

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
April 25, 2012

**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
  - March 30, 2012 - Special Meeting
  - April 10, 2012 – Special Meeting
- 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
- F. SUPERINTENDENT'S REPORT
  - F.1. Healthy Food Certification
  - F.2. Status Report – Unpaid Leave Requests
- 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

- ♦ Minutes from Town Council Meeting of April 10, 2012
- ♦ School Calendars for May

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

**Tolland Board of Education  
Special Meeting**

**Minutes – March 30, 2012**

**Members Present:** Tom Frattaroli, Karen Kramer, Althea Gill

**Administrators Present:** Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Mrs. Kramer called the meeting to order at 1:34 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mr. Frattaroli motioned and Mrs. Gill seconded to go into executive session for the purpose of conducting an expulsion hearing and invite the Superintendent of Schools, Mr. Guzman, the Assistant Principal of Tolland High School, Mrs. Martello. All in favor. Motion carried.

The Board returned to public session at 1:47 p.m.

**Motion**

Mrs. Kramer moved, based on the evidence in the record, that the Board expel Student A from school, effective April 3, 2012 and continuing through April 2, 2013 under the following conditions:

- a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.
- b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of Student A's participation in the alternative education program as described in the preceding paragraph.
- c. Prior to the end of the 2011/2012 school year, the Superintendent will review Student A's conduct, as well as Student A's attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted for the start of the 2012/2013 school year.

- d. If the Superintendent determines that Student A should be readmitted early in accordance with the preceding section, and if Student A subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period through April 2, 2013 without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Mr. Frattaroli . All in favor. Motion carried.

Mr. Frattaroli motioned and Mrs. Gill seconded to adjourn the meeting at 1:50 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools

WDG:ca

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – Special Meeting April 10, 2012**

**Members Present:** Mr. Andy Powell, Chairman; Mr. Steve Clark; Dr. Gayle Block; Mrs. Karen Kramer; and Mr. Frank Tantillo.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools; Mrs. Jane Neel, Business Manager and Ms. Dominique Fox, Principal, Tolland High School; Dr. Walter Willett, Principal, Tolland Middle School; Mr. Thomas Swanson, Principal, Birch Grove Primary School; Mr. Michael Moynihan, Assistant Principal, Birch Grove Primary School.

The meeting was called to order at 7:30 p.m.

**APPROVAL OF MINUTES**

Mr. Clark motioned and Mr. Tantillo seconded to approve the minutes of the regular meeting of March 27, 2012. All in favor. Motion carried.

**PUBLIC PARTICIPATION**

None

**POINTS OF INFORMATION**

None

**STUDENT REPRESENTATIVE REPORT**

Kim Kostant reported that the third quarter ended on April 5, 2012 and grades closed on April 10, 2012. This week is U Matter Week or Kindness Week at the High School and it is sponsored by the Student Council to spread kindness and raise awareness that people matter.

Kate-Lynn Walsh reported that on April 27, 2012 a Poetry Slam will be held at the Tolland Public Library. The event is sponsored by the Tolland Public Library and the Tolland Public Library Foundation. The top poet will be awarded a \$50 gift card to Barnes and Noble. The Master of Ceremonies for the event are senior Casey Ellis and Tolland High School creative writing teacher Kris Coffey. The judges included senior Brianna Penny, Tolland High School Assistant Principal Mrs. Martello, and the children's librarian at the public library. The Poetry Slam is open to any Tolland resident age 14-18.

**SUPERINTENDENT'S REPORT****F.1. Participation Fees**

The Superintendent presented a spreadsheet that listed the Board of Education's 2012/2013 budget request for the athletic program at the High School (Varsity and Junior Varsity) and at the Middle School. The attachment estimates the costs for the athletic programs at each of the three levels. Listed in the attachment were the

projected personnel costs, program costs, as well as the estimated number of participants in each sport.

Column 1 of the attachment outlines the estimated costs of each program with the participation fee of \$325 per sport/per participant at the High School and \$225 per sport/per participant at the Middle School. The Board's budget request includes an amount of \$112,358 to cover the difference between the anticipated costs of all three programs less the projected revenue generated from the participation fees.

