



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 May 22, 2019

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- May 8, 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 Rockville Voag Graduate Recognition-Hayden Morris

G.2 TEAMS Recognition

G.3 DECA Recognition (no enclosure)

G.4 Proposal for Business Office Restructuring

G.5 Renewal Extension of Superintendent Contract

G.6 Educational Specs/BGP Forms for Approval

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 Meeting Minutes – May 14, 2019

M. FUTURE

N. EXECUTIVE SESSION – SUPERINTENDENT EVALUATION

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – May 8, 2019

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

Members Absent: Ms. Christina Plourd, Mr. Bob Pagoni, Ms. Michelle Harrold

Administrators Present: Dr. Walter Willett, Superintendent of Schools; Mark McLaughlin, Business Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:33PM. The Pledge of Allegiance was recited. A video of STEM FEMS! – Getting more girls into Science, Technology, Engineering, and Math from the Tolland Public Schools television series, was presented.

B. APPROVAL OF MINUTES

- April 24, 2019
- April 29, 2019 – Special Meeting

Mr. Schroeder motioned to adopt the minutes of the April 24th and April 29th meetings. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

Mr. Schroeder motioned to add item G5, Discussion of June 12th Board of Education meeting to the agenda. Ms. Moran seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, congratulated the Board on the passing of the budget and funding for Birch Grove. A tremendous effort was put forth to educate the public both by the Board and the grassroots effort. This should continue to be done for future referendums and to progress education. Ms. Costa noted that she has an intern from THS and was surprised that the intern is only one of three. She referenced the video shown and commented that it helps to bridge the gap between what students can do in the community and local businesses.

D. CORRESPONDENCE - none

E. POINTS OF INFORMATION

Ms. Yudichak commented that yesterday was hugely important for the district and the entire town. She thanked all of those who volunteered and those who came out to help get both items passed.

Mr. Adlerstein commented that he too is thrilled the budget and funding for Birch Grove passed but the Board's budget was reduced by about \$850K which is "highly unusual". It is a challenging place to be as the school funding is not what it should be. He wants to be sure people are aware of this.

Mr. Schroeder commented that the State's Appropriations Committee said they were going to keep the 10 year ecs reduction so the 10 reduction and the Governor's 3 year reduction are still on the table.

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

- THS Band had adjudication and went on a field trip to Chicago where they had a wonderful time
- DECA Nationals in Orlando – Tolland did very well and some students received multiple awards
- SAT scores were released on May 2nd
- NHS Inductions – 21 juniors and seniors were inducted yesterday
- Class Officer Speeches were held yesterday
- DECA Olympics to raise money for the Muscular Dystrophy Association – upcoming
- Student Council Mental Health Week – May 28th – 31st
- NHS Snack Drive for Tolland Human Services - upcoming
- Marketing for next year's trips to Germany and Costa Rica has started

G. SUPERINTENDENT'S REPORT

G1. CABE Student Leadership Awards – Fisher Thompson, Will Glaser, and Zoe Livingston (Zoe Livingston not able to attend) (no enclosure)

Dr. Willett was pleased to be able to honor the CABE recipients of the 2019 Recognition Awards. He presented a narrative on what allowed the students to be selected.

"Zoe Livingston embodies Tolland Middle School's core values. Zoe brings people together through her love of music, theater, and art. Within the classroom and as a class officer, Zoe is a leader. She respects all students' contributions to the conversation and she works hard to bring together everybody's ideas as a community. Zoe is constantly looking to improve as a student. She readily accepts feedback from both peers and educators and quickly applies the feedback to her learning. Zoe is always ready for a challenge. She doesn't just complete a given assignment; she looks for ways to go above and beyond the requirements to maximize her learning. Zoe Livingston is focused on her future... and it is a bright future indeed."

