



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

REGULAR MEETING

7:30 – 10:00 P.M.

### 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.*

### 2018-2019 GOALS

- Support and encourage specialized programs that can serve as alternatives to outplacement
- Support and encourage the development of tuition programs
- Support the implementation of Mastery Learning and Responsive Education initiatives
- Support and encourage Curriculum Development, and Teaching & Learning best practice
- Engage in the Strategic Prevention Framework
- Engage the Superintendent to explore and research shared service opportunities
- Engage Town, State, and Federal officials to discuss and advocate for education
- Foster the continued development of instructional technology

### AGENDA

February 27, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Special Meeting – February 4, 2019
- Regular Meeting – February 13, 2019

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. CORRESPONDENCE

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

G. SUPERINTENDENT'S REPORT

G.1 Monthly Financial Report

G.2 2019-2020 Budget

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

K. PUBLIC PARTICIPATION (2-minute limit)

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

L. POINTS OF INFORMATION

Town Council Special Meeting – February 14, 2019

Town Council Special Meeting – February 19, 2019

M. EXECUTIVE SESSION-FOR THE PURPOSE OF DISCUSSING PERSONNEL

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

## **TOLLAND BOARD OF EDUCATION**

Hicks Municipal Center  
Council Chambers  
Tolland, CT 06084

SPECIAL MEETING –February 4, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Jane Pasini, Ms. Christina Plourd, Mr. Jeff Schroeder, Mr. Sam Adlerstein, and Ms. Kate Howard-Bender

Members Absent: Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:33PM. The Pledge of Allegiance was recited.

Ms. Moran motioned to add an item for Public Participation after item C. Ms. Harrold seconded the motion. All were in favor. Motion carried.

B. PUBLIC PARTICIPATION - none

C. SUPERINTENDENT'S REPORT

C.1. Budget

Dr. Willett reviewed updates he made to budget documents since the last meeting. A discussion took place.

Ms. Plourd expressed concern that the \$40M budget has been rushed given the timeline. In regard to teachers, when compared to last year, a net of 17.6 positions have been added. With the current policy, these positions could be added and the district is contractually obligated to the salaries and increases. A brief discussion of various positions took place. Dr. Willett explained positions and grants based on the needs of the students, and which grants are funded. The documents indicate the 2017/8 and 2018/9 FTE actuals and positions discussed including the needs of the LEAP program and how salaries would be offset by tuition savings, which has occurred. Additionally, with these positions the district has alternatives to outplacement and more resources.

Mr. Adlerstein commented that he understands that the strategy is to keep special education students in district to build its capabilities and will save the district millions of dollars over the coming years. In regard to staffing without consideration of special education, special education interventionists, and curriculum, he asked Dr. Willett to review the staffing changes. Dr. Willett highlighted the following: business teacher, SRBI/RTI math interventionist, science teacher, curriculum supervisor for science, LPN. Some positions are used for both general and special education such as behavior intervention specialists (BIS). As was discussed previously, when instituting programs there is a build-up phase and then equilibrium. Fluctuations may occur but the district is following its objective. Additionally, a pupil service supervisor position was created and filled and other positions were hired based on the needs of the students as well as staffing



for LEAP all of which will save the district money long term. That said, the reason it was done was because students deserve the opportunity to have an excellent alternative to outplacement within the Tolland school district. The challenge in the future will be maintenance of effort and the district will have to work with the state as it will fall under "exceptions". Dr. Willett explained that over the past 10 years there has been a reduction in the number of staff positions.

Ms. Plourd explained that she is not saying these positions were not needed or necessary and is in full support of the LEAP program but questions the process and would like to know where the \$1.7M tax increase will come from. Ultimately it is a \$1.7M increase and while the Board represents the students it also represents the parents and taxpayers of the Town. She would like, if possible, that the Board be more privy to the staff hires in the future. Ms. Plourd clarified that the \$1.7M will have to come from the general fund, fund balance, or an increase in taxes and without knowing where money is coming from she is unable to see the end result. Further, is the district finding reasonable efficiencies to address the ECS cuts or is it depending on the Town to cover what the State is taking away? Ms. Plourd added that Tolland is blessed with what the district has. The average income is \$112K but that doesn't mean that the residents are "rich". They have taxes and are supporting families.

Mr. Adlerstein explained that if one looks back to the budget from two years ago, the 2017/18 budget the Board adopted on 02/08/17, before the "ECS crisis", was \$40.1M which was a 2.14% increase. Thus, the increase is far less than \$1.7M and there are more efficient systems in place. The Town benefitted in the past in regard to ECS and the formula.

Ms. Howard-Bender clarified that the total proposed for 2019/20 is \$40,877,261 as opposed to \$39,642,607 with a difference of \$1,234,654.

Ms. Harrold commented that while her children are young, all of the adjustments that have been made in the district, while it is still great, have had a negative impact on them. While they may not realize it, she does. The items that make Tolland spectacular are being lost. The budget really is not extravagant.

Mr. Adlerstein explained that while he appreciates the discussion, different perspectives have to be considered including the taxpayers. A budget has to be in scale and right for the Town. One of the metrics to consider is the cost per student for education and Tolland ranks 138/168 districts in CT. It is difficult to have the taxpayer discussion and that of what is right for the schools discussion at the same time. They need to be pulled apart and it is hard to compare how much it costs to live in one town vs. another given multiple factors so one needs to look at the equalized mill rate which is in the middle for the Greater Hartford area. Specifically, Tolland ranks 23 out of 38 in regard to the equalized mill rate for the Capitol Region. (2016 data updated in 2018) Dr. Willett noted that there is a lot to be proud of in the district. The quality of education is high and the negotiation team did an excellent job. Data shows the bargaining units are fairly compensated. Mr. Adlerstein inquired if the district has plans to put items such as pension and accounting services out to bid. Dr. Willett noted that this would need to be discussed with the Town.