Column 2 shows the estimated budgetary impact to the 2012/2013 Board budget should the participation fee be reduced to \$125 per sport, per participant at each level (Varsity, JV, and Middle School). The decrease in the participation fee has a corresponding increase in the Board's budget of \$146,900.

Mr. Powell, Chair of the Board of Education, provided additional information through a PowerPoint presentation. The presentation consisted of the current status of the program, how we got here, what is planned for 2012-2013, a full program outline with specifics on six sports and a time for questions. Mr. Powell explained that all the members of the Board of Education understand the benefits of sports to the students and community, but the financial realities of the last several years of low or no budget increases had forced decisions that resulted in the increase in participation fees. The presentation will be placed on the District website for review.

During the question period many parents requested additional information.

### **F.2. Enrichment Programs**

In response to a request by the Board at the January 11, 2012 meeting, Mr. Guzman gave an update on the afternoon enrichment program offered students at Birch Grove, Tolland Intermediate and Tolland Middle schools. Three separate sessions were planned for each school as follows:

<b><u>School</u></b>	<b><u>Club Name</u></b>	<b><u>Start Date</u></b>
Birch Grove	Adventures with Jack and Annie	Jan. 26
	Super Solvers	Mar. 8
	Math Magic	Apr. 26
Intermediate School	Adventures in Science Enrichment – Grade 5	Jan. 26
	Adventures in Science Enrichment – Grade 4	Mar. 8
	Adventures in Science Enrichment – Grade 3	Apr. 26
Middle School	Girl Power (Postponed until end of April/May)	
	Culinary Adventures	Apr. 9
	Rocketry	Apr. 30

Enrollment in each of the three sessions is as follows:

	Session I	Session II	Session III
Birch Grove	30	30	
Tolland Intermediate	23	11	
Tolland Middle	X	15	

### **F. 3. Strategic Planning - Status**

Mr. Guzman reported that as of this date, the Committee has begun wrapping up the first phase of the planning process which involved our consultants, the New England School Development Council (NESDEC). They will be providing summaries of their meetings with staff, additional survey data and a district profile to the Steering Committee early next week. They will also be presenting their findings to the Board at a meeting before the end of the school year.

In the meantime Michele Burge and Linda Hodge, Survey Research interns from UConn, have been coding the original survey responses. The Strategic Planning Committee will meet on April 11, 2012 at 2:30 p.m. in the Birch Grove Conference Room and hear their findings and recommendations based on those responses.

Coming up, the Committee is anticipating that Ms. Burge and Ms. Hodge will be running several stakeholder focus groups over the next couple of months which will further clarify goals and priorities. The Committee is also planning to put up a page on the district website that will help keep everyone informed about the process. As it looks now, the Committee hopes to begin the new academic year with a focus on vision, values, and priorities that the district as a whole can embrace moving forward. This timeline could shift depending on how long the focus groups need to meet, among other factors.

Mr. Clark asked Mrs. Clokey if the timeline had changed for the Plan. Mrs. Clokey felt that it was a slower start than had been expected, but she felt that with the amount of input and data collected the plan would provide a clearer vision going forward.

### **F.4. Medical Insurance Collaborative – By Laws**

Mr. Guzman reported that he and Steve Werbner, Town Manager, have been working with EASTCONN and other member Towns to explore the option of forming a coalition to purchase and administer health benefits. There are four other Towns, and Boards of Education, and EASTCONN involved. At this time, one Town has yet to make a decision. If that Town decides against the collaborative, another review would be necessary by the Town of Tolland and the Board of Education. There is a tentative Joint meeting with the Town Council prior to the next regular meeting of the Board of Education on April 25, 2012 at 6:30 p.m. Steve May, the insurance consultant will be present at that meeting to elaborate on the collaborative initiative and answer questions. Currently, the increase over this year's insurance would be 8.9% rather than the 10% as assumed in the Board of Education budget request.

### **F.5. Proposed 2012/2013 Budget**

Mr. Guzman reminded everyone that the Town Budget Hearing is set for April 24, 2012 in the Tolland High School auditorium at 7:30 p.m. and the Budget referendum would be May 1, 2012.