"Will Glaser is a hard-working, extremely conscientious student. His high-level of thinking is balanced nicely with his sense of humor and friendliness. He is very informed on current events and what is happening in the world, and his varied interests in many different subjects come across in his daily discussions. Will is intrinsically motivated to do his best in all areas of his life which can be seen during group work, class discussions, and small group conversations. When pairing Will with peers, he works to always bring out the best in them, no matter which student you match him with. These qualities exemplify a well-rounded student who's ready to meet the challenges that education can bring."

Ms. Grande presented the award to Will and added that he is kind, conscientious, a great student, great to his peers, and wonderful to have as a student. She is proud to honor him and Zoe this evening. Ms. Grande thanked CABE for having the award and congratulated both students.

Fisher Thompson is to be commended for his thoughtful and meaningful contributions to the mission of the Board of Education under 10-222 to best serve the interests of the school district. He is a talented and thoughtful student with wisdom beyond his years and a student able to leverage his significant school accomplishments and experience to provide deep and meaningful perspectives to the Board. Mr. Thompson is also a guardian of the interests of students in their personal lives and is known to be a positive influence in the social context of the high school. Mr. Thompson has gone out of his way to understand the budget process and how it impacts students. He takes time to absorb information and shares his perspective on the budget with Board members and the community alike. Board members have come to respect him as a Board member in his own right, student or otherwise. Participating in budget workshops, discussions, and official meetings he has offered valuable insights on class sizes, co-curricular programs, and regular updates to the Board on the lives of students. He has given the Board perspective on student health and safety, drugs, and security – greatly informing letters the Board wrote to the legislature on both the legalization of marijuana and the Governor's budget. Mr. Thompson is a gifted musician, a Student Council leader, a member of the AV Tech staff, and overall gifted young man. He offers help to his peers and works within the school to improve culture and climate. An example would be his leadership in bringing a mental health program to fruition at THS for students and the school community. He was recommended unequivocally and without reservation for the CABE recognition. Dr. Willett presented the award to Mr. Thompson.

Ms. Yudichak commented that as a parent and a Board member she is very proud of all of the students. They are great role models.

G2. Monthly Financial Report

Dr. Willett reviewed attachment G2.

The April 2019 financial report shows an available balance of \$288,106 or .74% of the BOE's current budget. The budget for FY 18-19 was approved for \$39,642,607.

Mr. Schroeder inquired about spending in the following lines: 320, 350, 610, 640, 730, and 600. Dr. Willett explained that the district is making adjustments for what it will face next year and attempting to cover its bases. A summary for each of the specified line items is listed below:

- 320, Professional Ed Services: expended resources on the direct literacy program, the Literacy How program for special education was expanded and extended;
- 350, Tech Services: included a number a vendors for facilities items, the paving of TIS, sewer issues, technology licensing fees, classroom subscriptions
- 610, Instructional Supplies and Materials: invested in classroom furniture, addressed changes made when a special education office moved from the central office to the high school (copiers and computers), tech-ed tools, special education equipment, computer purchases to replace machines no longer able to run the necessary software
- 640, Textbooks: adjustments need to be made for when new curriculum is assessed – in this case new math texts, business education needed new

textbooks, social studies was also in need of new textbooks, classroom readers for the 26 reading levels of the reading program

- 730, Equipment Instruction (new): Dr. Willett will review at the next meeting but noted it is due to timing
- 600, General Supplies: Dr. Willett will review at the next meeting but noted it is due to timing

G3. Superintendent Evaluation (no enclosure)

Dr. Willett distributed and reviewed the timeline for the evaluation to the Board members.