A discussion regarding the Director of Teaching and Learning position including if the person could take on some tasks of an assistant superintendent took place as well as the possibility of hiring an Assistant Superintendent in lieu of a Director of Teaching and Learning. Dr. Willett explained that a lot would depend on if the applicant has an O92 or an O93 certification. Competitively, the compensation for the O93 certification would be greater.

Ms. Plourd commented that after speaking with members of the public she believes the position of Director of Teaching and Learning is needed and should remain in the budget. That said, she would not vote "yes" on the proposed budget and believes it should be reduced. She wants the best for her kids and is not anti-education but noted the increase she has had in her property taxes over the past six years.

Mr. Adlerstein inquired of Ms. Plourd what is in the budget that she would not support.

Ms. Plourd responded that she believes there is a lot of "padding" in the budget. For example, stipends and paraprofessionals are listed under salaries but have separate line items. Dr. Willett explained that everyone in the district is allocated to meaningful positions which are in line with other districts. If he was instructed to reduce the budget, and instructed not to impact personnel then programs would be affected. One needs to discuss relative value rather than "padding". If the district does not value something then it may be able to be eliminated but a cost benefit analysis would need to be done. Ms. Plourd clarified that "padding" was not the proper term. Mr. Adlerstein commented that he wants the budget to be efficient but not to the extent that a single outplacement would cause the district to run out of money. There needs to be some room.

Ms. Howard-Bender explained that without all of the curriculum programs laid out and in full force, they are unable to get data on how students are learning and progressing to ensure they are where they should be and if they need assistance.

Mr. Schroeder inquired how much additional grant money could be generated from having a resource more dedicated to grant writing. Dr. Willett explained that it depends on what grants are available but expects it to be more STEM grants from individual organizations. Currently, the district reaches out and applies for grants of interest.

Ms. Pasini asked if Dr. Willett expects to have a similar amount of unspent funds at the end of the year as in the past. Dr. Willett responded that it will be more like it was prior to the last two years.

Ms. Plourd inquired where the cuts would be made given that the district will be over in salaries this year. Dr. Willett explained that the district is down in tuition costs. A brief discussion regarding salaries and stipends took place. Dr. Willett will draft an explanation that reviews the differences including certified vs. non-certified.

Ms. Pasini commented that she does not see anything in the budget that she would like cut and votes yes for 3.11%. She is pro-education and commented that the Town deserves the 3.11% increase and a lot of people believe so as well.



Ms. Howard-Bender commented that she too supports the budget. She has spoken to people who have indicated that like her, they moved to Tolland for the schools for their kids and expect the quality of education will continue.

Ms. Plourd commented that she is pro-education as well. She just wants "more for less". When asked by Mr. Adlerstein if she would say that she wants the best that can be provided as efficiently as possible so the quality of education the Town is accustomed to can be provided? Ms. Plourd responded "yes" but she does not yet have that confidence with this budget. If one looks at the five year history of line 561, it went from \$491k to \$812k (current proposed budget) but historically the district has never spent more than \$630k. Dr. Willett explained that such a line may not follow trends particularly in regard to highly fluctuating populations. Mr. Adlerstein expressed concern that they are not budgeting enough for outplacements even though programs have been put into place. Mr. Schroeder added that that one of the most difficult items to judge is the estimate of excess cost funds.

Dr. Willett noted that he will do whatever the Board requests and added that he can do some of the professional development which would reduce the number to below 3%.

Ms. Moran commented that back in December, when the budget was first discussed, the staff and administrators expressed many needs such as social workers and a health teacher. Further, the district is on the cusp of having higher class sizes in the lower grades. She added that anyone at the table who has or had students in the school system cannot say that the staff is not making and continuing to make sacrifices going forward. Thus, she supports this budget.

Ms. Harrold recommended hiring for the position of Assistant Superintendent. She would like to see the budget below 3% by reducing the professional development line item. The assistant superintendent or Superintendent can address the professional development needs.

Mr. Adlerstein was in support of Ms. Harrold's recommendation.

Mr. Schroeder inquired if the Board received any guidance from the Town Council on what it wants to see. Ms. Yudichak explained that it is not supposed to work that way and she has not received any guidance. Mr. Adlerstein explained the Board needs to be confident that it is sending a budget to the Town Council that is balanced and can be defended.

Ms. Yudichak was in support of Ms. Harrold's recommendation.

Dr. Willett will draft information based on the instruction by the Board to bring the budget below 3% and include an assistant superintendent by reducing the professional development line and not impacting personnel. The Board members expressed support of this.

#### PUBLIC PARTICIPATION

Deb Goetz, 176 Kate Lane, expressed concern that people aren't following what Ms. Plourd is referencing. On page 13 of the budget document, it shows the \$1.729M that Ms. Plourd referenced which is the increase in the expectation from the Town's General Fund. It is not that the budget is increasing by \$1.729M. The Town's General Fund is made up of mainly taxes. Ms. Goetz inquired what the expected tax increase would be if the budget was reduced to 2.98%. Ms. Goetz supports LEAP and the Assistant Superintendent position. While the Board needs to do the best budget, it also needs to take into consideration what the actual tax increase will be. By lowering it to less than 3% it is going in the right direction. Additionally, in regard to "padding", which is not the word she believes Ms. Plourd meant to use, some of the lines year over year have never exceeded certain limits. For example, course reimbursement is at \$50K but has never exceeded \$20K. Some may be mandatory and based on contracts but there may be room in other areas such as advertising (+82%), equipment (in part for the business academy computers so students could have 24/7 access), athletic officials (2017/18 actual was \$40K but is budgeted for \$71K and the highest ever was \$52K). Finding a couple thousand here and there can add up. It is not that there is padding but there are funds that have not been used. *Dr. Willett noted that some items are contractually bound.*

D. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 9:07 P.M. Ms. Harrold seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk

## TOLLAND BOARD OF EDUCATION

Hicks Municipal Center  
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Tolland, CT 06084