### **COMMITTEE & LIAISON REPORTS**

The Policy Committee will meet on April 25, 2012 at 1:30 p.m. in the Board Office.

The Finance and Facilities Committee would also set a date for April.

There were no other reports.

### **CHAIRPERSON'S REPORT**

Mr. Powell stated that the focus needs to be on funding for next year and saving as much money as possible.

### **BOARD ACTION**

#### **I.1. Proposed School Calendar for 2012/2013**

Dr. Block motioned and Mr. Tantillo seconded to approve the proposed school calendar for 2012/2013 as presented at the March 27, 2012 meeting of the Board of Education. Mr. Clark stated that he felt that there was too many days in November that were not instruction time, but understood the contractual reasons for the number of days. All in favor. Motion carried.

#### **I.2. Board Policies**

- ♦ **Policy 5080 – Student Discipline**
- ♦ **Policy 4080 – Family and Medical**

Dr. Block motioned and Mr. Clark seconded to approve Policy 5080 – Student Discipline and Policy 4080 – Family and Medical Leave as presented on March 27, 2012. These policies are revised. The language to be deleted is in brackets and new language is in caps and is bolded. All in favor. Motion carried.

#### **I.3. Proposed Increase in Lunch Prices**

Dr. Block motioned and Mr. Clark seconded to approve the increases in the price of school lunches beginning in the 2012-13 fiscal year as follows:

Elementary	\$2.25	
Middle School	\$2.50	Deli Lunch \$2.75 (no change)
High School	\$2.75	Deli Lunch \$3.00 (no change)
Milk	\$ .50	(no change)

There has been no change since 2006. All in favor. Motion carried.

**I.4. Budget Transfer Request**

Dr. Block motioned and Mr. Tantillo seconded to approve the following budget transfer request:

<b><u>From Account</u></b>	<b><u>Amount</u></b>	<b><u>To Account</u></b>	<b><u>Amount</u></b>
Program 701 Transportation	(\$20,350)	Program 662 Maintenance	\$20,350

Explanation: Maintenance program requires funds through end of year to cover projected expenses. This request was first presented to the Board at its March 27, 2012 meeting.

The Superintendent distributed a listing of maintenance projects as requested by Mr. Tantillo. All in favor. Motion carried.

**PUBLIC PARTICIPATION**

Ken Kittredge of 37 Farmbrook Drive thanked the Board for its efforts on the participation fees explanation and said that it was a good start. He suggested that perhaps there could be a goal between the \$325 and the \$125 and have a multiyear plan to arrive at the \$125 per sport/per participant.

Brenda Falusi of 72 Pepperwood Drive stated that with her daughters' field trip in November, she would only be in school eight days.

Betsy Broccius of 20 Old Farms Road stated that there was a great deal of animosity between parents and teachers. Any cuts or increased fees would affect the students in the District.

Bob Rubino of 296 Weigold Road stated that when you are talking about feelings, perceptions can become a reality. He suggested members should attend meetings and sit in the audience and view from a different perspective. It can feel like manipulation and becomes the difference between the have and have nots.

Sam Adlerstein of 164 Pine Hill Road stated that it is difficult for detailed answers be given over the website and that additional face to face communications needs to happen.

Laurie Salina of 63 Tolland Farms Road wanted to support the budget, but that the budget needed to make more sense and be easier to understand.

Kate-Lynn Walsh of 64 Stone Pond Road spoke as a graduating senior understood the need to find the most efficient use of the funds, but that when the teachers had been cut in her sophomore year it had been very difficult.

**POINTS OF INFORMATION**

Mr. Clark stated that the Policy and Finance and Facilities were public meetings and that anyone is eligible to attend.

Dr. Block stated that if it were a matter of cutting teachers, she would cut sports first. Voters need to support the budget and that over the last several years we have decimated the school system.

Mr. Tantillo stated that work has been going on for five months on the budget and this was the first time so many parents attended. This is last minute and the budget workshop should be better attended.

Mrs. Kramer echoed what Dr. Block and Mr. Tantillo stated.

Mr. Powell stated that the Board was not here to manipulate voters.