G4. End of Year Reconciliation (no enclosure)

The Superintendent explained that there are things that will need to be acquired prior to the end of the year. Dr. Willett will articulate these items which have been on the radar for some time in writing at future meetings. Items include various engineering items, glass repairs, consultants, and curriculum projects. When funds are able to be recovered from some areas the district is able to address some of the other items. Further, administrators have made suggestions as well including bringing in people to train the trainers in regard to the algebra curriculum, Understanding by Design (UBD) which dovetails with Mastery Based Learning, additional resources for the Literacy How program, and updates to the special education curriculum. Dr. Willett noted that he does not know what resources will be available at the end of the year since they do not know what the excess cost payment will be. If it does come in as expected, then it can cover some items the district needs. He added that the Math in Focus program is also changing (Math in Focus 2020) and while the district will not be able to invest in it next year due to the budget reduction, there are programmatic elements they can invest in now which teachers will be able to use. Another item is the SCERTS training which will help teachers help students in a number of ways. All of these items are focused on students, curriculum, training, materials, and resources and will only improve or continue to sustain the quality of education in the district. Dr. Willett highlighted other programs including Bridges. While he is pleased the budget passed, the reductions are significant given what the district needed. If the resources are available these are the investments that need to be made. Without them the district will be at a disadvantage. Dr. Willett added that there is not a curriculum director so he needs to bring people in for train the trainer models. Further, if the programs are not available it will impact the ability of the district to be responsive to certain populations and in turn will increase special education designations and outplacements. A multitude of actions need to be done in concert to address issues.

Mr. Schroder recommended scheduling a Finance and Facilities Committee meeting to discuss these items. Dr. Willett agreed.

G5. Discussion of June 12th Board of Education meeting

It was noted that the June 12th meeting date coincides with the TMS promotion. The Board discussed potential dates and decided to reschedule the June 12th meeting to June 17th. Mr. Adlerstein motioned to reschedule the June 12th Board of Education meeting to June 17th. Mr. Schroeder seconded the motion. A brief discussion took place.

Mr. Adlerstein withdrew the motion. Mr. Adlerstein motioned to move item G5 to item J1 for action. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

H. COMMITTEE AND LIAISON REPORTS

Communications - met today, district messaging was discussed

Finance and Facilities – will meet in June and discuss the end-of-year reconciliation

In regard to the referendum, Dr. Willett thanked everyone on the Town and the Board side as well as the Friends of Birch Grove. They worked very hard to get the district where it needs to be in regard to Birch Grove. It has been time- intensive for everyone and he expects this to continue. The new school will be beautiful and it shows the community met the challenge head-on. He added that the 8-year projection enrollment at Birch Grove is heading upwards. Tolland is going in a very bright direction.

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J1. Discussion of June 12th Board of Education meeting

Mr. Schroeder motioned to move the June 12th Board of Education meeting to June 17th at 7:30PM, location TBD. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION

Liz Costa, 54 Josiah Lane, recommended some action from the Board coupled with the Friends of Birch Grove and students from THS who did a wonderful job with Tolland Cares this weekend, to assist the teachers at Birch Grove with moving out of their classrooms. It would provide an opportunity to do their service hours.

L. POINTS OF INFORMATION

- Town Council Special Meeting Minutes – April 22, 2019
- Town Council Meeting Minutes – April 23, 2019

In regard to Ms. Costa's recommendation, Dr. Willett noted that there are some students who will be helping and there will be a community event.

M. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Birch Grove Update

N. NEW BUSINESS – none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 8:52 p.m. Mr. Adlerstein seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Rockville VOAG-Hayden Morris Graduate

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 22, 2019

ITEM SUMMARY:

Annually we acknowledge students who have graduated from the Rockville Vocational-Agricultural Program (VOAG). Students from Tolland who wish to pursue careers in Agriculture can attend the regional VOAG program. Tonight we are honoring Hayden Morris for successfully completing this rigorous program.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Recognition

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: TEAMS Recognition

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 22, 2019

ITEM SUMMARY:

TEAMS stands for *Tests of Engineering Aptitude, Mathematics and Science*. It is a division of the national Technology Students Association.

Students competed in three different sections comprised of an essay, multiple choice, and design/build portions.

This is the second year that Ms. Penney has advised the club.