REGULAR MEETING – February 13, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary; Ms. Jane Pasini, Ms. Christina Plourd, Mr. Jeff Schroeder, Mr. Sam Adlerstein, Mr. Bob Pagoni, and Ms. Kate Howard-Bender

Members Absent: none

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Director (arrived at 8:09PM)

*Dr. Willett distributed a copy of the draft budget pending adoption to the Board members.*

- A. EXECUTIVE SESSION – FOR THE PURPOSE OF DISCUSSING STUDENT DISCIPLINE AND A PERSONNEL MATTER  
The Board entered Executive Session at 6:34PM for purpose of discussing student discipline and personnel.
- The Board came out of Executive Session at 7:34PM.
- Mr. Schroeder motioned to accept the stipulated agreement as proposed by the Superintendent. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.
- B. CALL TO ORDER, PLEDGE OF ALLEGIANCE  
Ms. Yudichak called the meeting to order at 7:40PM. The Pledge of Allegiance was recited.
- C. APPROVAL OF MINUTES
- Regular Meeting – January 23, 2019  
Mr. Schroeder motioned to adopt the minutes of the January 23<sup>rd</sup> meeting. Mr. Pagoni seconded the motion. All were in favor. Motion carried.
- D. PUBLIC PARTICIPATION - none
- E. CORRESPONDENCE
- e-mail in support of early interventionist
  - e-mail with questions in regard to the Open Choice program

Dr. Willett noted that he received communications. He explained that there were some inaccuracies with regard to how many Open Choice students were perceived to be in a class. Additionally, in regard to funding, the Town receives funding from the State and CREC. One goes directly into the district's budget while the other goes through the Town's budget and then is added to the district's grants. The district is receiving what was projected. Ms. Plourd inquired in regard to who pays if a paraprofessional is hired for a student in the Open Choice program. Dr. Willett explained that if a student is in special education and a one to one



paraprofessional is required or if outplacement is necessitated then the Open Choice program pays above the threshold of the grant provided to district. Dr. Willett clarified that students in the program are Tolland students from Hartford.

F. POINTS OF INFORMATION

Ms. Harrold noted that she attended a program last week at TIS and it was amazing to see all of the students participate and receive the messages. She added that she would like to thank the staff at TIS and BG for taking on the students for an extra hour when a cable went down at the bus lane.

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- A Mental Health week is being planned by the Student Council
- Leadership Assembly – strong participation took place
- Winter Snowball Dance was a success
- Tomorrow through Sunday – Quebec Trip for the French student who opted in
- Class Selection process has started at THS
- The Art Show was well attended.

H. SUPERINTENDENT'S REPORT

H1. Budget

Dr. Willett explained that, as requested by the Board to get the budget below 3%, he reduced it to 2.98% and added an assistant superintendent position (093 certification). Originally, the district was going to add a director of teaching and learning position. The compensation level difference in the two positions is approximately \$20K. In order to add the assistant superintendent position, funds were reduced from professional development and the substitute lines. The assistant superintendent will be able to provide some in-house professional development.

Once approved by the Board, the budget will be transferred to the Town Manager for consideration by the Town Council.

Dr. Willett reviewed changes to the budget document which included the following:

- Board goals and objectives
- LEAP description
- Line item adjustments made to accommodate the request for an assistant superintendent (no personnel were removed from the budget as instructed by the Board)
- Excess cost reimbursement threshold is \$71,055.
- Inter-district tuition was slightly increased based on new information received
- The data set (budget document, page 8) provides information to address questions posed
  - 6 year education budget average is 1.78% (from Town documents)
  - demographic information
  - per pupil expenditure ranking (138 out of 166)
  - teacher compensation (teachers are paid in the lower third of the DRG and County) on ten of twelve indicators
  - bond rating: AAA (Standard and Poors and Fitches)

- Staff (FY2008 – FY2019) reduction of 37 teaching staff, 18 paraprofessional/other
- Enrollment (FY2008 – FY2019): -726

Ms. Plourd inquired about the large object codes and line item transfers. Dr. Willett recommended that the Policy Committee review it to determine what the practice has historically been for Tolland. The same practices have been in place for some time. Ms. Plourd expressed concern that she is not knowledgeable about the line item transfers. She reviewed the BlumShapiro audit and cited the example of math being over by \$55K but the district did not go over budget so she would like to know from where the funds came and why the Board was not privy to the information. Dr. Willett commented on the annual audit process that BlumShapiro makes recommendations but did not cite the district for wrongdoings or improprieties. He addressed the object code question offering the example that there have been capital projects that have been underfunded for many years and \$100K is not enough. Further, in some years it was much less. Thus, what was left of the district's operating budget was sometimes used for facilities' items that would have cost the Town more had they not been addressed. The use of the operating funds that remained in the budget for such items was well documented. Dr. Willett recommended terminology can be confusing and that it can be addressed by the Policy Committee (Policy 3010 in which transfers are covered).

Ms. Moran inquired about the areas where reductions were made in order to add the assistant superintendent position. Dr. Willett noted that such areas were professional development and substitutes but added that depending on the contract and its parameters some other adjustments may be needed. This will be something for the Board to discuss but the funds made available are within the expected range.

Dr. Willett reviewed the budget process. Multiple community workshops have been held. The Board should be commended for the work they have done and the members on the Negotiations Committee have done an excellent job which is evidenced by the numbers. The metrics indicate that the district is getting a good value.

Ms. Howard-Bender motioned to move H1 to item K1 for action. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

I. COMMITTEE AND LIAISON REPORTS

Town Council – the February 12<sup>th</sup> meeting was rescheduled for February 19<sup>th</sup>.

It was noted that the letter discussed at the last meeting was sent to the legislators.

J. CHAIRPERSON'S REPORT

The Birch Grove Crumbling Foundation Task Force meeting is scheduled for February 28<sup>th</sup>.

K. BOARD ACTION

K1. Budget

In regard to the reduction in the Worker's Compensation line, Mr. McLaughlin explained that he met with CIRMA. Claims went down and in turn the line was reduced by \$8K.