### **CORRESPONDENCE**

- Minutes from a Special Meeting of the Town Council on March 20, 2012
- Minutes from a Special Meeting of the Town Council on March 21, 2012
- Minutes of the Regular Meeting of the Town Council on March 27, 2012
- Minutes from a Special Meeting of the Town Council on March 28, 2012
- Minutes from a Special Meeting of the Town Council on March 29, 2012

### **FUTURE AGENDA ITEMS**

1. Status of the 2011/2012 Budget

### **ADJOURNMENT**

Dr. Block motioned and Mrs. Kramer seconded to adjourn at 9:36 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: April 25, 2012**

**SUBJECT: Healthy Food Certification Statement – July 1, 2012  
through June 30, 2013**

Section 10-215f of the Connecticut General Statutes allows public school districts (including the vocational-technical school system, charter schools, interdistrict magnet schools and endowed academies) that participate in the National School Lunch Program to receive additional funding if food items sold to students meet the Connecticut Nutrition Standards. Eligible districts that opt for the healthy food certification are currently receiving 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. If a district chooses to receive this additional funding, it must certify that all food items sold to students separately from a reimbursable school breakfast or lunch will comply with the Connecticut Nutrition Standards. These food items include food offered for sale to student at all times, in *all schools*, and from *all sources*, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises.

If a district certifies for the healthy food option, foods that do not meet the Connecticut Nutrition Standards can only be sold to students at school if permitted by the local board of education or school governing authority and the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store.

This will be an action item at the regular meeting of the Board of Education meeting of May 9, 2012.

WDG:cja  
attachment

Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the Tolland Board of Education \_\_\_\_\_ and  
(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (select appropriate box)

**will** (must complete Sections 3 and 4 on page 2)

**will not** (sign below and return form)

meet said standards during the period of **July 1, 2012 through June 30, 2013**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
(Signature of the Authorized Representative)

William D. Guzman  
(Printed Name of the Authorized Representative)

Superintendent of Schools  
Title (Superintendent of Schools, President or Chairperson of the Board)

\_\_\_\_\_  
Date of Authorization

**Section 3 – Exemption Statement**

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will  
 will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

**Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)**

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

**Tolland Board of Education**

*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2012 through June 30, 2013.**

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_ **William D. Guzman**  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*

**Superintendent of Schools** \_\_\_\_\_  
*Title (Superintendent of Schools, President or Chairperson of the Board)* *Date of Authorization*

**FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_ **Brian Mahoney**  
*(Signature of State Agency Representative)* *(Printed Name of State Agency Representative)*

**Chief Financial Officer** \_\_\_\_\_  
Title Date

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**TO: Members of Board of Education**

**FROM: William D. Guzman**

**DATE: April 25, 2012**

**SUBJECT: Leave of Absence Report**

As per Board of Education resolution adopted on July 11, 2007, below is a status report on requests for unpaid Leaves of Absences since the beginning of the school year.

<b>POSITION</b>	<b>DATES OF REQUEST</b>	<b>RATIONALE</b>	<b>GRANTED/ REJECTED</b>
Paraprofessional	September 9 – 22, 2011	Honeymoon	Granted
Paraprofessional	October 4 - 19, 2011	Trip with Husband	Granted
Paraprofessional	December 16, 2011	Family Illness	Granted
Paraprofessional	January 5, 2012	Trip with Husband	Granted
Nurse	March 16, 2012	Chaperone for Robotics Competition	Granted
Paraprofessional	April 12, 2012	Family Illness	Granted

Please note that none of these leaves resulted in a cost to the District. There was a cumulative savings to the District of \$867.23.

WDG:ca

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM APRIL 10, 2012 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven R. Werbner, Town Manager; Michael Wilkinson; Margaret DeVito, Town Clerk; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records

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:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

**Richard Knight of 31 Bonair Hill Road** – He is an Alternate member of the Conservation Commission. He believes the Plan you have for review and discussion tonight should be reviewed and questions asked, and it should be tabled for further review. The main document that sets the standard for the content and quality of any plan is contained in a document that was approved in 2008. Any plan should be measured against that standard. He believes there are “endangered species” areas, a steward has not been appointed yet to the property, and he believes that should be done sooner rather than later. You should look at the resource inventory when you test the standard. Also, in the crosswalk of the plan, you will see objectives and action plans, etc. if they flow smoothly you should feel satisfied, if not you should ask questions.

