

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
January 14, 2015

**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

- Regular Meeting – December 10, 2014

C. PUBLIC PARTICIPATION (2 minute limit)

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

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVES' REPORT

F. SUPERINTENDENT'S FINAL REPORT

- F.1 Obsolete and Surplus Equipment
- F.2 Budget Sessions/Budget Workshops (no enclosure)
- F.3 Monthly Financial Report- December, 2014

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

- H.1 Working Agreement (no enclosure)

I. BOARD ACTION

- I.1 Education Reserve Fund

J. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting – December 9, 2014

M. FUTURE AGENDA ITEMS

N. NEW BUSINESS

O. ADJOURNMENT

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

REGULAR MEETING – December 10, 2014

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

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools; Dr. Walter Willett, Superintendent Elect

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

- Regular Meeting – November 12, 2014
- Special Meeting – November 19, 2014
- Student A Expulsion Hearing – November 7, 2014
- Student B Expulsion Hearing – November 7, 2014
- Student C Expulsion Hearing – November 7, 2014

Ms. Gorsky motioned to approve the minutes for the Regular Meeting held on November 12<sup>th</sup>, the Special Meeting held on November 19<sup>th</sup>, and the three Expulsion Hearings held on November 7<sup>th</sup>. Mr. Frattaroli seconded the motion. Changes in regard to the Regular Meeting Minutes for November 12<sup>th</sup>: under item E, last sentence should read, "Ms. Moran noted that the HS Boys' Soccer Team is off to compete in a championship game on Saturday."; under item N, the last sentence should be deleted; under item O, "The Board came out of Executive Session at 8:56PM" should be added; under item P, the first sentence should read, "Mrs. Gorsky motioned to adjourn the meeting at 8:56PM."; on the November 19<sup>th</sup> minutes, Mr. Pagoni's name should be removed from the list of "Members Present". The minutes were accepted as amended. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Sarah Poulin, 11 Blueberry Hill Road, co-president of TEPTO, explained that an Ice Cream Social was held in September and they were required to have 2 security guards present. Unbeknownst to them, there was a state cop there as well and the organization was billed for all three. This was in excess of \$750 and that night they made \$1600. In turn, they were looking at losing ½ of their profit. She noted that they were not informed that they would have to have a state cop present and at the last PTO meeting, the principals explained that the cops are being brought in to a lot of the under-elementary events. She inquired if there was an attendance number that determined how many cops had to be there. They will have to estimate in the future and they have a limited budget. Additionally, they hold a family event such as a movie which is done for free; the group will lose at least \$500-600. She inquired about the policy.

D. POINTS OF INFORMATION

Dr. McDowell addressed Ms. Poulin's concern. He noted that this has been a problem. The Director of Public Safety, Chief Littell, has given the principals the option to sign off if they do not need public safety people. He added that it could be a problem if someone said that nobody is needed and in turn would be a liability issue. He said that that is a discussion that should take place with the public safety department and the town manager. This kind of requirement is going to force people to either not hold the functions or to hold them at a location other than the schools. Mr. Doyle asked if there could be better communication so that an organization knows the expense in advance. A brief discussion of the forms took place. Dr. Willett will look into this issue.

Ms. Moran noted that the Tolland High School Girls' Cross Country Team placed 8<sup>th</sup> in the Nationals. Additionally, the Tolland Education Foundation awarded Mr. David Chassanoff and Ms. Laurie Coulom support materials to create electronic textbooks which will save money the district a tremendous amount of money over time. Lastly, the lockers have been installed at TMS from the Summer Spruce-Up event.

Ms. Gorsky noted that the Madrigal Dinner is this weekend and is sold-out.

Mr. Adlerstein noted that the Board met first in Executive Session and then in a Public Meeting prior to this meeting and voted to ask Dr. McDowell to enter into negotiations with Mr. Uriano as the new principal of Tolland Middle School.

E. STUDENT REPRESENTATIVE REPORT

Ms. Welch noted that Tolland Idol was held on Friday night and DVDs of the performances may be made available for sale. Mr. Perosino added that the Madrigal Dinner is this weekend where the Women's Chorus and the Madrigals will perform. Additionally, they thanked Dr. McDowell as the Interim Superintendent for welcoming them and making them feel comfortable at the Board meetings. They appreciate his service to the Schools during the time of transition.

F. SUPERINTENDENT'S REPORT

Dr. McDowell noted that there are policies on the agenda for the first reading and he asked that the Board take action on them at the January 14<sup>th</sup> meeting. The policies and changes were vetted through the Policy Committee at the November 19<sup>th</sup> meeting and were unanimously recommended to be brought before the Board. (Attachment I.3)

Dr. McDowell thanked the members of the Board for their support as he assumed the responsibilities of Interim Superintendent in August. He knows that he leaves them in better shape than when he first met the Board. Without question, the open dialogue and communication has been the most important ingredient. He also thanked the building and office administrators for their continuing support and understanding. He especially wanted to acknowledge all of the wonderful people that work in the Board office: JoAnne Allen, Karen Dunn, Debbie Jablonowski, Bob Lynch, John Carroll, Mary Layman, and Abby Kassman-Harned. He especially wanted to thank Jen Palumbo for saving his neck several times each day and for keeping him and his calendar organized. He also thanked Steve Werbner for his cooperation. Lastly, he has every confidence that Dr. Willett will prove to be an exemplary superintendent of schools. His dedication and commitment to the schools is without question. Dr. McDowell has thoroughly enjoyed the time he has spent in Tolland and wishes everyone the best in the future.

Mr. Adlerstein noted the some of the highlights of working with Dr. McDowell were the “McDowell-isms” and his setting of the table for the next superintendent. Mr. Adlerstein invited the members of the Board to highlight some of their experiences working with Dr. McDowell.

Mr. Frattaroli noted that he appreciated the weekly updates and comprehensive overview of each week. Ms. Gorsky appreciated the opportunity to have Dr. McDowell on board. She learned a lot and her confidence has grown after being able to bounce ideas off of him. She thanked him and added that it has been a great experience. Mr. Clark noted that he had some concerns about losing so much experience but Dr. McDowell has put his mind at ease. He thanked him for keeping the Board on an even keel and supporting the mission of the Tolland schools. Mr. Doyle explained that when initially interviewed, Dr. McDowell stated that he would not be available on the weekends yet was in town on the weekends to ensure that everything would be ready for the beginning of the school year. Mr. Doyle is very appreciative of this. Dr. McDowell has been a great partner and has shown that the Board can work with the superintendent and staff to ensure the Board has good information. Mr. Doyle added that Dr. McDowell can be very tough but it comes from a place of caring about people. Ms. Moran enjoyed the “McDowell-isms” as well and Dr. McDowell’s presence in the district. She has the utmost respect of Dr. McDowell’s wealth of knowledge of school systems and education in general. A gift was presented to Dr. McDowell and Mr. Army who was unable to be in attendance this evening.