The following students qualified to attend the national level competition:

Recognizing:

Beth Penney, Technology Education Teacher

Quinn Brody

Anna Cadman

Beryl Chen

James Conlin

Michael Grover

Nicholas Machuga

Sophia Marzialo

Alan Mermelshteyn

Meghan Myles

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

N/A

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Proposal for Business Office Restructuring

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 22, 2019

ITEM SUMMARY:

The business office needs a full time accounting position. The current bookkeeping position for the school district will segue to a position with lower compensation (Accounting Assistant). This position would be compensated at about \$45,000.

The position is being recommended at this time because the staff member currently executing bookkeeping for the district has expressed an interest in a reduced role. It is a great benefit to the district for these positions to overlap for a few years so that institutional knowledge and training can be shared from the current employee to the new.

FINANCIAL SUMMARY:

The district currently allocated \$77,850 in the budget for the position next year. Typically \$6,000 is spent on overtime that would not be necessary under this employment structure. The total cost of the position without any change would be expected to be about \$83,850. The current amount expended by transferring the current employee into the Accounting Assistant role would be approximately \$45,000. Therefore \$38,850 would be available to offset the impact of hiring an Accountant at roughly \$75,000.

The funds beyond what is currently budgeted for this position would therefore be approximately \$36,150. These funds could be made up through a combination of resources recouped from differentials in retirements/resignations and staff hired to replace them and with an allocation of some funds from the substitute line item.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Consideration and review.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Renewal or Extension of Superintendent Contract

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 22, 2019

ITEM SUMMARY:

Each year the Board of Education, during the annual review of the Superintendent, authorizes the Board Chair(s) to negotiate with the Superintendent and can extend the superintendent contract. Past practice has been to extend it out an additional year to maintain the three year duration.

FINANCIAL SUMMARY:

Financial arrangements are determined by the Board of Education after the evaluation process. This motion in G5 aligns with the past practice of extending the contract duration and empowering the chairs to enter negotiations.

BOARD ATTORNEY REVIEW:

The board attorney has reviewed the language and would make the update to the Superintendent Contract by June 30, 2019.

BOE ACTION DESIRED:

Proposed motions (when BOE is ready to act):

Motion to move to board action as Item J1.

Second.

Discussion. Vote.

Motion in Action:

Motion to approve a three year agreement with the superintendent, specifically July 1, 2019 - June 30, 2022. Upon execution, this agreement shall supersede any and all prior agreements between the parties. Further, the board authorizes the Board Chair(s) to negotiate the contract terms for BOE approval.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Educational Specs-BGP Forms for Approval

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 22, 2019

ITEM SUMMARY:

Approval of form for the State grant process.

SCG-1030 Ed Specs requires an Education Specification Sheet(s) for Birch Grove Primary school.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Motion to move to J2 for action.
Second. Discussion. Vote

Motion to approve the Educational Specifications document for the Birch Grove Primary school foundation project under renovate as new status, and to accept and authorize this project to be executed.

SUPPORTING MATERIALS ATTACHED:

Educational Specifications document

Educational Specifications

Birch Grove Primary School Renovate as New

May 20, 2019



BIRCH GROVE ELEMENTARY SCHOOL

Built in 1999 with an addition in 2003, Birch Grove Primary School offers a grades PK-2 education to students with diverse backgrounds. The school participates in the open choice program and values the social, emotional, physical, intellectual development of each child. Staff instill high standards for academic integrity, and leadership in students. Through our programs, students are given the technology, skills and knowledge to be effective members of our school community and a global society.

Our campus includes state-of-the-art, student-friendly technology, and a great faculty of ambitious teachers ready to give students the best school experience. Staff at Birch Grove Primary school strive to create a school community in which all students feel a strong sense of belongingness and involvement. Our ultimate goal is for every student to walk through our front doors and feel as if Birch Grove Primary school is their home away from home.

PROJECT RATIONALE

Birch Grove Primary school is the only public early childhood education school in Tolland. Staff make BGP a safe learning environment for all individuals, accomplished through renovating the building as new. The building has been assessed by Silva Engineering and found to have a pyrrhotite problem.