#### 6. **PUBLIC HEARING ITEMS:**

- 6.1. Consideration of a resolution making an additional appropriation of \$1,338.15 to the Board of Education’s 2011-12 Budget for a Medicaid payment.

Mr. Werbner commented that this is the standard monthly Medicaid payment from the State of Connecticut to the BOE for services that they render, which are eligible for partial payment from Medicaid.

Richard Field motioned to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 4 in favor; 0 opposed.

Richard Field motioned to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Richard Filed read the following resolution:

**WHEREAS** the Tolland Board of Education participates in the Medicaid Reimbursement Plan as administered by the Department of Social Services of the State of Connecticut, through which it bills Medicaid for the cost of speech and language, psychological, occupational and physical therapy services for students who are eligible for Medicaid; and

**WHEREAS** the Board of Education has received a payment in the amount of \$1,338.15 from the Department of Social Services' Medicaid Reimbursement Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates an additional \$1,338.15 in Medicaid payments to the Board of Education's 2011-12 budget.

Seconded by Jan Rubino. All in favor. None opposed.

- 6.2 Consideration of a resolution making an additional appropriation of \$30,362 from equity distribution from CIRMA to use by the Town and Board of Education. The Town's share would appropriate the funds in the amount of \$14,018 to Capital Improvement Public Facilities Budget. The Board of Education's share in the amount of \$16,344 would appropriate to the Capital Improvement Board of Education Wide District Fund.

Mr. Werbner said CIRMA has declared a distribution of Member's Equity to be shared among eligible members. The funds will be received in July 2012, which are pro-rated for three years of participation. The BOE will allocate its share to the Capital Improvements BOE District Wide Fund. The Town will appropriate its portion to cover the cost of demolition to the town owned property on Tolland Stage Road.

Richard Field motioned to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

**Richard Knight of 31 Bonair Hill Road** – He said this can be applied to 6.4 also: He asked if this was non-recurring revenue going to a non-recurring expenditure. Mr. Werbner said yes.

A straw poll was conducted of all those in favor of this resolution. 3 in favor; 0 opposed.

Richard Field motioned to close the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Richard Filed read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$30,362 from the equity distribution from CIRMA to use by the Town in the amount of \$14,018 to the Capital Improvement Public Facilities, account number 20500072-755841 and Board of Education in the amount of \$16,344 to the Capital Improvement Board of Education Wide District, account number 20100572-755495.

Seconded by Josh Freeman. All in favor. None opposed.

- 6.3 Consideration of a resolution approving the sale of Town owned land in the vicinity of 67/69 Industrial Park Road East to Terry Dunn for the price of \$3,000.

Mr. Werbner said that Terry Dunn recently purchased 67 & 69 Industrial Park Road East. He has inquired about purchasing a small sliver of town owned land that abuts his property to locate sewer and water hookups to serve his building, or for a possible parking lot expansion in the future. The Town has no anticipated use of the property.

Richard Field motioned to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 3 in favor; 0 opposed.

Richard Field motioned to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Richard Filed read the following resolution:

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council approves the sale of property off the end of Industrial Park Road East for a price of \$3,000 subject to all conditions of the purchase and sale agreement having been met.

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

- 6.4 Consideration of a resolution for making an additional appropriation of \$25,000.00 from the Unallocated Capital Fund #2070 Fund Balance to the Capital Improvement Fund #2010.

Mr. Werbner said these are the upgrades previously discussed to the high school generator to allow that facility to be used more adequately for a shelter. The high school's generator is extremely large and can power a substantial amount of the building; however it was never hooked up to do so. It would allow for the use of the showers, food preparation, the ability to communicate with the public and others during emergency, and climate control in the portions of the building being used for shelter purposes.

Richard Field motioned to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 3 in favor; 0 opposed.

Richard Field motioned to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Richard Filed read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$25,000 from the Unallocated Capital Fund #2070 to the Capital Improvement Board of Education Tolland High School Generator upgrades, account number 20100772-755806.