Ms. Plourd inquired about the program budget line items and exactly what it covers such as is math encompassing of all of the schools. She explained that as a Board member it is her responsibility to ensure they are adhering to policy and she would like a better understanding of the program budget vs the global object page. Mr. McLaughlin explained that the program budget identifies different programs at the schools across the district. For example, the subject of art at Birch Grove, TIS, TMS, and THS is considered part of the program budget. Teachers are hired for the particular programs. The teachers are on a different line (at the budget level – salary). Dr. Willett noted that a longer conversation on this including historical information could be held in the Policy Committee. He explained that Mr. McLaughlin would not be able to comment on the history.

Ms. Plourd explained that when she looks at the Program Budget Information (Global) and the Payroll Certified Regular Educ line of \$13M, she feels the Board should know about teacher hiring and approve it. Board policy 4050 indicates that the superintendent can hire non-administrative staff but Ms. Plourd feels the Board was "blindsided" by the number of staff who were hired. She expressed concern that the budget would be viewed by voters and voted on based on it being what the district truly needs and then additional staff would be hired next year.

Dr. Willett addressed Ms. Plourd's comment regarding being "blindsided". He has documented in a number of places and put information online that there was a discussion going back as far as April 2017 about the program. The behavioral teachers who were hired were part of the behavioral program. If someone is not hired to cover a student, he or she may be outplaced. This and the intention of the program were well documented. Additionally, one of the Board's goals is to decrease tuition outplacement. Thus, the district took actions to fulfill the district goals and information that goes back to 2017. He added that such a statement about being "blindsided" is dangerous and misleading during budget season. A number of positions listed were discussed such as the intervention specialists and issues were addressed as they came up. The entire program was well articulated.

Ms. Plourd commented she understands, but with the "scary" audits from BlumShapiro, as a Board member she is accountable for taxpayer dollars and to State statutes and expressed concern about adhering to policies. She explained that if 3 LEAP teachers (program budget) need to be hired, the policy says that Board approval is needed and a letter needs to be sent to the Town Council. While it needs to be discussed in a Policy meeting, Ms. Plourd feels it needs to be discussed by the Board. It is a policy board. This is what is holding her back from voting "yes" on this budget. She noted that she is not saying that there is any wrongdoing but that they are adhering to policy.

Dr. Willett noted that Ms. Plourd mentioned a "scary" audit but there was nothing cited that the Board had done inappropriately. Further, he noted that Ms. Plourd brought this up in a public session prior to a budget vote and claimed to be "blindsided" by something that has been discussed. He is confused by these statements particularly during budget season and explained that they are being used as a reason not to vote for the budget. Over the past six years, the average budget increase has been 1.78% and



Dr. Willett cited the data set. The metrics indicate the district's budget is not unreasonable, and mentioned it is in line with other districts.

Ms. Moran commented that one needs to be careful regarding hiring staff for the behavioral program in regard to student privacy issues. Dr. Willett has the authority to hire staff as needed.

Dr. Willett explained that if the district is confronted by a change, and gave an example of a State policy etc. there is then an obligation to take action, and this can avoid outplacements. A program may need to be engaged that wasn't originally planned. The lowering of budgets results in less flexibility. Everything has an opportunity cost.

Mr. Adlerstein commented on page 8. He explained that the data does not necessarily stand for itself. The Board approved a 2.14% 2017/18 budget increase and the Town Council was in agreement. This was before the State budget "wheels came off". By the summer there was a threat of losing \$10M from State revenues for the Board's budget and the Town Manager was insistent that the district would lose \$10M of revenue in one year. This does not stand out on page 8 and without knowing the context it is difficult to follow what happened after this. At that time the Board was directed by the Town Council to reduce up to \$10M. The Board passed resolution to lobby the State not to do so. Due to these efforts and the legislature's negotiations the district did not lose the \$10M. In turn, where one sees a 0% increase it is actually worse than a 0% increase. Dr. Willett was not hiring staff and doing everything he could to accommodate what would have been a catastrophic loss. The 2019/20 budget being discussed is not far from the 2.14% approved for 2017/18. The budget the Board is about to approve is 1.75% higher for an average of .87% from where they would have been. The line transfers are just the district trying to get back to where it should be. Mr. Adlerstein believes the 2019/2020 budget will get the district back to some semblance of normalcy. In regard to the questions being asked, the response has to be considered in context of what happened over the past couple of years.

Ms. Moran commented that prior to 2013 there were a couple of years with a 0% increase which has had a detrimental and lasting effect on the district. It is difficult to recover from this.

Ms. Pasini clarified the AAA bond rating. Dr. Willett explained that this is attributed to the Town Manager who has done a great job.

Ms. Howard-Bender explained that her family decided to move to Tolland because they could trust the schools and others she has spoken to have said the same. It is incumbent upon the Board to continue to build a solid foundation for students whether or not one has children in the schools.

Mr. Adlerstein commented on pages 8-9. The district does a good job. Spending is in the lower quadrant for per pupil expenditures in part because of the teachers' compensation as noted in the chart. Budget increases have been kept lower than the rate of inflation and Dr. Willett has reviewed the numbers in a very detailed fashion. Thus, Mr. Adlerstein is comfortable saying the budget does not have padding. There are

items administrators would like to have that are not in the budget. Dr. Willett has done a good job in putting forth a budget the Town should be able to support.

Ms. Moran motioned to approve the Board of Education's adopted budget dated February 13, 2019 with a 2.98% increase. Ms. Harrold seconded the motion. Ms. Yudichak, Ms. Moran, Ms. Harrold, Mr. Pagoni, Mr. Schroeder, Ms. Pasini, Ms. Howard-Bender, and Mr. Adlerstein were in favor. Ms. Plourd opposed. Motion carried.

L. PUBLIC PARTICIPATION

Tammy Nuccio, 71 Webber Road, inquired when the budget document would be posted as well as the questions and answers from the last meeting.