Mr. Adlerstein thanked Dr. McDowell for bringing in Mr. Army and asked that he extend the Board’s thanks to him. The Board was in transition and is certain that it is now in much better shape with a positive momentum which Dr. Willett will be able to pick up. He thanked Dr. McDowell for how far he has taken the district in such a short period of time.

Dr. McDowell noted that the Board has a great superintendent coming in. The Board should support him and give him some time.

Mr. Krasusky, the Town Council liaison, added that on behalf of the Town Council that they all value Dr. McDowell’s tenure, professionalism, and leadership during his short term. The Town Council will miss him but looks forward to working with Dr. Willett.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – The next meeting will be held during the first week of January.

Communications – Ms. Moran noted that Dr. Willett submitted an article for the Tolland Community Newsletter and will do so regularly. The Committee will begin to discuss communication endeavors around the upcoming budget conversations as well as opportunities for school community connections and utilizing publicity opportunities. It is also working on a welcome reception for Dr. Willett.

Website Task Force – Ms. Moran noted that they met on November 17<sup>th</sup> and will meet again on December 15<sup>th</sup>. They continue to work on how to be most effective as volunteers. Additionally, future budget discussions will impact how the websites are supported and overseen to ensure the content is continually updated and the sites represent the school system with a clear, clean, and easy-to-navigate experience.

Town Council – Ms. Moran noted that there was a public hearing last night regarding the appropriation of the money for the school security improvements and it was approved. At a previous meeting, it was reported that the Technology Advisory Board will have members attend meetings including those of the BOE to ensure that there is representation and an understanding of a variety of views in different areas.

Policy – Ms. Gorsy noted that the Committee met on November 19<sup>th</sup>. They reviewed the policies on the agenda as well as the Policy 6012 regarding personal technology. They met with Principal Fox who said that the student handbook would be updated next year. Further, they discussed the issue of students who want to be able to text or make calls on their personal phones while not in class. The Committee decided to leave the policy as it stands. It was noted that a student may go to the office if he/she needs to contact a parent or may go to a teacher to ask for permission to call or text a parent. Ms. Gorsky clarified that phones do not have to be kept in lockers – students may have them in class. Mr. Frattaroli added that the idea is to promote the proper use of technology. The next Committee meeting will be on December 17<sup>th</sup> at 1PM.

Negotiation – none

H. CHAIRPERSON'S REPORT

Mr. Adlerstein noted that he spoke with Ms. Yudichak about the CAFE membership. Ms. Yudichak has spoken with Mr. Nick Caruso from CAFE. He will send her quarterly packets of what is going on including changes in legislation, policies, and information on retreats and workshops. She will take on the role of staying in touch with CAFE and sharing information with the Board under Committee Reports. It was clarified that this role does not exclude other Board members from reaching out to CAFE.

I. BOARD ACTION

- I.1 Cancellation of December 24, 2014 Board of Education Meeting Dates  
Mr. Clark motioned to cancel the regular meeting scheduled for December 24<sup>th</sup>. Ms. Gorsky seconded the motion. All were in favor. Motion carried.
- I.2 Consideration of the Approval of the Change in Names on the Tolland Public Schools Child Nutrition Program Account  
Mr. Doyle motioned to add the signatories of Dr. Walter Willett and Mr. Frank Connelly to the Authorized Signatures Form. Mr. Clark seconded the motion. All were in favor. Motion carried.
- I.3 Policy 9130 – Time, Place and Notice of Meetings  
Policy and Regulation 5081 – Bullying Prevention and Intervention  
Proposed New Policy – School Calendar  
This item will appear on the next regular meeting agenda for action.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Mr. Clark thanked Dr. McDowell and Mr. Army for their services and wished everyone a happy holiday season.

L. CORRESPONDENCE

- Town Council Meeting – November 12, 2014
- Town Council Meeting – November 25, 2014

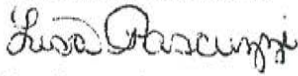
M. FUTURE AGENDA ITEMS

- Budget related

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 8:20PM. Ms. Moran seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk



# Council Chambers December 10, 2014

Special Meeting 6:30 PM  
Regular Meeting 7:30 PM



## Board of Education



# WHAT'S

# HOT

- Dr. McDowell and Mr. Army's last meeting
- Assessment is complete
- Transition with Dr. Willett is complete
- **Table is set**



SPECIAL MEETING

6:30 – 7:30 P.M.

AGENDA  
December 10, 2014

**VISION STATEMENT**

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. EXECUTIVE SESSION – For the purpose of interviewing principal candidate
- C. REGULAR SESSION – Possible action regarding the appointment of Tolland Middle School Principal

# Agenda

## A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

## B. APPROVAL OF MINUTES

- Regular Meeting – November 12, 2014
- Special Meeting – November 19, 2014
- Student A Expulsion Hearing – November 7, 2014
- Student B Expulsion Hearing – November 7, 2014
- Student C Expulsion Hearing – November 7, 2014

## C. PUBLIC PARTICIPATION (2 minute limit)

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

## D. POINTS OF INFORMATION

## E. STUDENT REPRESENTATIVES REPORT – Charles Perosino and Sarah Welch

## F. SUPERINTENDENT'S REPORT

## G. COMMITTEE & LIAISON REPORTS

## H. CHAIRPERSON'S REPORT

## I. BOARD ACTION

- I.1 Cancellation of December 24, 2014 Board of Education Meeting
- I.2 Consideration of the Approval of the Change in Names on the Tolland Public Schools Child Nutrition Program Account

- I.3 Policy 9130 – Time, Place and Notice of Meetings  
Policy and Regulation 5081 – Bullying Prevention and Intervention  
Proposed New Policy – School Calendar

## J. PUBLIC PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

## K. POINTS OF INFORMATION

## L. CORRESPONDENCE

- Town Council Meeting – November 12, 2014
- Town Council Meeting – November 25, 2014

## M. FUTURE AGENDA ITEMS

## N. ADJOURNMENT



# BOE Meeting Ground rules

Set direction, with a sense of urgency  
Move efficiently and effectively to decisions & actions

BOE Members	Supporting behavior
1. Purposeful	Work of <i>ensuring higher levels of student achievement for each individual academically, socially and emotionally in preparation for a 21st Century World</i>
2. Intentional	Discussion is related to mission
3. Directional	Discussion is focused on decisions / actions
4. Aligned	Interaction is a model for our students and reflects the values of this community
Presenters	(anyone providing expert information)
1. Directional	Presentation focused on decisions / actions. Answer, "Why is this important?"
2. Clear / Concise	Presentation of most relevant information in time allotted. Information in advance, include additional information if applicable.