Seconded by Jan Rubino. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Ms. Rubino said the BOE is meeting when the TC does; therefore she has been unable to attend their meetings. Mr. Freeman commented on the PZC meeting; they approved the pharmacy drive-thrus. They did say there were going to talk about food drive-thrus in the future. They are working on the Regs for the technology zone and non-commercial zone. Mr.

Field said the PCC hasn't met. Mr. Gill said he hasn't had a meeting. Mr. Belsito commented on the EDC meeting: most talk was about the P&Z, Mr. Taylor wants access to Cider Mill Road, and they are trying to move the parking for The Village across the street. They are happy to hear the Council is receptive to new growth in the area. Mr. Stanford had no meeting.

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

- 8.1 Approval of a resolution for the creation of a Technology Task Force, Economic Sustainability Task Force and expansion of the Energy Task Force to include a review of efficiencies associated with Town facility consolidation, renovation or expansion.

Mr. Freeman said they are still in the discussion stage. Both Mr. Stanford and he have sent around information on each of their designated task forces (technology and energy). The goals for the Technology and Energy Task Forces are to help introduce new technology into the town and BOE, as well as streamline the operations and save money. The Economic Sustainability Task Force is relatively new and is still in the planning stages. The original idea was for it to streamline operations, finding efficiencies that have to do with 'greening' town operations, but also saving some green. They are still sorting out the economic feature of it.

Mr. Stanford discussed the Energy Task Force: They are trying to give the Energy Task Force some direction and give them something to work on. The group will need to look at 5, 10 years down the road regarding population growth, school renovations or major building projects. They need to get an inventory of the town's infrastructure.

Mr. Gill spoke of the Economic Sustainability Task Force: It is to be a good steward of the environment and it does save money. There has been talk of tying into the recycling plan, reducing paper usage with BOE, etc. It would be nice to bring awareness to the citizens on the importance of using less. With regard to economic sustainability, Mr. Gill mentioned what they were doing in San Diego. They identified several items, which could help them close a gap.

Mr. Field said each task force should decide what qualifications they will need, and come up with a charge for each task force. The goal for each task force is to make some type of impact on next year's budget. Mr. Werbner said they should come up with missions for each task force by the next meeting in order to get things moving along, and a short term goal.

Mark Summers said those on the Energy Task Force view this as a positive step.

Richard Filed read the following **amended** resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the creation of a Technology Task Force, Economic Sustainability Task Force and expansion of the Energy Task Force to include a review of efficiencies associated with Town facility consolidation, renovation or expansion, **upon the Council's approval of each task force charters.**

Seconded by Josh Freeman. All in favor as **amended**. None opposed.

It was determined that the Charters would be provided to the Council members before the next meeting; so that discussion can occur. If anyone is interested in joining any task force, they can contact the Town Manager's office.

- 8.2 Consideration of a resolution authorizing the submission of a Historic Documents Preservation Grant.

Ms. DeVito commented that this was for scanning archived microfilm from the Town's land records. Mr. Werbner said this is a recurring grant that the State provides on an annual basis. Ms. DeVito added that they are up to 1995 and are going back. They want to go to July, 1977.

Richard Filed read the following resolution:

**RESOLVED:** that Steven R. Werbner, Tolland Town Manager is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Seconded by Ben Stanford. All in favor. None opposed. Mr. Belsito was absent for the vote.

8.3 Consideration of a resolution to approve the C.W. Luce Conservation Area Management Plan approved by the Conservation Commission on March 8, 2012.

Philip Moreschi, Chair of the Conservation Commission spoke. They have approved the Luce Conservation Management Plan. He mentioned that use of the property during the nighttime is by permit only (ex.: moonlight walks and Boy Scout campouts); for daytime use, notification is intended solely for the purpose of advising the user that there may be other groups using the property at the same time, so that they can reschedule if they wish. He discussed the Open Space Management Guidelines and Process, which was approved by the Commission in 2008. They have followed the spirit of the process, but it may not be to the letter for this Plan. The process requires that they submit an additional management plan, and request comment from the Town Council.

Ms. Rubino asked what the input was to the Plan from the rest of the Conservation Commission. Mr. Moreschi said it passed by a majority vote. Mr. Hankinson added that they do have a steward in mind, but they are waiting for the plan to pass before assigning. Ms. Rubino, a member of the Conservation Corps, added that people who come to the work sessions can apply for stewardship when a property becomes available.