Dr. Willett responded that the budget document would be posted the next day.

M. POINTS OF INFORMATION

- Town Council Meeting – January 22, 2019

N. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21<sup>st</sup> Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget

O. NEW BUSINESS – none

P. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 8:38 P.M. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi  
Clerk





## TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084  
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.  
Superintendent

**TO:** Board of Education

G.1

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

**RE:** Monthly Financial Report for January 2019

**Date:** February 27, 2019

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

Please find attached the financial report for the FY 2018-2019 fiscal year. The month of January 2019 is the 7th month of the 2018-2019 fiscal year. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This financial attachment provides an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, YTD expenses, encumbrances and available balances as generated through the financial software.

Line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, tuition, transportation, textbooks, professional services etc. have not all been encumbered or spent. This is normal for this time of year. The budget balance has been reduced by \$269,393K from last month. As the year continues to progress, the available balance will be converted to encumbrances or expenditures.

The attached January 2019 financial report shows an available balance of \$1,323,342 or 3.34% of the BOE's current budget. As previously stated, the available balance will continue to be reduced as we head towards the end of the year. This available balance is a normal occurrence. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances can change if more staff are hired, substitute balance will continue to be reduced, special education student tuitions will be paid each month, the utility transfer has taken place, transportation routes can undergo adjustments, general supplies and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

The Budget for FY18-19 was approved for \$39,642,607. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. Any balances as in the past may be returned to the town or the BOE can request it be transferred to the Educational Reserve Fund upon final approval by the auditors.



# Tolland Public Schools

## MM OBJ A Expenditure Report Summary (by OBJ - ??0)

From Date: 1/1/2019

To Date: 1/31/2019

Fiscal Year: 2018-2019

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$21,099,418.00	\$1,700,027.87	\$10,672,619.59	\$10,426,798.41	\$10,798,797.93	(\$371,999.52)	-1.76%
0100.0000.120.00.000.1	Substitutes	\$464,044.00	\$24,308.15	\$137,037.18	\$327,006.82	\$24,647.04	\$302,359.78	65.16%
0100.0000.130.00.000.1	Overtime	\$203,542.00	\$9,255.27	\$110,052.13	\$93,489.87	\$9,151.23	\$84,338.64	41.44%
0100.0000.150.00.000.1	Stipends	\$352,569.00	\$19,468.64	\$114,677.18	\$237,891.82	\$327,683.77	(\$89,791.95)	-25.47%
0100.0000.190.00.000.1	Pension/Severance	\$154,950.00	\$0.00	\$27,035.16	\$127,914.84	\$62,775.80	\$65,139.04	42.04%
0100.0000.200.00.000.1	Employee Benefits	\$722,050.00	\$335,820.83	\$632,808.36	\$89,241.64	\$1,250.00	\$87,991.64	12.19%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$4,930,707.00	\$470,970.27	\$2,538,917.54	\$2,391,789.46	\$2,042,614.39	\$349,175.07	7.08%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$626,919.00	\$45,768.50	\$300,986.55	\$325,932.45	\$282,918.57	\$43,013.88	6.86%
0100.0000.240.00.000.1	Retirement (ICMA)	\$236,653.00	\$18,674.75	\$122,662.02	\$113,990.98	\$111,099.44	\$2,891.54	1.22%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$1,100.00	\$4,261.00	\$45,739.00	\$50,000.00	(\$4,261.00)	-8.52%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,681.00	\$1,893.00	\$12,465.00	\$44,216.00	\$35,535.00	\$8,681.00	15.32%
0100.0000.270.00.000.1	Workers' Compensation	\$273,612.00	\$0.00	\$208,839.00	\$64,773.00	\$69,613.00	(\$4,840.00)	-1.77%
0100.0000.300.00.000.1	Purch Prof & Tech Servcs	\$53,362.00	\$400.00	\$57,222.06	(\$3,860.06)	\$1,793.00	(\$5,653.06)	-10.59%
0100.0000.310.00.000.1	Benefits Consultant Services	\$53,750.00	\$3,791.67	\$26,541.69	\$27,208.31	\$18,958.35	\$8,249.96	15.35%
0100.0000.320.00.000.1	Prof Educ Servcs	\$294,870.00	\$1,399.00	\$60,917.55	\$233,952.45	\$105,363.00	\$128,589.45	43.61%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$1,232.95	\$23,069.68	\$11,412.32	\$8,686.95	\$2,725.37	7.90%
0100.0000.340.00.000.1	Legal/Audit/Consult Servcs	\$243,287.00	\$14,996.27	\$87,826.84	\$155,460.16	\$76,652.00	\$78,808.16	32.39%
0100.0000.350.00.000.1	Tech Services	\$427,124.00	\$51,638.42	\$230,496.04	\$196,627.96	\$76,746.96	\$119,881.00	28.07%
0100.0000.410.00.000.1	Sewer/Water	\$31,206.00	\$0.00	\$31,206.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$130,750.00	\$5,591.12	\$36,777.32	\$93,972.68	\$42,115.68	\$51,857.00	39.66%
0100.0000.430.00.000.1	Repair and Maint Servs (Facili	\$259,789.00	\$2,827.55	\$59,829.14	\$199,959.86	\$39,254.68	\$160,705.18	61.86%
0100.0000.440.00.000.1	Rentals	\$148,964.00	\$8,217.54	\$75,791.24	\$73,172.76	\$95,235.12	(\$22,062.36)	-14.81%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,676,463.00	\$223,862.92	\$1,107,172.54	\$1,569,290.46	\$1,572,180.31	(\$2,889.85)	-0.11%
0100.0000.520.00.000.1	Property/Liability Insurance	\$196,336.00	\$195.00	\$159,997.64	\$36,338.36	\$44,453.38	(\$8,115.02)	-4.13%
0100.0000.530.00.000.1	Telephone/ Postage	\$65,781.00	\$3,639.03	\$14,322.85	\$51,458.15	\$28,448.01	\$23,010.14	34.98%
0100.0000.540.00.000.1	Advertising	\$5,065.00	\$583.60	\$1,526.91	\$3,538.09	\$431.72	\$3,106.37	61.33%
0100.0000.550.00.000.1	Printing and Binding	\$24,065.00	\$0.00	\$5,740.28	\$18,324.72	\$7,094.92	\$11,229.80	46.66%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,965,200.00	\$98,563.50	\$1,384,918.66	\$1,580,281.34	\$1,539,730.14	\$40,551.20	1.37%
0100.0000.580.00.000.1	Travel and Conference	\$32,807.00	\$2,134.54	\$26,889.42	\$5,917.58	\$10,172.41	(\$4,254.83)	-12.97%
0100.0000.590.00.000.1	Public Officers & State Troope	\$86,002.00	\$1,300.72	\$30,167.00	\$55,835.00	\$48,863.41	\$6,971.59	8.11%
0100.0000.600.00.000.1	General Supplies	\$196,652.00	\$4,322.94	\$36,101.04	\$160,550.96	\$58,303.44	\$102,247.52	51.99%
0100.0000.610.00.000.1	Instr Supplies/Matl's	\$337,120.00	\$56,980.31	\$223,420.73	\$113,699.27	\$94,162.50	\$19,536.77	5.80%
0100.0000.620.00.000.1	Energy	\$1,664,837.00	\$13,672.38	\$1,544,108.15	\$120,728.85	\$118,502.29	\$2,226.56	0.13%
0100.0000.640.00.000.1	Textbooks	\$212,049.00	\$12,989.87	\$96,311.20	\$115,737.80	\$72,402.00	\$43,335.80	20.44%
0100.0000.650.00.000.1	Films and Videos Supl	\$550.00	\$0.00	\$0.00	\$550.00	\$500.00	\$50.00	9.09%
0100.0000.660.00.000.1	Computer Software	\$73,719.00	\$273.00	\$42,703.89	\$31,015.11	\$1,070.86	\$29,944.25	40.62%
0100.0000.690.00.000.1	Misc Supplies	\$55,645.00	\$1,930.49	\$16,107.42	\$39,537.58	\$21,104.76	\$18,432.82	33.13%
0100.0000.730.00.000.1	Equip Instruct - New	\$148,958.00	\$8,506.04	\$71,600.43	\$77,357.57	\$35,103.73	\$42,253.84	28.37%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$2,840.00	\$0.00	\$0.00	\$2,840.00	\$0.00	\$2,840.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$49,789.00	\$1,589.75	\$43,976.95	\$5,812.05	\$8,745.50	(\$2,933.45)	-5.89%
<b>Grand Total:</b>		<b>\$39,642,607.00</b>	<b>\$3,147,925.89</b>	<b>\$20,377,103.38</b>	<b>\$19,265,503.62</b>	<b>\$17,942,161.29</b>	<b>\$1,323,342.33</b>	<b>3.34%</b>