# Public Participation

2 min :-)

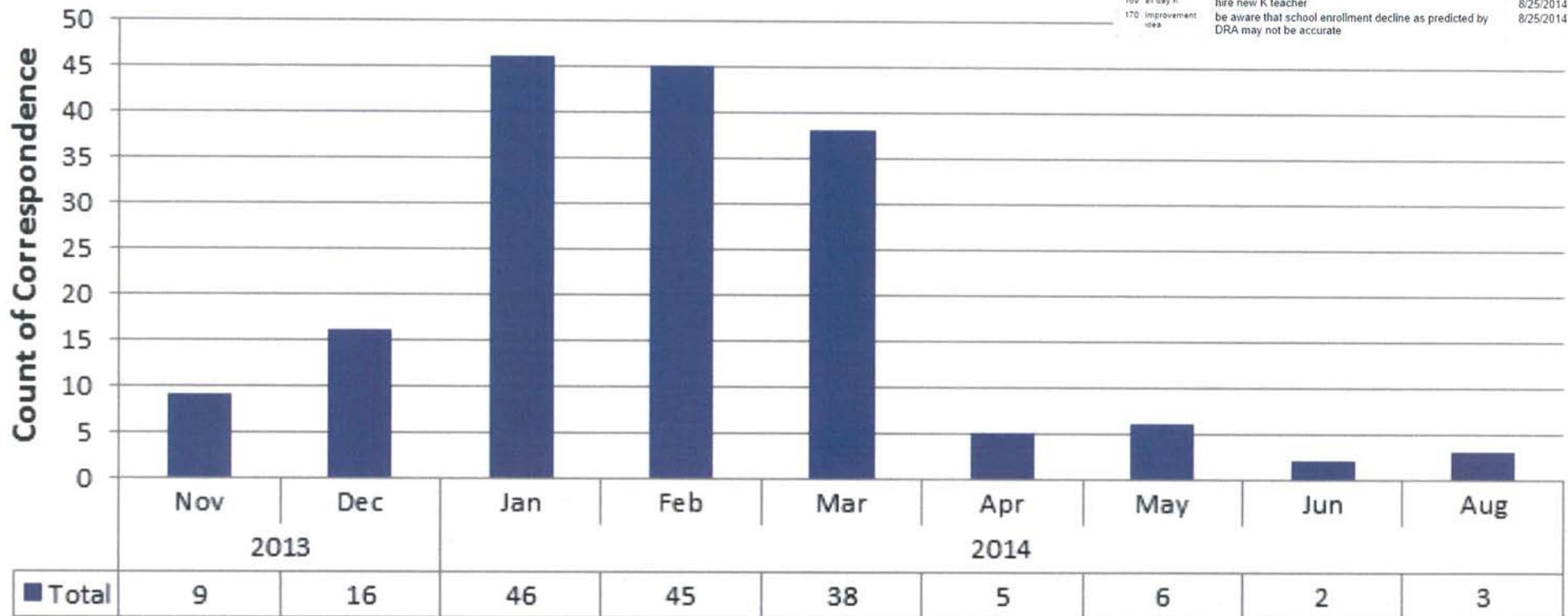
Please speak your mind



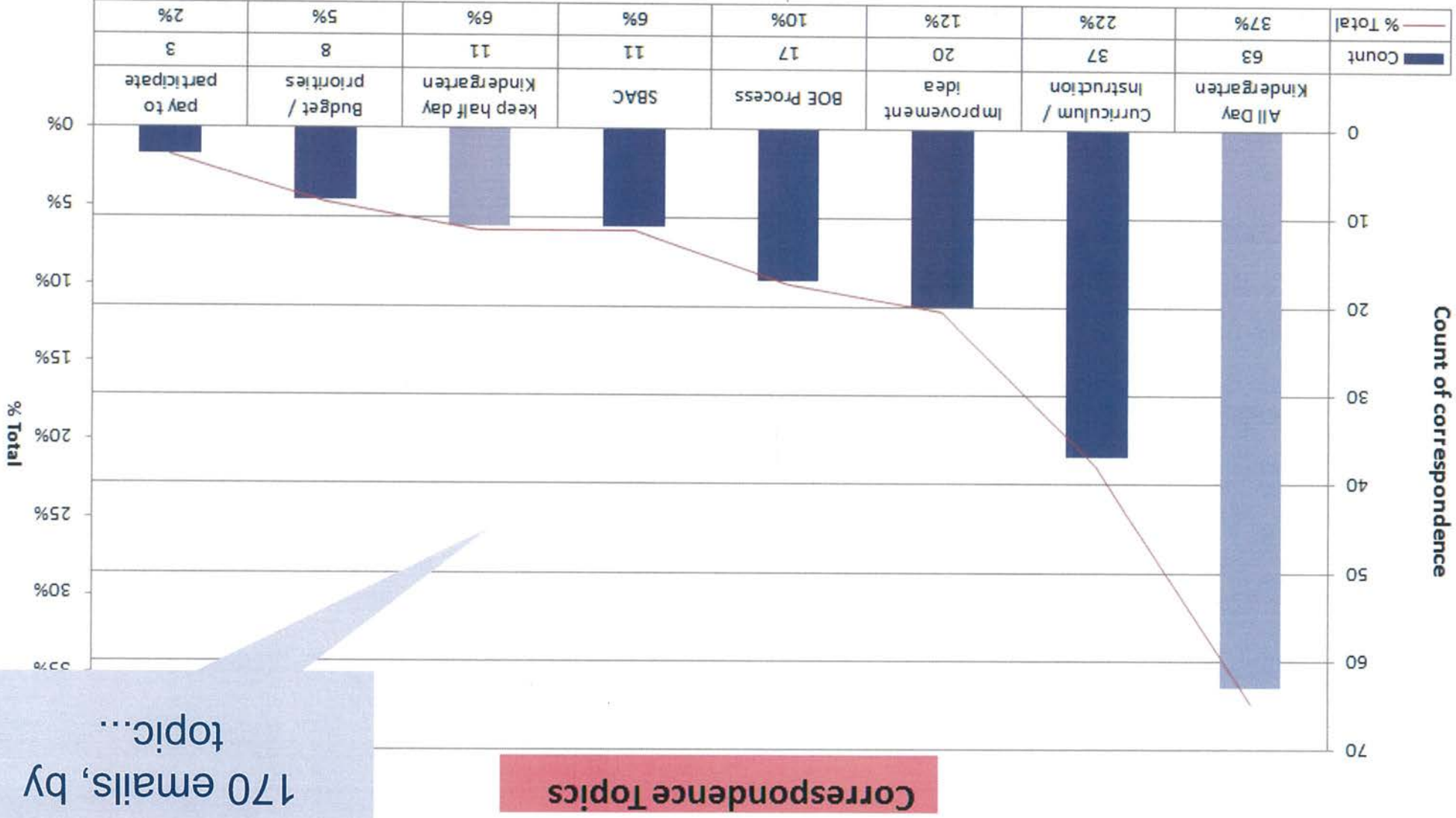
# Correspondence

170 emails tracked by Kathy since November!

Dear Board of Education, ...