Jan Rubino read the following **amended** resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached "C. W. Luce Conservation Area **Initial** Management Plan" as approved by the Conservation Commission on March 8, 2012.

Seconded by Richard Field.

Mr. Moreschi said it has taken approximately 6 months to develop this Plan. Ms. Rubino is in favor of approving this Plan as it is being proposed. Mr. Belsito asked if the Corps was involved in this plan. Mr. Moreschi said the Conservation Commission is charged by the Town Council to develop Management Plans for the properties. The Tolland Conservation Corps is a volunteer group that works with the Commission on the development of the plans, and the actual management of the properties. Mr. Freeman wants to make sure something hasn't been missed that should have been looked at. Mr. Moreschi said he doesn't believe an issue will come up. He believes the items were reviewed, but might not have been enumerated.

All in favor as **amended**. None opposed.

8.4 Appointment of Blum, Shapiro & Company, P.C. as the Town's independent auditor.

Mr. Werbner said the Connecticut General Statutes requires the appointing authority of any municipality or audited agency to file with the Secretary of OPM the name of the independent auditor designated to conduct the annual audit of its accounts. This notification must be made prior to June 1, 2012. In 2009, we went out for RFP's for auditor services and Blum, Shapiro were reappointed for a 5 year period. We are hoping with the action, we can notify the State on an annual basis, rather than bringing it before the Council each year. The term is 2009- 2014. The BOE is responsible for 50% of the cost.

Richard Filed read the following resolution:

WHEREAS, the Connecticut General Statutes (C.G.S. 7-396 and 4-232) require the appointing authority of any municipality or audited agency to file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the annual audit of its accounts; and

WHEREAS, the notification must be made at least thirty days prior to the end of the fiscal period for which the audit is required;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the reappointment of Blum, Shapiro & Company, P.C. to conduct the annual audit of its accounts for fiscal years:

July 1, 2011 through June 30, 2012

July 1, 2012 through June 30, 2013

July 1, 2013 through June 30, 2014

Seconded by Mark Gill. All in favor. None opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to appoint the following:

**Patrick M. Tracey of 18 Corinne Drive** to the Veteran's Recognition Commission

**Kathy Amedy of 25 Hawthorn Hill** to the Non-Profit Housing Corp

Seconded by Jan Rubino. 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner advised that a meeting will be held regarding "signs from the business perspective" at Nerac, Monday, May 7<sup>th</sup> at 7:30 p.m. He provided a summary of the investment funds status to the Council members. He mentioned that recruitment was done for the Tax Assessor position. Jason Lawrence will be succeeding Walter Lawrence as the Tax Assessor. He reminded that April 24<sup>th</sup> is the Town Council Presentation on the budget at THS, and the 25<sup>th</sup> will be a repeat at the Senior Center. He discussed the self-insurance plan, and said we would be the first in the state to form a coalition, if it can be pulled off. April 25<sup>th</sup>, before the BOE meeting, there may be a special meeting to discuss the self-insurance plan, should all parties remain in place.

11. **ADOPTION OF MINUTES**

- 11.1 March 20, 2012 Special Meeting

- 11.2 March 21, 2012 Special Meeting
- 11.3 March 27, 2012 Minutes
- 11.4 March 28, 2012 Special Meeting
- 11.5 March 29, 2012 Special Meeting

Richard Field moved to adopt all the minutes referenced above; Seconded by Josh Freeman. All were in favor. None opposed.

- 12. **CORRESPONDENCE TO COUNCIL:** Tolland Conservation Corps Stewardship Activity Summary and Report 2010 and 2011. Mr. Scavone mentioned a volunteer fireman rescued someone while off-duty; the town received the DUI grant; and the Council is in receipt of various letters from residents regarding various items.
- 13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.
- 14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*3 minute limit*)

**Ken Hankinson of 54 Johnson Road** – He is the leader of the Conservation Corps. He commented that all involved are a great group of people. He reviewed statistics of what the Corps has done in the last two years. He supports the Conservation Commission and their Plans. They do a great job and he is proud to work with them.