The BGP foundation was poured by JJ Mottes in 1998-1999, and 2002-2003 (original school and addition respectively). Fifteen years later the Connecticut Interlocal Risk Management Agency (insurance and risk management partner) was notified that the BGP foundation was poured by JJ Mottes, as their mix for concrete was found to have varying levels of pyrrhotite, an iron sulfide mineral causing erosion in foundations. As the situation evolved in the state more information became available and a vetted vendor list was generated ([available here through the Capitol Region Council of Governments](#)) for engineering, remediation, analysis, and testing. The Tolland Public School system contracted with an engineering firm to inspect the foundation. The engineering firm selected is based in Windham and understands regional concerns and characteristics. In addition, the Army Corp. of Engineers and various municipal professionals (facilities, public safety, engineering, leadership) inspected the foundation and reviewed information. As evaluation continued and core samples were done, pyrrhotite related erosion was confirmed.

Pyrite and pyrrhotite are minerals known as iron sulfides. When iron sulfides are exposed to water and oxygen, a series of chemical reactions breaks down the iron sulfides and forms new minerals called sulfates. These sulfates take up more space than the original iron sulfides. As they grow, the new sulfate minerals push against the surrounding rock, causing it to swell and crack. This causes damage in two main ways: If pyrite or pyrrhotite are present in the rocks underneath buildings, the swelling can push on the foundation, walls, and basement floor of the building, causing cracks and other structural damage. In some cases, groundwater can then transport sulfates into the cracked foundation, causing further damage.

If pyrite or pyrrhotite are present in the aggregate material used to make concrete, the building material itself can be compromised. If water and air get into the concrete through small cracks and holes, the iron sulfides inside can begin to break down, cracking the concrete and allowing more air and water in, causing even more damage. This is a particular problem for concrete foundations and basements when water seeps in from the surrounding ground.

Aggregates, such as sand, gravel, crushed stone, or other rocky material, are used as fill material in construction and are added to cement and water to make concrete. Aggregates come from a wide variety of sources, and sometimes the source rocks may contain pyrite or pyrrhotite. Problems can arise if these aggregates are used to make concrete or as fill material beneath or around building foundations. If used to make concrete foundations, the foundations themselves can swell and crumble. If used as fill material, which is loose and porous, water and air can easily get in, causing swelling in the fill material, which damages the surrounding foundations.

Oxidation of pyrrhotite containing aggregate has caused significant damage to the concrete foundation system for the 1998 BGP building. Internal deterioration of the concrete is likely far greater than what is observed from exposed-to-view exterior surfaces. Cyclical loads on the building will cause deterioration to progress to such a stage that the building will not be safe for occupancy. A main consideration for building occupancy will be when building can no longer safely resist lateral wind forces.

Wind forces often occur without warning and can lead to localized system failure or collapse.

Example: East Coldenham Elementary School, Newburgh, NY

- November 1989 cafeteria wall collapse during a tornado.

Siva Engineering in evaluating the building recommended the closure of the building and the consideration of alternate occupancies for the start of the 2019-2020 school year. The State of Connecticut granted Emergency Status for this project. Furthermore, the recommendation was made to begin the aggressive planning and replacement of concrete.

Birch Grove Primary School is Tolland's only educational facility built for Early Childhood Education (Pre-K to Grade 2). Such facilities have to adhere to certain fire codes and regulations. For example, BGP has 21 classrooms with egress (a door) to the outside from the classroom (compared to 2 for TIS, 4 for TMS, and 8 for THS). Another example would be that at least one child-sized toilet and one low sink with hot and cold running water needs to be available for every 16 children. This aside, with an October 1st enrollment of 477 students, there is not enough "classroom" space at TIS for this population at this time. Moving 5th grade up to the Middle School also presents problems as that building was actually designed as a High School and the facility is sometimes challenging for 6th graders. For school buildings a facility cannot simply be evaluated by number of students and overall building capacity, general classroom spaces must be considered most carefully as do the state and federal rules and regulations. Enrollment is expected to rise steadily between now and 2028.