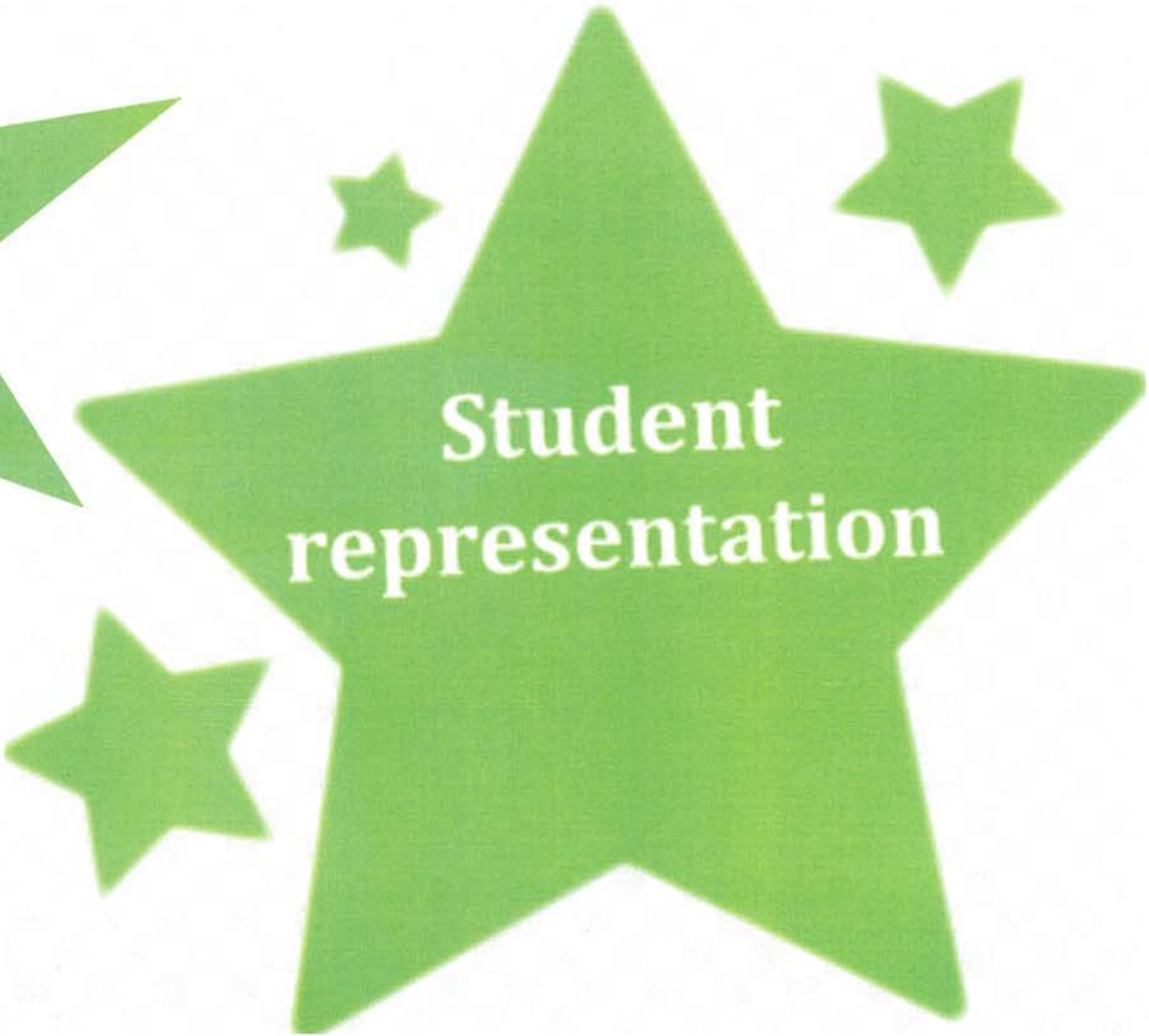


Topic	Correspondence: Recommendation / Suggestion / Request	Log Date	Source
157 Improvement idea	change proposed calendar	4/23/2014	letter to BOE
158 Curriculum / Instruction	change to workshop method of teaching over anthology	4/23/2014	letter to BOE
159 all day K	do ADK right	4/30/2014	letter to BOE
160 Curriculum / Instruction	online courses	5/14/2014	letter to BOE
161 all day K	keep kindergarten classes small	5/14/2014	letter to Karen al Kathy
162 all day K	provide lots of support in kindergarten	5/14/2014	letter to BOE
163 all day K	offer a sound half day k option	5/14/2014	letter to BOE
164 Curriculum / Instruction	online courses follow-up	5/14/2014	letter to Kathy
165 Improvement idea	consider anti-bullying apps	5/22/2014	letter to BOE
166 Curriculum / Instruction	make teachers/administrators accountable when they don't follow prescribed curriculum	6/11/2014	letter to Kathy, Bob, Sam
167 Improvement idea	composting could be done with school food waste	6/23/2014	letter to BOE
168 Improvement idea	wants a shipping container on THS property to hold extra robotics materials	8/25/2014	letter to BOE
169 all day K	hire new K teacher	8/25/2014	letter to BOE
170 Improvement idea	be aware that school enrollment decline as predicted by DRA may not be accurate	8/25/2014	letter to BOE





**Sarah and  
Charles**



**Student  
representation**



# **Superintendent Report**

Dr. McDowell

# **Committee Reports**

Toward Board Action



# **Chairperson's Report**

# **Board Action**

I.1

**TO:** Members of the Board of Education  
**FROM:** Dr. Thomas Y. McDowell  
**DATE:** December 10, 2014  
**SUBJECT:** Cancellation of December 24, 2014  
Board of Education Meeting

In keeping with past practice, I am recommending the Board of Education meeting scheduled for December 24, 2014 be cancelled.

TYM:jp




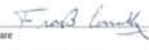
1.2

TO: Tolland Board of Education

From: Dr. Thomas Y. McDowell

RE: Consideration of the Approval of the Change in Names on the Tolland Public Schools  
Child Nutrition Program Account

It is recommended that the Board approve of the change in names on the Tolland Public  
Schools Child Nutrition Program Account. Frank Connolly, Interim Business Manager and  
Dr. Walter Willett, Superintendent of Schools, effective December 10, 2014.

CONNECTICUT STATE DEPARTMENT OF EDUCATION Bureau of Health/Nutrition, Family Services and Adult Education 25 Industrial Park Road Middletown, Connecticut 06457-1343		FOR STATE USE ONLY
<b>AUTHORIZED SIGNATURES CHANGE FORM</b> Read the enclosed instructions before completing the form.		Effective Date: _____ AGREEMENT NUMBER: _____ School Program: _____ Child Day Care Center: _____ Adult Day Care Center: _____ Day Care Home: _____ Summer Food Service: _____
This is to certify that on <u>December 10, 2014</u> as shown in the minutes of _____		
Tolland Board of Education (Name of Corporation, Board of Education or Governing Body)		
The following action was taken to revise the Authorized Signers of the ED-999 Agreement for Child Nutrition Programs.		
1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.		
 Signature	Walter Willett, Ph.D. Printed Name	
Superintendent	12/15/14	
Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor or Commissioner)	Date	
2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.		
 Signature	Frank Connolly Printed Name	
Interim Business Manager	12/15/14	
Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner)	Date	
3. The signature below certifies the above action		
Signature	Title (Secretary of Corporation, Town Clerk, Secretary of the Board)	

FR: Dr. T. Y. McDowell

RE: Board Policy 9130 - Time, Place and Notice of Meetings  
Board Policy 5081 - Bullying Prevention and Safe School Climate regulation  
Board Policy 1360 – School Calendar (Proposed New Policy)

Date: December 5, 2014

Attached please find the above referenced Board Policies. These policies were reviewed by the Policy Committee on November 19, 2014. The Committee was unanimous in recommending they be forwarded to the full Board for consideration.

