to recruit volunteers. We will be looking at ways to increase volunteers. It is a substantial cost savings to not have a paid department.

Mr. Werbner followed-up by saying the position of assistant to Mr. Littell has been looked at closely due to budgetary concerns. The Town Manager believes we have reached a point of crises. As a supervisor, he is greatly concerned for Mr. Littell's well-being going forward. He has no other alternative then to include a position of this nature in his budget.

Dr. Daniels asked Chief Littell various questions regarding the personnel issues.

Mr. Tuttle finished by saying that he was accompanied tonight by all of the Directors of the Corporation, with one exception who could not attend. He wanted to thank them for their interest.

Dr. Daniels said that the services they perform for the town is incalculable, and thanked them for their service.

- 8.2 Consideration and action on scheduling a public hearing for April 12, 2011 concerning an application for the Small Cities Community Development Block Grant program and discuss amendments and approval of the Town's Program Income Reuse Plan. Town staff will also update the Town Council and public on the 2010 ADA Elevator Installation at the Hicks Memorial Municipal Center & Library.

Mr. Werbner commented that Ms. Bellody has agreed to take on submitting an application for the Small Cities Community Development Block Grant. This would supplement our housing rehab program. We think that over this past winter, there will be a large number of people looking for these types of block grants. In addition, we are not sure how much longer this program will be in existence. The fact that we can secure funds while they are available is to our benefit. Ms. Bellody commented that she hoped she could pull this off in a timely fashion, and believed it would be irresponsible if we didn't follow through with it.

MaryAnn Delaney Tuttle motioned that the following resolution be introduced and set down for a public hearing on April 12, 2011 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 hereby schedules a public hearing on April 12, 2011 at 7:30 p.m. in the Tolland Town Council Chambers concerning

an application for Small Cities Community Development Block Grant Program, and discussion of amendments and approval of the Town's Program Income Reuse Plan. Town staff will also update the Town Council and public on the 2010 ADA Elevator Installation at the Hicks Memorial Municipal Center & Library.

Seconded by Jack Flynn. All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions.

April Teveris nominated **Brendan Marinan of 367 Sugar Hill Road** to the Tolland Water Commission; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle commented that there is a vacancy on the Central Regional Tourism District. The position was offered to Kathy Bach, but she declined. There is one other person who expressed an interest, so she will contact that person.

MaryAnn Delaney Tuttle moved to **re-appoint David Layman of 65 Candlewood Drive and re-appoint Gregory Williams of 21 Chelsea Circle** to the Tolland Economic & Community Development Corp. for terms February 28, 2011 to February 28, 2016; Seconded by Jack Flynn. 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 had nothing to add. Mr. Flynn asked if the town was entailed to any type of emergency monies as designated by the President. Mr. Werbner said we are, and are anticipating approximately \$75,000. As of now, we are over \$55,000+ in overtime and contractual costs. We have exhausted our supply of salt, and have broken equipment.

Ms. Teveris asked if the town will be getting insurance proceeds from the Pavilion. Mr. Werbner said yes. She asked what was planned with regards to rebuilding the Pavilion. Mr. Werbner commented that the company will provide information in terms of what they would be willing to do for replacement of similar structure. If there is a desire to do something different, then we would need to discuss how it would be funded and if it would be appropriate. The rebuild will not be until at least the start of summer. Events will need to be rescheduled. We'll need to look for possible temporary shelter, or erect a tent for some activities. It is his intention to discuss with the Facilities Committee whether is it possible to open up Parker School's gym area for temporary shelter for Camp purposes, and other recreational programs impacted by the HVAC repairs. All options are being looked at.

11. **ADOPTION OF MINUTES**

- 11.1 February 17, 2011 Special Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. All in favor. None opposed.
- 11.2 February 22, 2011 Regular Meeting Minutes – Jack Flynn moved to adopt the minutes; Seconded by Dale Clayton. All in favor. None opposed. MaryAnn Delaney Tuttle abstained.
- 11.3 February 22, 2011 Special Meeting Minutes – Jack Flynn moved to adopt the minutes; Seconded by Dale Clayton. All in favor. None opposed. MaryAnn Delaney Tuttle abstained.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Correspondence from Richard Tapp - thanking the EMT for their immediate response
- 12.2 All About Asphalt Paving
- 12.3 A solicitation from lawyers
- 12.4 Conference on Public Finance Outlook

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Werbner said the budget will be in the Council members' boxes on March 15th, and the first meeting will be on March 17th.

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

Sam Belsito of 55 Lee Lane – Comments on the meeting with BOE and Superintendent: He agrees with Ms. Delaney Tuttle. They made this elaborate budget, yet they can't come to any agreement or details about what they are going to do with the money. As far as he is concerned, they just took a number and flung it up against the wall. They are just trying to see what sticks. They are always complaining that they don't have books. That is the fault of the Superintendent who does not allocate the money to buy the books. The blame really falls on him and not on the Town Council, nor the people of Tolland. We have supported the school system to a great degree. He supports the school system, but they are asking for something that is outrageous. They made an indication that they want the 6+% this year, and next year it will be even more because the first part of their wage contract kicks in. If they get the 6% this year, it will be 6% or more next year. They will be singing the same 'ole story, the pity party that they don't have enough. They need to start getting efficient. They have a lot of extra people within their system.

15. **ADJOURNMENT** – Dale Clayton moved to adjourn the meeting; Seconded by MaryAnn Delaney Tuttle at 9:30 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546



Office of the
Commissioner

An Equal Opportunity Employer

March 4, 2011

Mr. James Dineen, Principal
Tolland Intermediate School
96 Old Post Road
Tolland, CT 06084

RECEIVED
MAY 18 2011
Tolland Public Schools

Dear Principal Dineen:

Congratulations to the students of Tolland Intermediate School that participated in the first Connecticut Road Safety Poster Contest, "Life Behind the Cones and Barrels – How Roadway Workers Keep America Moving," hosted by the University of Connecticut and the Connecticut Department of Transportation (Department)!

As the Interim Commissioner for the Department and, also, Chairperson of Connecticut's Highway Work Zone Safety Council, it is very gratifying to have children take an interest in highway safety initiatives, in particular work zone safety awareness. Through programs, such as the poster contest, the State of Connecticut is able to raise the awareness of children who will, hopefully, become advocates for safe work zone habits and safe and responsible driving.

It would be an honor if the winning students, Ms. Carling Albrecht, Grade 5, and Ms. Olivia McCarthy, Grade 3, and their teachers, Mrs. Racco and Mrs. Williams, respectively, along with the students' families, could attend the upcoming Annual Work Zone Safety Press Conference to receive their awards. The Press Conference is being held from 10:00 a.m. to 12 p.m. on Tuesday, April 5, in Conference Room A&B at the Department's Headquarters, 2800 Berlin Turnpike, Newington. Please note that the timeframe of the conference may be adjusted to accommodate The Honorable Dannel P. Malloy, Governor, who has been requested to attend this event but, as yet, is unconfirmed. You will be contacted as soon as a confirmed time is known.

In order to confirm attendees, please contact Ms. Terri L. Thompson at (860) 594-2667 or via e-mail at terri.thompson@ct.gov. Ms. Thompson will also be able to answer any questions you may have. If the students are unable to attend, arrangements will be made to deliver the awards to them.

Again, thank you very much for your students' participation in helping to raise work zone safety awareness.

Sincerely,


Jeffrey A. Parker
Interim Commissioner

cc: Ms. Donna M. Shea, Program Director
Technology Transfer Center, UCONN