End of Report



**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL**

**HICKS MEMORIAL MUNICIPAL CENTER  
6TH FLOOR COUNCIL CHAMBERS**

**FEBRUARY 14, 2019 – 7:00 P.M.**

**MEMBERS PRESENT:** William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Paul Reynolds

**MEMBERS ABSENT:** Christine Vincent

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; John Littell, Fire Chief/Director of Public Safety; Heidi Samokar, Director of Planning and Development; Scott Lappen, Public Works; Walter Willett, Superintendant

**1. Call to Order:** William Eccles called the meeting to order at 7:05 p.m.

**PLEDGE OF ALLEGIANCE:** Recited.

**MOMENT OF SILENCE:** Observed.

**2. Public Hearing Item**

**2.1 Consideration of the Proposed 5-Year Capital Improvement Plan**

Mr. Werbner gave his presentation with the use of a PowerPoint entitled *FY 2019 – 2020 through 2023 – 2024 Town Manager's Five Year Capital Plan, February 14, 2019*. The first part explains what capital projects are and what they include: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The town's five year capital improvement program is developed to ensure adequate capital investment in the town's assets and to provide an orderly method for funding these assets. The definition of capital projects is: any project, to be included in the Town's Capital Improvement Program, should fall into one of the following three program categories: 1) any new or expanded physical facility, including preliminary design and related professional services; 2) land or property acquisition; and 3) items of a non-recurring nature where the benefits are realized over a long period of time. A project should also exhibit the following characteristics to be included in the Capital Improvement Program: 1) life expectancy; and 2) cost.

He reviewed the Capital Budget planning process and the types of funding methods.

**YEAR 1:**

Mr. Werbner started with a summary of the Town of Vernon Water Pollution Control Plant Upgrade. The town of Vernon provides municipal wastewater treatment to Vernon, Ellington, Manchester, South Windsor and Tolland. The facility collects wastewater, treats the collected flow and discharges treated effluent to the Hockanum River. The facility provides a high level of treatment using biological and chemical treatment that operates continuously 24 hours a day, 7 days

a week. They have been planning for upgrades for several years. The total project cost is estimated to be \$85,972,000. The town is eligible for funding assistance from DEEP under the Clean Water Fund. Tolland's contribution to the plant upgrade is based upon the daily flow allocation in the Inter-Municipal Agreement ("IMA") (0.4 million gallons a day) divided by the permitted average daily flow of the plant (7.1 million gallons a day) = 5.63%. Tolland's total 20 year share of the project cost is estimated at \$4,146,805 (subject to change). Mr. Werbner recommends that the Town General Fund pay for 100% of Tolland's share of the upgrade. He reviewed his reasons for this recommendation with the Council members.

The FY19-20 significant capital projects funded by the general fund = \$164,448. This includes several BOE projects (BOE office window replacement, TIS sidewalk connection and THS VCT tile replacements), capital equipment (replacement of Parks truck and Bald Hill generator); and public facilities (repainting the Arts building and Senior Center generator).