**Board Policy 9130 – Time, Place and Notice of Meetings**

The proposed changes to this existing policy are that the calendar of regular meetings shall be set for the ensuing year no later than the first regular meeting in November, following review by the Policy Committee. Previously the policy stated that the Board would set the calendar of regular meetings at the first regular meeting in November. There are no other proposed changes to this policy.

**Board Policy 5081 – Bullying and Safe School Climate Plan Regulation**

The changes to this existing policy and regulation are required as a result of the recent legislative session. The changes in the policy result in the addition of language regarding teen dating violence.

**Board Policy 1360 – School Calendar (New Proposed Policy)**

Presently the Board does not have a policy regarding the School Calendar.



# Future Agenda Items

- 
- 
- 
-



**TOLLAND PUBLIC SCHOOLS**

51 TOLLAND GREEN  
TOLLAND, CONNECTICUT 06084

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS  
860-870-6850  
FAX: 860-870-7737

**Walter Willett, Ph.D.**  
*Superintendent*

**F.1**

**TO: Tolland Board of Education**

**FROM: Walter Willett, Ph.D**

**DATE: January 14, 2014**

**SUBJECT: Obsolete and Surplus Equipment**

The attached list shows those items which are in disrepair or obsolete.

The Administration requests that the Board of Education declare these items as obsolete and turn the items over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials.

WW:jp

Rm. 18

Band Saw w/Motor Break  
Model #SS-2A-25  
Serial #10802-0001



Drill Press  
Model #KTF-22  
Serial #400009



Drill Press  
Model #1793  
Serial #517123



Table Saw  
Model #62  
Serial #162012



Jointer  
Model #50  
Serial #450031



Metal Lathe  
Serial #21226 R



Rm 22  
Metal Roller  
In corner near entrance to room 18







## TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN  
TOLLAND, CONNECTICUT 06084

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS  
860-870-6850  
FAX: 860-870-7737

Walter Willett, Ph.D.  
Superintendent

F.3

**TO:** Board of Education

**FROM:** Frank B. Connolly, Interim Business Manager

**RE:** Monthly Financial Report-December, 2014

**Date:** January 5, 2015

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

Per the request of the Superintendent, I am attaching a financial report for the month of December, the 6<sup>th</sup> month of our fiscal year. A monthly report is important since it keeps the Board and the Superintendent up to date on the financial conditions of the BOE budget and helps avoid surprises in June. Normally this type of report is provided monthly (except for July and August). The report is printed on the first work day of the following month, thereby capturing a snapshot of the financial condition at the end of each preceding month. This method allows for a good comparison each year for the same monthly time period.

The attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget. The object line items show all of the Board's expenses such as salaries, health insurance, utilities, textbooks, etc.

Tolland uses an encumbrance system of accounting. When expenditures are known, the money is encumbered or "reserved" so it is not double spent. In the attached reports, the first column shows the adopted budget, the second column shows the "Range to Date", or the expenditures for the month. The YTD shows the actual year to date expenditures from July 1 to the date of the report itself. The next column shows what has been encumbered or reserved through June 30, the end of the fiscal year. Most items are encumbered by a purchase order, although some accounts are not encumbered since the expenditure will not be known until it actually happens (substitute pay, overtime, etc.).

Although I am not familiar with your financial history in Tolland since I just started, I have reviewed the attached December financial report. Note that the report is showing a deficit of \$386,823.08. This is **not** a favorable picture. However, there are changing circumstances which will improve this major deficit.

The largest single item impacting the budget are the expenditures for Special Education. Boards of Education are mandated to provide special education services. When Tolland spends over \$57,384 per child, the State will then reimburse the Board through a program known as **Excess Costs**. For example, if the expenditures for one child is \$125,000, the State theoretically will reimburse the BOE \$67,616 (\$125,000 - \$57,384 = \$67,616). I say

theoretically since the State will only reimburse the Board based on what the General Assembly has appropriated for the entire State for Excess Cost. In actuality, the reimbursement rate is around 77%. Thus, even though Tolland is entitled to be reimbursed \$67,616, it will only get back \$52,064 ( $\$67,616 \times 77\% = \$52,064$ ). We are shorted \$15,552. In effect then, the Board winds up paying a total of \$72,936 ( $\$57,384 + \$15,552$ ) for the one child.

The Special Education program is further adversely impacted by the number of students. For example, if there are 10 Special Education students that cost \$57,384 each, or a total expenditures of \$573,840, there is no reimbursement; all the expenditures hit the local budget.

Tolland's Special Education Director filed on December 1 for Special Education Excess Cost reimbursement of \$1,661,767. At a 77% reimbursement rate, we should receive back \$1,279,561. The exact number will not be known until the checks are received. The State provides the reimbursement in two payments, 75% and 25%.

The first payment of 75% (of the 77% owed) will be around \$959,670. When the check is received in February, it will then be applied against the expenditures (Lines 510 and 560), thus eliminating the bottom line deficit number. In March, the Special Education Director will refile with the latest student data, and this will affect the final Excess Costs reimbursement in May. Thus the BOE budget is very volatile due to the Special Education component.

These Excess Cost reimbursements are totally different than the ECS (Educational Cost Sharing) grants that go directly to the Town to help pay for local educational costs.

The second item affecting the negative balance were the payments to the Town in July of the entire energy accounts, (Lines 620 & 621) of \$1,246,000. Since this was not a monthly drawdown based on billing, it adversely affected the financial report at this reporting period (no unspent balances in those line items to offset the deficit figure).

We have clarified with the Town a health insurance payment of \$50,526 that affected our financials for the month of December. An adjusting journal entry on our reconciliation sheet was made on December 30<sup>th</sup> for this amount, which improved the attached December financial statement.

As the fiscal year progresses, each account will be scrutinized. These are numerous unknown variables that will affect the expenditures through June, such as teachers on leave, substitutes needed, maintenance expenditures, unanticipated maintenance costs, new special education costs, and changes in health care coverage. Also, at the end of the last fiscal year (FY2013-14), there was an unanticipated expenditure of \$128,438 for additional funding of the utility fund. We do not know if this will reoccur this fiscal year.

Thus, at this time, I am not able to project end of the year balances or deficits, other than to say that, barring unforeseen circumstances, we should end the fiscal year in the black.

Please advise if any questions.

Thank you.