LONG RANGE PLANS

A referendum was passed in Tolland on May 7, 2019 allocating 46 million dollars to the renovate as new project for Birch Grove Primary school. A 52% reimbursement is expected from the State. Preparations and renovations are to begin immediately and last for two years while the foundation issues are addressed. A building committee has been appointed, and a healthy and safe environment will be the end result of the renovate as new project. Square footage of the current school is about 93,000 Sq Ft.

The superintendent applied to the state for Emergency Status based on engineering report(s). Emergency status was *granted* to the Tolland Public Schools for Birch Grove Primary <https://drive.google.com/file/d/1vmGJ1JWvDTgvTWjERmBI54BYXpo2D9xe/view>. Renovate as New Status provided to TPS for BGP at a 52% reimbursement rate. This rate includes a 5% add on to our normal 47% rate as BGP offers Full Day Kindergarten and a Family Resource/Daycare center. Total cost of project without reimbursement estimated to be 46 million. Relocating to other buildings is not likely a possibility due to building requirements for young students, capacity considerations, and restrictive site conditions at other properties. Portables are being considered for the BGP site.

Project duration of about two years.

THE PROJECT

JCJ Architects and D'Amato construction have been engaged for this renovate as new project for Birch Grove Primary school. The State of Connecticut is providing additional oversight and assistance. The Tolland BOE Facilities Director is on the Building Committee as the district representative.

As part of the project the State of CT must certify that all building components have a useful life of a minimum of 20 years. Therefore almost all of the building will need to be replaced, with very little to be salvaged for use in the new building. We must adhere to all new codes; Energy, Fire, ADA, etc., since the original construction, and we must abide the new School Safety and Security Guidelines for new construction as set forth by the Department of Emergency Management and Homeland Security.

We expect the occupancy space to remain similar to that of the current school when completed. Construction will occur on the same site and will utilize the same utilities; water, septic, electrical, oil, fiber, etc., that it currently deploys. Modifications to the footprint of the school will be adjusted to reflect current needs, codes, improvements over the current school, any site conditions or restrictions, as well as financial resources.

We expect upon its completion to have a school that fully meets the needs of the students, staff, and the public. Educational learning environments will be enhanced with the new building and the unfortunate structural concerns of the current school abated with the new construction. The new Birch Grove Primary will be equipped to carry out our Pre-K thru 2nd grade educational needs well into the future.

COMMUNITY USES

Birch Grove Primary school is the only public early childhood education building in the Town of Tolland. Beyond utilization during the school day it is extensively utilized by the community for events and recreation programs. It is also one of the community shelters.

Additionally, various organizations will use the facilities within the building (i.e. Gymnasium, Cafeteria, Library, etc.) when it is not being used by the students, in accordance with Board of Education policy.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 14, 2019 – 7:00 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Christine Vincent

MEMBERS ABSENT: Paul Reynolds

OTHERS PRESENT: Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Michael Wilkinson, Director of Administrative Services; Scott Lappen, Public Works; Walter Willett, Superintendant; Michael Plickys, Macchi Engineers LLC; Scott Bighinatti, Milone & MacBroom

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:** None.
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:** **David Skoczulek, Birch Grove Building Committee:** They had their first meeting, which was an organizational meeting. They elected officers, reviewed responsibilities and the timeline of things that have occurred thus far. Their next meeting is next Tuesday. **Tammy Nuccio, Recreation:** They discussed the summer camp enrollment, new programs, the cycle cross event and the paws walk. **Sub-Committee (w/EDC):** They looked at existing resources, and discussed the possibility of adding a PZC member to the sub-committee. Another meeting will be held this month, and they are hoping to have the actual forum in the fall. **Karen Moran, BOE:** Nothing new to report, except that the budget passed and Birch Grove passed.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Discussion regarding Fire Station 140 Foundation.

Mr. Werbner gave background regarding the foundation at Fire Station 140. The station has pyrrhotite in the concrete and it has started to show some spider cracks. Due to the concerns with Birch Grove School, they wanted to make sure there were no structural problems at the fire station. The town engaged Macchi Engineers to do visible and other structural testing, which is ongoing.