Capital projects funded by other sources include:

*Town Administration:* depreciation amount for replacement of light duty vehicles for the town and BOE, GIS planimetric data update.

*Utility Reserve Fund:* BOE district wide energy efficient projects and Public Facilities (air conditioning for the Recreation Center, building management system for Recreation Center).

*Capital Equipment:* replacement of Public Works mini excavator.

*Public Safety (Ambulance Reserve):* AED replacement, replacement of 2006 first response vehicle, and refurbish ET 140.

*Public Safety (Non-referendum debt):* Replacement of rescue 240.

*Recreation:* new playground outsider Recreation building.

*Streets & Road:* Drainage and detention basin repair, Plains Road culvert and road improvements.

*Water Fund - Water Tank Replacement or Rehabilitation:* Mr. Werbner summarized that the tank is nearing the end of its useful life.

They have three options:

- They can rehabilitate the tank by emptying it, making any necessary repairs, and then recoating the inside and outside surfaces;
- Purchase a new tank; or
- Determine after a study is done what the best alternative is.

With regard to funding, the Water fund will be responsible for paying all principal and interest for any borrowed funds. The funding source for the debt would come from the State of CT Drinking Water Fund Loan program.

Although Mr. Werbner's plan included five (5) years, he only reviewed year one in detail at tonight's meeting.

He did mention that Year 3 contains Firehouse improvement designs to Station 140, Station 340 and Station 440. He is suggesting that a Committee be formed in year 2020, with the building commencing in 2021.

He asked the Council to review the rest of the years, and encourage them to ask questions if they had them.

He reviewed Tolland's Debt Management Plan Schedule for 2019-2020 through 2023-2024. He spoke about the effects that the Birch Grove foundation issue is having on the budget. Things are



moving at a much faster speed than he originally thought. A Committee is being formed, which will be meeting to get caught up to speed later this month. A lot of decisions will have to be made by the Council and the BOE by August of this year regarding the foundation issue at Birch Grove. Originally, they had thought they had 5 – 7 years to address the problem, but that has changed considerably. They have been reviewing the numbers and the worst case scenarios. A slide was shown entitled Budget Impact of Birch Grove School Construction Done Earlier. It outlined two alternatives: 20 Year-Skip 1<sup>st</sup> Principal Payment and 20 Year – No Skip 1<sup>st</sup> Principal Payment. The second option would result in a savings of \$590,875 compared to 20 year skip of 1<sup>st</sup> principal payment. Mr. Werbner said there are existing Bills that are being introduced, and some action taking place at the federal level. There are some major decisions that are going to need to be made in a rapid period of time.

The last slide contained the budget schedule with important upcoming dates.

Tammy Nuccio motioned to open the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

No public comment.

Tammy Nuccio motioned to close the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

- 3. Adjournment:** Tammy Nuccio moved to adjourn the meeting; Seconded by Brenda Falusi at 7:57 p.m. All were in favor.

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William N. Eccles, Chairman

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

## SPECIAL MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM FEBRUARY 19, 2019 – 7:00 PM

**MEMBERS PRESENT:** William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; Paul Reynolds and Christine Vincent

**MEMBERS ABSENT:** John Reagan

**OTHERS PRESENT:** Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; State Representative Pat Wilson Pheanious; State Representative Tim Ackert; Daniel Giungi, CCM

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*2 minute limit*): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **Brenda Falusi, PZC:** A Dockerel Road application was denied; discussion on medical marijuana dispensaries has been tabled; everyone on the Design Advisory Board has been reappointed; and the next PZC meeting will concentrate on the POCD. **Tammy Nuccio, BOE:** They met to approve their budget (a 2.98% increase from last year). **Recreation:** All the youth teams were present to discuss the condition of the fields. They have been happy throughout the years. They will be sending out their Spring/Summer program; the Eagle Freeze is this Saturday. There will be a fund raiser at Camille's this Thursday were a portion of the proceeds will go towards the Eagle Freeze. **Bill Eccles, WPCA:** They discussed the state of the system and the Vernon system upgrade. **EDC:** There are vacancies that need to be filled; and they are aware that the Council would like to have a business forum. **Paul Reynolds, BOE:** He attended the BOE meeting with Ms. Nuccio. **Christine Vincent, Ag Commission:** She referred the members to the minutes. **Karen Moran, BOE:** Their joint meeting with the Council is next week in the Library Program Room. She shared school news with the Council members.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS)**
  - 8.1 Discussion on legislative concerns with State Legislators and representatives from the Connecticut Conference of Municipalities (CCM).

State Representative Pat Wilson Pheanious: She provided background information on herself, and mentioned various committees she is currently involved in. One of her priorities this year has centered on the crumbling foundations. She has submitted various Bills, including several concerning the foundation at Birch Grove. Other



priorities include trying to equalize mental health benefits in this area. We have about 1/5 of the funding compared to everyone else around us. She is working on FML, the \$15 minimum wage, legalization of marijuana and telemedicine. She provided contact cards to those in attendance at tonight's meeting, and advised that she will be holding meetings at the town hall on the 4<sup>th</sup> Thursday of every month (6 - 7:30 p.m.), starting this month. She wants to hear the concerns that residents have.

State Representative Tim Ackert: The Governor's proposal will be sent out tomorrow. He also outlined the various committees he serves on. He has been appointed to a group called the Screening Committee. This committee looks at every bill that will be presented before it goes to the floor. He is looking forward to hearing from the Council and their input.

CCM's Daniel Giungi: The Governor's budget address is tomorrow. CCM has been engaged in various issues, but they are focused on the teachers' pensions and regional school consolidation. Their priority is to see what they can do with the unfunded mandates. Towns and cities should be allowed to control their own destiny.

Ms. Nuccio asked about the school regionalization. Ms. Pheanious doesn't believe it should be forced from the top down. She will need to watch it, but mentioned that the bill has come up the past several years, and it hasn't gone anywhere. If there are ways to save money, she is all for that. She wants to hear more about the proposals, and hear from the towns as to what they would like to see. Ackert agrees. He said the State could learn a lot from how towns run their communities. Let the towns be creative in sharing resources with other towns. Giungi said towns and cities are already doing a lot with shared services.