# Tolland Public Schools

## FC OBJ A Expenditure Report Summary (by OBJ - ???)

Fiscal Year: 2014-2015

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 12/1/2014

To Date: 12/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,410,569.00	\$1,693,728.27	\$6,744,527.95	\$12,666,041.05	\$12,188,165.26	\$477,875.79	2.23%
0100.0000.120.00.000.1	Substitutes	\$465,099.00	\$37,937.26	\$148,522.08	\$316,576.92	\$0.00	\$316,576.92	68.07%
0100.0000.130.00.000.1	Overtime	\$84,889.00	\$6,196.27	\$70,254.26	\$14,634.74	\$279.05	\$14,355.69	16.91%
0100.0000.150.00.000.1	Stipends	\$329,888.00	\$59,329.96	\$157,302.90	\$172,585.10	\$308,330.90	(\$135,745.80)	-41.15%
0100.0000.190.00.000.1	Pension/Severance	(\$192,470.00)	\$4,135.00	\$219,142.22	(\$411,612.22)	\$287.00	(\$411,899.22)	214.01%
0100.0000.200.00.000.1	Employee Benefits	\$210,863.00	\$500.00	\$159,167.72	\$51,695.28	\$140,250.00	(\$88,554.72)	-42.00%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,150,651.00	\$510,603.82	\$2,094,116.11	\$3,056,534.89	\$2,920,278.44	\$136,256.45	2.65%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$542,290.00	\$47,397.21	\$241,928.75	\$300,361.25	\$286,724.46	\$13,636.79	2.51%
0100.0000.240.00.000.1	Retirement (ICMA)	\$189,568.00	\$16,542.62	\$106,551.19	\$83,016.81	\$98,659.78	(\$15,642.97)	-8.25%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$20,000.00	\$15,000.00	42.86%
0100.0000.260.00.000.1	Unemployment Compensation	\$30,203.00	\$272.00	\$2,827.00	\$27,376.00	\$27,376.00	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$237,475.00	\$0.00	\$119,199.00	\$118,276.00	\$119,205.00	(\$929.00)	-0.39%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,680.00	\$0.00	\$14,087.91	\$6,592.09	\$7,444.80	(\$852.71)	-4.12%
0100.0000.310.00.000.1	Benefits Consultant Services	\$63,043.00	\$15,849.15	\$19,716.65	\$43,326.35	\$27,603.35	\$15,723.00	24.94%
0100.0000.320.00.000.1	Prof Educ Svcs	\$357,432.00	\$20,061.86	\$111,794.64	\$245,637.36	\$210,797.96	\$34,839.40	9.75%
0100.0000.330.00.000.1	Professional Tech Svcs	\$5,000.00	\$179.50	\$5,038.80	(\$38.80)	\$1,966.20	(\$2,005.00)	-40.10%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$159,704.00	\$21,192.49	\$79,465.58	\$80,238.42	\$58,825.96	\$21,412.46	13.41%
0100.0000.350.00.000.1	Tech Services	\$345,628.00	\$8,244.45	\$197,772.18	\$147,855.82	\$15,927.12	\$131,928.70	38.17%
0100.0000.410.00.000.1	Sewer/Water	\$35,666.00	\$0.00	\$35,666.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$104,975.00	\$4,970.60	\$33,590.29	\$71,384.71	\$42,223.60	\$29,161.11	27.78%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$208,207.00	\$22,600.64	\$117,846.81	\$90,360.19	\$95,732.80	(\$5,372.61)	-2.58%
0100.0000.440.00.000.1	Rentals	\$128,396.00	\$10,795.45	\$49,964.02	\$78,431.98	\$75,114.55	\$3,317.43	2.58%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,139,549.00	\$98,818.13	\$997,773.02	\$1,141,775.98	\$1,340,763.48	(\$198,987.50)	-9.30%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,801.00	\$0.00	\$97,300.28	\$78,500.72	\$80,228.00	(\$1,727.28)	-0.98%
0100.0000.530.00.000.1	Telephone/ Postage	\$43,192.00	\$770.53	\$22,446.17	\$20,745.83	\$19,131.98	\$1,613.85	3.74%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$0.00	\$1,502.00	\$1,363.00	\$665.00	\$698.00	24.36%
0100.0000.550.00.000.1	Printing and Binding	\$25,235.00	\$0.00	\$12,057.94	\$13,177.06	\$6,660.00	\$6,517.06	25.83%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,306,137.00	\$662,489.29	\$1,369,025.53	\$937,111.47	\$1,807,573.91	(\$870,462.44)	-37.75%
0100.0000.580.00.000.1	Travel and Conference	\$24,326.00	\$1,948.77	\$9,934.43	\$14,391.57	\$13,336.55	\$1,055.02	4.34%
0100.0000.590.00.000.1	Safety Officials / SRO	\$18,000.00	\$0.00	\$3,741.09	\$14,258.91	\$14,133.75	\$125.16	0.70%
0100.0000.600.00.000.1	General Supplies	\$131,273.00	\$2,160.71	\$126,809.85	\$4,463.15	\$43,731.19	(\$39,268.04)	-29.91%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$336,702.00	\$18,360.39	\$157,024.93	\$179,677.07	\$56,604.58	\$123,072.49	36.55%
0100.0000.620.00.000.1	Energy	\$1,615,258.00	\$24,193.70	\$1,439,889.22	\$175,368.78	\$172,388.78	\$2,980.00	0.18%
0100.0000.640.00.000.1	Textbooks	\$114,227.00	\$3,868.48	\$71,964.65	\$42,262.35	\$10,709.60	\$31,552.75	27.62%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,650.00	\$0.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$57,820.00	\$0.00	\$44,810.07	\$13,009.93	\$358.00	\$12,651.93	21.88%
0100.0000.690.00.000.1	Misc Supplies	\$51,913.00	\$6,024.48	\$28,813.69	\$23,099.31	\$16,037.42	\$7,061.89	13.60%
0100.0000.730.00.000.1	Equip Instruct - New	\$170,210.00	\$28,921.08	\$180,115.25	(\$9,905.25)	\$3,498.31	(\$13,403.56)	-7.87%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$1,200.00	\$0.00	\$1,247.13	(\$47.13)	\$0.00	(\$47.13)	-3.93%
0100.0000.810.00.000.1	Dues and Fees	\$51,467.00	\$1,312.55	\$47,747.00	\$3,720.00	\$4,706.99	(\$986.99)	-1.92%
<b>Grand Total:</b>		\$37,189,581.00	\$3,329,404.66	\$17,340,684.31	\$19,848,896.69	\$20,235,719.77	(\$386,823.08)	-1.04%

End of Report





**TOLLAND PUBLIC SCHOOLS**

51 TOLLAND GREEN  
TOLLAND, CONNECTICUT 06084

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS  
860-870-6850  
FAX: 860-870-7737

**Walter Willett, Ph.D.**  
*Superintendent*

I.1

**TO:** Board of Education

**FROM:** Frank B. Connolly, Interim Business Manager

**RE:** Education Reserve Fund

**Date:** January 6, 2015

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

The Town Council, on August 27, 2013, adopted an ordinance which established an Education Reserve Fund (copy attached). This ordinance allows any end of the year monies (June 30) in the BOE budget, up to 1% of the BOE budget, to be placed into a reserve account that does not lapse at the end of the fiscal year. These monies can then only be used for specific educational expenditures as may be approved by the Board of Education.