Michael Plickys of Macchi Engineers LLC provided an update of the work that has been done to date. Core extraction and testing was conducted on the station this past February. The purpose of the testing was to determine whether the

concrete used in the construction of the fire house contained pyrrhotite. Testing was completed by Trinity College, and a report was issued on February 17, 2019. The results indicate that pyrrhotite is present in the concrete. Macchi Engineers has been engaged by the town to monitor the structure moving forward to determine whether any measureable movements are occurring. They have subcontracted with JR Russo to perform survey monitoring work, and initial survey work has been completed to establish base line elevations. Monitoring and visual inspections will continue once a month for a period of 6 months. The cracks currently observed are not a structural concern.

8.2 Consideration of a resolution to adopt the Capitol Region Natural Hazard Mitigation Plan Update, 2019-2024.

Mr. Werbner advised that Tolland has chosen to work with the Capitol Region Council of Governments (CRCOG) in creating and adopting a Natural Hazard Mitigation Plan. The Town Council approved the previous plan in 2014. The current plan covers five years, from 2019 to 2024. Having a FEMA-approved natural hazard mitigation plan opens up funding for mitigation projects included in the plan. Over the course of the plan update, CRCOG and the consultant met with and sought input from Town staff including the Director of Planning & Development, Director of Public Works, Director of Public Safety and Fire Marshal.

Scott Bighinatti of Milone & MacBroom provided a brief overview of the plan. The plan consists of a regional plan which has items common to all the towns in the region. A series of recommendations are included that the town can take to increase its resiliency to natural hazards, although they are not mandates. The only item required is that the town does a manual review of the plan internally to track the recommendations, and any progress that is being made.

The Council members asked questions and discussion occurred.

David Skoczulek motioned to accept the following appointments for the:

WHEREAS, the Town of Tolland has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. *flooding, high wind, thunderstorms, winter storms, earthquakes, droughts, dam failure, and wildfires*), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Tolland Town Council approved the previous version of the Plan in 2014; and

WHEREAS, the Town of Tolland and Capitol Region Council of Governments developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for the Natural Hazard Mitigation Plan Update, 2019-2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held and public input was sought in 2017 and 2018 regarding the development and review of the Natural Hazard Mitigation Plan Update, 2019-2024; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedures for the Town of Tolland; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Tolland, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Tolland eligible for funding to alleviate the impacts of future hazards;

NOW THEREFORE BE IT RESOLVED THAT,

1. The Plan is hereby adopted as an official plan of the Town of Tolland;

2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and,
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council.

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

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

Mr. Werbner said the FY 2019-2020 operating and capital budget was approved by the voters at the May 7th referendum.

David Skoczulek motioned to accept the following appointments for the:

WHEREAS, the proposed FY 2019-2020 budget of \$56,772,735 passed at referendum on May 7, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 36.05 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2019.

Seconded by Tammy Nuccio. All in favor. None opposed.

8.4 Consideration of a resolution to allocate the appropriation of \$460,124 from the General Fund - Fund Balance to the Capital Improvements Fund for Capital projects included in the October 1, 2018-BOE project list and the setting of a Public Hearing thereon for May 28, 2019.

Mr. Werbner said the Board of Education has an audited unexpended balance of \$1,220,826 at the end of FY 2017-18. A request has been made to use \$393,339 of this amount to be deposited in the Education Reserve Fund. At their June 20, 2018 Board of Education meeting, they also requested to have some of these unexpended balances to be appropriated for capital projects. The original amount of that request was \$591,457. This request is being reduced to \$416,724 in order to leave a surplus in the General Fund-Fund Balance to aid in maintaining a sufficient Fund Balance. In addition to this request is \$43,400 that was to be included in the FY 2019-20 Capital Plan. The total revised request is \$460,124.