**Richard Merritt of 152 Slater Road** – He is an Alternate on the Conservation Commission; and he is on the Corps as well. He enjoys both groups.

- 15. **ADJOURNMENT:** Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 9:12 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk

May 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 30	May 1	2	3 Enrichment Club: Math Magic	4	5	6
7	8 Concert: Mrs. Tyler's & Mrs. Semrow's classes 6:15PM-6:45PM <i>More events...</i>	9 Half Day, Teach Inservice Concert: Mrs. Fuller's & Ms. Wasco's classes 6:15PM-6:45PM <i>More events...</i>	10 Enrichment Club: Math Magic	11	12	13
14	15	16	17 Enrichment Club: Math Magic Enrichment Club: Parent Sharing	18	19	20
21	22	23 Board of Ed Meeting at the Council Chambers	24 Field Day with Kieth Muslow: www.keithmunslow.com	25 Field Day, Rain Date	26	27
28 No School- Memorial Day	29	30	31	Jun 1	2	3

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May 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 30 5th Grade Boston Field Trip - Ms. Leser/Mr. Zangerl Only	May 1 5th Grade Boston Field Trip - Mr. McCarthy/Mrs. Racco Only	2 5th Grade Boston Field Trip - Mrs. Kneeland/Mr. Campbell Only	3 5th Grade Boston Field Trip - Ms. Moebus/Miss Deliman Only	4 5th Grade Boston Field Trip - Ms. Storozuk/Miss Paquette Only	5	6
7	8	9 Half Day - K-12 - In-Service	10	11	12	13
14	15	16	17	18	19 Spring Fling	20
21	22	23	24	25 TIS Hawaiian Day	26	27
28 No School - Memorial Day	29	30	31 TMS tour for Ms. Moebus' class TMS tour for Ms. Deliman's class	Jun 1 TMS tour for Ms. Storozuk's class TMS tour for Miss Paquette's class More events...	2	3

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May 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 30 TMS PTO Book Fair Softball Practice Baseball Practice Track Meet vs. Hartford	May 1 TMS PTO Book Fair Baseball Practice Softball Practice	2 TMS PTO Book Fair Baseball Practice	3 TMS PTO Book Fair Baseball Practice Breakfast with the Principal Softball Practice	4 TMS PTO Book Fair BBall/SBall vs. Ellington Student Council Dance 7:30 - 9:30 p.m.	5	6
7 BBall/SBall vs. Sage Park BBall/SBall vs. Vernon	8	9	10 Softball Practice Baseball Practice Track Meet vs. Ellington	11 Baseball Practice Grade 6 Dance	12	13
14 BBall/SBall vs. Stafford Track meet vs. RHAM	15 Softball Practice Baseball Practice	16 Baseball Game vs. E. Hartford	17 BBall/SBall vs. RHAM Hershey Invitational	18 Baseball Practice Softball Game vs. Timothy Edwards 101 Dalmatians	19	20
21 Softball Practice Track Meet vs. Hartford	22 BBall/SBall vs. Manchester BBall/SBall vs. Windsor Locks	23 Baseball Practice	24	25 Baseball Practice	26	27
28 Memorial Day - No School	29 Memorial Day - No School BBall/SBall vs. Ellington Grade 7 & 8 Band and Choral Concerts	30 Bermuda Trip BBall/SBall vs. Ellington	31 Bermuda Trip Softball Practice Baseball Practice Grade 6 Band and Choral Concerts	Jun 1 Bermuda Trip Band and Chorus Adjudication - 6 Flags	2 Bermuda Trip Track State Championship	3 Bermuda Trip

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May 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 30	May 1	2	3	4	5 SAT	6 SAT
7	8	9 AP Testing Half Day - Teacher Inservice	10 AP Testing	11 AP Testing	12 AP Testing	13 AP Testing
14 AP Testing Cheerleading Physicals/Permission Slips Due	15 AP Testing <i>More events...</i>	16 AP Testing	17 AP Testing	18 Prom	19	20
21 Booster Club	22	23	24	25	26	27
28 Memorial Day - No School	29	30	31	Jun 1	2 Project Graduation Bottle Drive SAT	3 Project Graduation Bottle Drive SAT Class Day

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