The amount of money to go into the account is based on the audited amount. The town's auditor, BlumShaprio, just completed the audit of FY 2013-14, and confirmed that the BOE's end of the year balance was \$75,217. Therefore it is recommended that the BOE adopt the following resolution:

**MOTION**

Resolved, The Tolland Board of Education, pursuant to Ordinance No. 86, Chapter 8, hereby requests the Town Council to transfer the BOE's audited balance of June 30, 2014 in the amount of \$75,217, be transferred to the Education Reserve Fund.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

Town of Tolland, CT  
Monday, January 5, 2015

## Chapter 8. EDUCATION RESERVE FUND

[HISTORY: Adopted by the Town Council of the Town of Tolland 8-27-2013 by Ord. No. 86.  
Amendments noted where applicable.]

### § 8-1. Purpose.

There is hereby created a Board of Education Special Reserve Fund pursuant to Connecticut State Statute Section 10-248a to provide funding resources solely for future Board of Education nonrecurring or unanticipated expenditure funding needs.

### § 8-2. Contributions to fund.

- A. Unexpended funds of the school district from the prior fiscal year's budgeted appropriation, not to exceed 1% of the Board of Education's adopted budget for that given fiscal year, shall be transferred upon request of the Board of Education to the Town Council into a Board of Education Special Reserve Fund. The fund shall be accounted for on the Board of Education's general ledger and will be solely used for nonrecurring or unanticipated finding needs of the Board of Education, including but not limited to capital items, unanticipated special education needs or other unanticipated costs, purchase of goods or services above the amount that was originally budgeted for items such as computers or books, etc.
- B. The Town's Finance Department and the Board of Education's Finance Department must agree on a final year-end balance, and that amount shall be confirmed by the Town's audit firm prior to any request to deposit funds from that year into the Board of Education Special Reserve Fund.
- C. Once funds are confirmed, the Tolland Town Council shall vote to commit funds pursuant to Subsection A, above.

### § 8-3. Custody of fund and investments.

The Board of Education Special Reserve Funds shall be part of the Board of Education's pooled cash account or a separate cash account in the custody of the Board of Education Business Manager and Town Treasurer. The Town Treasurer or Town Finance Director, in consultation with the Board of Education Business Manager, may, from time to time, invest all or any part of the monies in said fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Board of Education Business Manager shall exercise control and administration of the Board of Education Special Reserve Fund on the Board of Education's general ledger in accordance with Board of Education policies.

## § 8-4. Use of monies from committed fund balance account.

Monies deposited into the Board of Education Special Reserve Fund shall be used solely by the Board of Education pursuant to the following:

- A. The Board of Education shall approve requests for purchases made from this fund
- B. Once the Board of Education approves the requested use of the funds, the designated Board of Education employee(s) will place the orders for the items pursuant to their purchasing and payment policies.
- C. At the end of each fiscal year, the Superintendent of Schools will provide the Town Council and Board of Education with financial reports to identify purchases made from the fund and any remaining balance.

## § 8-5. Continuity of account.

Any unexpended funds which may remain at the close of each fiscal year in the Board of Education Special Reserve Fund shall be nonlapsing and remain within the fund for use by the Board of Education.

## § 8-6. Review of this chapter.

The processes outlined within the sections of this chapter shall be reviewed by the Town Council and Board of Education every five years from date of adoption.



## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM DECEMBER 9, 2014 – 7:30 P.M.

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

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative 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):*

Tom Frattaroli of 271 Babcock Road – He asked if there was a breakdown of the \$414,000 allocated for the security upgrades to the schools.

*Mr. Field said they would be discussing that next.*

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

- 6.1 Consideration and action concerning a resolution authorizing the Town of Tolland to appropriate the sum of \$414,864 for the cost of school security improvements for Tolland High School, Tolland Middle School, Tolland Intermediate School and Birch Grove Primary School.

Mr. Werbner said this is part of a comprehensive school security program that is proposed to go over 5 years. The first year has just been completed, and during that time, approximately \$50,000 of improvements was made. The details have been discussed with the BOE and Council during Executive Session. In general, this particular program is at all four schools for the installation of school guard glass doors, school guard glass windows, exterior doors, camera upgrades, PoE switches, radio alert systems, door phones, and camera servers. The appropriation will be funded by the issuance of notes or bonds in an amount not to exceed \$240,041 and a state grant of \$174,823. There is a request for three additional years of security improvement, which in all would total \$1.5m if all five years were carried out. Each year, is a separate year in terms of possible grant reimbursement. This is the second year that they have had grants, although there is no guarantee that will continue. Each year they will have to see what available resources they have to put into the remaining improvements.

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

Mr. Frattaroli said he hasn't done a complete itemization of what the expenditures are. He knows they have talked about it, and he knows Chief Littell thinks this is a good first step. Whether we can sustain this and how it relates to the school budget is something that he would like to give more thought about.

*Mr. Werbner said this impacts the overall budget right now. It is not directly impacting the school budget, because it is coming out of debt service as well as a state grant. At this time, none of this money is programed within the operating budget of the school. In future years, that is something that may be discussed.*

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

Bill Eccles moved to close the public hearing; Seconded by Rick Field. All in favor. None opposed.

George Baker motioned to accept the following resolution:

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town of Tolland (the "Town") appropriate the sum of \$414,864 for the cost of school security improvements for Tolland High School, Tolland Middle School, Tolland Intermediate School and Birch Grove Primary School, including the installation of school guard glass doors, school guard glass windows, exterior doors, camera upgrades, PoE switches, radio alert systems, door phones, and camera servers (the "Project"). The appropriation may be spent for design and construction costs, equipment, materials, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project or its financing. The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project if funds are insufficient to complete all of the Project, and the appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed \$240,041 and grants or other sources of funds received by the Town for said project in an amount of not less than \$174,823. The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$240,041. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds, notes or other obligations of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds, notes or other obligations, the form of such bonds, notes or other obligations; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds, notes or other obligations and all other terms, conditions and particular matters regarding the issuance and securing of such bonds, notes or other obligations and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General

Statutes and any other applicable provision of law thereto enabling. The bonds, notes and other obligations authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds, notes and other obligations; to provide for the keeping of a record of the bonds, notes or other obligations; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or other obligations; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds, notes or other obligations at public or private sale; to deliver the bonds, notes or other obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or other obligations, including, but not limited to, entering into a continuing disclosure agreement pursuant to Security and Exchange Commission Rule 15(c)(2)(12). If the bonds, notes or other obligations authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes or other obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Project.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriation for the Project, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

Seconded by Bill Eccles.

Jack Scavone; George Baker; William Eccles; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford were all in favor. None opposed.

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Karen Moran advised that the BOE is close to appointing a Principal for TMS, and that tomorrow night will be their last meeting with the interim Superintendent and Business Manager.