Mr. Reynolds asked what some of the big areas are to get savings. Ms. Pheanious does not want to see anymore taxes. She wants to see prevention and telemedicine. Mr. Ackert said 12% goes to interest. He wants to see less borrowing. They need to repurpose the interest rates and pay off the debt. Giungi said if there is going to be any cost shifts on municipalities; they need to be given the tools to deal with them.

Mr. Eccles said they have great ideas. He suggested that they go and look at what is working in other states. No need to reinvent the wheel. Ms. Pheanious agrees.

Mr. Skoczulek said they need to stop thinking of how things can be resolved starting at the ground. They need to look at others who already have a better way of doing things.

Ms. Nuccio brought up her concerns regarding the paid FML that is being put together. As of now, only four (4) other states have similar plans. Ms. Pheanious commented that it is too early to assume what is proposed will be passed. Ms. Nuccio said it may be a good plan, but her concern is more money. She cited what other states are paying out for this. Ms. Pheanious said this is an insurance policy. It will cost money, but it will provide you with peace of mind.

Brenda Falusi brought up under-funded and unfunded mandates. There are a lot of them out there that they need to start addressing. It is making Tolland perform tasks that sometimes have no return on investment. Is there anything they can do? Ms. Pheanious said there are a number of them. She suggested that they write to them, or call them, so that they can be brought up. Mr. Werbner commented that every year they present that information to the Legislature. Then in the course of the session, a hundred more bills of unfunded mandates are introduced on top of the 900 that are sitting on the shelf waiting to be reviewed. At some point, based on the fiscal crisis that we are in, somebody just needs to say 'timeout' so that they can look at what exists. Until there is a serious willingness to sit down, nothing is going to happen. Mr. Ackert said it is the political will.

## 8.2 Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

Mr. Werbner said this is a list of equipment forwarded to us by the BOE.



David Skoczulek motioned to accept the following resolution:

**BE IT RESOLVED** that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

Seconded by Brenda Falusi. All in favor. None opposed.

- 8.3 Consideration of a resolution to appoint three (3) Town Council members and the Town Manager to the Birch Grove Primary School Foundation Task Force to address issues concerned with the Birch Grove School crumbling foundation.

Mr. Eccles advised that they have changed the makeup of this committee to include three Council members and three BOE members. Members of the public will be added at a later date.

William Eccles motioned to accept the following resolution:

**BE IT RESOLVED** that the Town Council shall appoint the following three (3) Town Council members and the Town Manager to the Birch Grove Primary School Foundation Task Force, established by the Board of Education, to work with the appointed Board of Education members on issues concerned with the Birch Grove School crumbling foundation:

- David Skoczulek
- Tammy Nuccio
- Paul Reynolds
- Steven Werbner, Town Manager

Seconded by Christine Vincent. All in favor. None opposed.

The Committee will have their first meeting on February 28<sup>th</sup>.

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

8.4.a Appointment to Agriculture Commission

David Skoczulek motioned to appoint **Steven Bassett, 275 Weigold Road, term 07/09/16 – 07/09/19** to the Agriculture Commission.

8.4.b Appointment to Permanent Celebration Committee

David Skoczulek motioned to appoint **Jen Dufour Blackwell, 8 Kim Circle, term 11/07/18 – 11/03/21** to the Permanent Celebration Committee.

Seconded by Christine Vincent. All in favor. None opposed.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS)** - None.

- 9.1 Consideration of a resolution establishing a process with which to implement staggered terms for the Board of Education (*Town Attorney still working on resolution issues*).

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner said he had nothing to add to his report. Ms. Nuccio

asked for status updates on the Standard Register building and the Gerber Drive property. Mr. Werbner said the Standard Register building has gone through the P&Z and has received all their approvals. The building is set to be converted into a warehouse at the schedule of the Developers. The Gerber Drive property has an issue with the connection of a sewer pipe to an appropriate outlet. That matter is being investigated.

**11. ADOPTION OF MINUTES**

11.1 January 22, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Brenda Falusi. All in favor. None opposed. Paul Reynolds abstained.

**12. CORRESPONDENCE TO COUNCIL**

12.1 Invitations from the Rockville Fish & Game Club to the Ladies Range Day on May 4, 2019.

**13. CHAIRMAN'S REPORT:** Nothing.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio asked if they were going to talk about what role the town will play in making sure everyone hits the census correctly. Mr. Werbner suggested that they have Pat Wilson Pheanious attend another meeting to ask what can be done at the local level.

Ms. Nuccio asked if they were going to do anything regarding banning plastic bags. The Council members asked Mr. Werbner to look at what different towns are doing, and to draft an ordinance.

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

Steven Jones of 514 Old Stafford Road: He asked if the EDC is willing to change the times of their meetings.  
*Mr. Eccles said it has been discussed, but it doesn't seem to gain any traction. He suggested that he contact them directly. Mr. Eccles will also mention it at the next meeting.*

Mr. Jones also suggested putting up a banner on the corner (where the Town Hall is) for referendums / election days. He said it would be more noticeable than just the sign on the Green, and it would be illuminated at night.

**16. EXECUTIVE SESSION**

16.1 Labor Negotiations.

William Eccles motioned to go into Executive Session for the purpose of discussing labor negotiations at 8:36 p.m., ending the Regular Meeting of the Town Council. Invited to attend were the Town Manager, Patrick McHale and Michael Wilkinson. Seconded by Brenda Falusi. All in favor. None opposed. The Executive Session ended at 9:11 p.m.

**17. ADJOURNMENT:** Paul Reynolds moved to adjourn the meeting; Seconded by Christine Vincent at 9:11 p.m. All were in favor.

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William N. Eccles  
Town Council Chair

Michelle A. Finnegan  
Town Council Clerk