7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Bill Eccles, EDC: they meet and discussed item 8.2. George Baker, PZC: they discussed a site revision for Steve Williams's property on North River Road; the drive-thru issue is set for a public hearing on January 26, 2015, and they are looking to create a couple of additional lots on the Barlow property. Rick Field updated that there is an EHHD meeting this Thursday, and with regard to the PCC: they had the tree lighting, which went well. Now, they are pushing ahead and planning for the 300<sup>th</sup> Anniversary gala. Jan Rubino, BOE: commented that they were given the best budget status update that they have ever received. She is grateful for the interim Superintendent and the BOE's assistance for bringing them this far. Paul Krasusky, Rec Advisory Committee: they have a concern that if the elderly housing facility grows and succeeds, will they be etched out of their facility since they are not self-sufficient. Also, they would like to know what the status is with regard to the turf field and the amount of money that they did not receive from the different groups that agreed to bridge the short fall. Is there any backup plan in case the groups do not meet their obligation? They did get a new rental agreement signed with the Northeast United soccer team. They have a basketball program that is taking off, and are in need of 8 or 9 coaches.

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

8.1 Consideration and action on lease for the Campbell hayfield located on Hunter Road.

Mr. Werbner said there are 5 acres remaining of the 13.1 acres of the Campbell farm that was purchased with municipal/active recreation funds. The AG Commission is looking for the Council's approval to enter into a lease for the haying of that particular area of the Campbell property.

Ms. Rubino said the Bahlers have been haying the field, and they have been very faithful. The AG Commission is hoping that the Council will approve the lease for them to continue to hay that field.

Rick Field motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the attached Draft Lease for 5 acres of the Campbell Farm at 152 Hunter Road.

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

8.2 Approval of Tax Abatement Program for the Tolland Village Area, Gateway Design District and Technology Campus Zone as endorsed by the Economic Development Commission.

Mr. Werbner said for many years the Town, the Economic Development Commission (EDC), the Tolland Economic & Community Development Corporation (TECDC) and Planning & Zoning Commission have been working to put in place plans and regulations to allow for proper development of the Tolland Village Area, Gateway Design District and Technology Campus Zone. It is recognized that available land masses in these areas have certain development challenges which increase the overall cost of development as well as the fact that there are additional challenges resulting from market forces and the state of the economy. To address those challenges and to try to accelerate development within the zones, discussions have taken place over the last several months with the goal of establishing a Tax Abatement Program that would hopefully be an incentive to encourage the type of development desired by the Town in the zones. Tolland has used such Tax Abatement policies successfully in the past in the Business Park and other communities in the State have as well used similar programs to attract business development. While property taxes under this program are abated according to a schedule, personal property and motor vehicle taxes continued to be taxed at 100%. The policy attached has been strongly endorsed by the EDC at their meeting held on December 3, 2014.

The key to the policy is the schedule for abatement and depends upon the costs of improvements:

1. If improvements cost \$3,000,000 or more – abatement shall be for seven (7) years at the following percentages per year: Years 1, 2 3 – 100% of real property value; Year 4 –80% of real property value; Year 5 – 60% of real property values; Year 6 – 40% of real property values; Year 7 – 20% of real property values.
2. If improvements cost between \$500,000 and \$2,999,999 – abatement shall be for two (2) years at the following percentages per year: 100% of real property value.

Each project would need to come before the Council for approval, so this is just a general policy establishing the framework.

The goals that they are trying to further in these types of programs are:

1. Creating development in the zones that is consistent with planning guidelines adopted by the Planning and Zoning Commission.
2. Will foster further economic development elsewhere within the zones.
3. Cause an increase in employment opportunities.
4. Will allow for development to occur in a timeframe desirable to the community.
5. May encourage the expansion of desired utilities within the community for use within the zones and elsewhere within the community.
6. Will help foster the inter-connection within and amongst properties to promote the vision of the Town.

Ms. Rubino said she personally thinks this is their stake in the ground that says we are interested in business development in the community. This is the first time, since she has been on the Council, where they have had an action item that can promote this to move forward. She will vote yes for this.

Kevin Bouley of the EDC said Mr. Werbner, the town staff, and the town attorney took the rough framework and re-drafted it in a way that made great sense for the community and in a manner that could be implemented for the benefit of all zones that we would like to see developed to their fullest extent. He commends the effort of all of those involved. This was a significant group effort. The timing couldn't be better with what is going on up at UConn. He looks forward to working with everyone to bring this to fruition.

Mr. Eccles said the pace of development in Tolland has been glacial, and the rate at which our taxes have grown has not been quite as glacial. We have the perfect storm of things that are happening to the south of us, and combinations of interested people that are in the quadrants around Rt. 84 and Rt. 195. It is the right time, and it's the right thing to do.

Mr. Baker is in favor of this and believes it is a great opportunity. There is a perfect storm brewing, and we need to take this opportunity.

Rick Field motioned to accept the following resolution:

**BE IT RESOLVED** that the Tolland Town Council hereby adopts the Tax Abatement Program for the Tolland Village Area, Gateway Design District and Technology Campus Zone.

Seconded by Bill Eccles.

Mr. Scavone said this is absolutely the right thing to do, at the right time and the perfect storm is here. This is the right thing to do for Tolland and our citizens.

All in favor. None opposed.

The Council thanked everyone involved for their hard work.

8.3 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to **re-appoint** the following to the Ethics Commission:

Rebecca Tanner, new term 12/31/14 – 12/31/17;  
Beth Whitman, new term 12/31/14 – 12/31/17; and  
Marie Sauve, new term 12/31/14 – 12/31/17.

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 the capital budget is being finalized, and the Council will receive copies of it by December 17, 2014.

11. **ADOPTION OF MINUTES**

11.1 November 25, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes;  
Seconded by Jan Rubino. All in favor. None opposed. George Baker abstained.

12. **CORRESPONDENCE TO COUNCIL:**

12.1 Correspondence from the Tolland Economic Development Commission dated December 3, 2014 re: Tax Incentive Program

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

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

Tom Frattaroli of 271 Babcock Road – He asked for clarification about an article he saw in the Journal Inquirer regarding selling the water system.

*Mr. Werbner advised that Tolland has a water company that currently serves 500 residents. The operator for the Tolland Water Commission is the Connecticut Water Company ("CWC"). The town is exploring, with the CWC, what an arrangement would look like if the CWC took over either ownership or control of the assets of that water company, rather than having a separate utility within the town's budget. Right now, they are in an exploratory phase with the CWC, and they plan on discussing some of their preliminary findings with the Council in an Executive Session tonight.*

15. **EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 8:04 p.m., thus ending the Regular Meeting of the Town Council. Invited to the Executive Session were the Town Manager and the Town Attorney. Seconded by George Baker. All in favor. None opposed.

15.1 Discuss the possible sale of town owned assets: Executive Session concluded at 8:48 PM.

**Rick Field motioned to cancel the regular Town Council meeting currently scheduled for December 23, 2014, and scheduled an Executive Session with the Town Manager for December**



**23, 2014 at 6:00 p.m. to discuss a personnel matter; Seconded by George Baker. All in favor. None opposed.**

16. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by George Baker at 8:49 p.m. All were in favor.

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Jack Scavone, Council Chair

**Michelle A. Finnegan**  
**Town Council Clerk**