The BOE project list also included \$24,000 for the Birch Grove School Fire Panel Device and loop card updates and \$18,414 for security window film at Birch Grove. These projects have been excluded from this request and are being replaced with a request for \$42,414 for funding towards the TMS & THS Computer 1 to 1 Initiative Grades 6-12. The Town Manager and Superintendent of Schools agreed that all of these projects would not be included within the CIP plan but would be requested as part of the overall capital request from the unexpended funds. There are sufficient funds from unexpended appropriations for FY 17-18 to cover this request. The funds have increased the General Fund – Fund Balance at year end.

The list of projects to be funded is as follows:

High Priority Projects:

TMS Paving of parking lot (excluding access road and exit) 259,310
TMS new concrete front sidewalk 45,000
THS Gym floor 35,000
TMS Gym floor 25,000
District Wide IT School Surveillance & Access Control System 35,000

Medium Priority Projects:

District wide Board of Education office window replacement 8,400
THS VCT Tile replacements multi-areas 10,000
TMS & THS Computer 1 to 1 Initiative Grades 6-12; 42,414
Total Requested Projects \$460,124

He said that if this is approved, along with agenda item 8.5, the unassigned fund balance after this transfer will be \$7,362,818 or 11.65%.

David Skoczulek motioned that the following resolution be introduced and set down for a *public* hearing on May 28, 2019 at 7:00 pm in the Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates from the General Fund Unassigned Fund Balance the amount of \$460,124 for Board of Education Capital Projects as outlined.

Seconded by Tammy Nuccio. All in favor. None opposed.

- 8.5 Consideration of a resolution approving a transfer of \$393,339 from the BOE's audited unexpended balance as of June 30, 2018 to the Education Reserve Fund.

Mr. Werbner said the Board of Education would like for the Town Council to consider and approve a request to transfer \$393,339 from the BOE's audited FY 17-18 balance to the Education Reserve Fund pursuant to the provisions of Ordinance No. 86, Chapter 8. If this transfer is approved, the balance in the fund after this transfer will be \$421,522.

David Skoczulek motioned to accept the following appointments for the:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the transfer of \$393,339 from the BOE's audited balance as of June 30, 2018 pursuant to the request for these funds by the Board of Education.

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

- 8.6 Appointments to vacancies on various municipal boards/commissions:

David Skoczulek motioned to appoint **Joseph Matteis of 124 Browns Bridge Road** as an Alternate to the Planning and Zoning Commission. Seconded by Tammy Nuccio. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner reported that there is a lot going on with Birch Grove. Given that this is a four year project that is being done in two years, there will be a lot happening on a daily basis. The Council will be updated.

Mr. Werbner commented that the residents of the first home that was raised with captive funds will be moving back into their home tomorrow. They have about 70 homes that are being lifted currently throughout the region. There are many more that will be happening after that. They did have some concerns regarding the process of state government, cash flow and sufficient funds. A meeting was held, and they did work out a memorandum of understanding to allow the money to flow from the Department of Housing to the Captive Fund. Based upon the amount of money that they do have, there will be another crisis sometime around Christmas of this year, maybe into the next fiscal year, when they will have pretty much exhausted all of their finances. They will need to have discussions on how to address those who remain in need.

11. ADOPTION OF MINUTES

- 11.1 April 22, 2019 Annual Budget Presentation Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. David Skoczulek, Brenda Falusi and Christine Vincent abstained.
- 11.2 April 23, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Tammy Nuccio. All in favor. None opposed. David Skoczulek abstained.
- 11.3 April 30, 2019 Special Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Christine Vincent. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 E-mail from the Conservation Commission re: property on Tolland Stage Road; and
- 12.2 Various e-mails from residents.

13. CHAIRMAN'S REPORT: No report.

- 14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio asked that the following be added to a future agenda: discussion regarding the property referenced in the e-mail from the Conservation Commission; discussion regarding the contaminated wells; and discussion regarding what they can do about bulky waste.
- Mr. Werbner said the situation with the contaminated wells was discussed in executive session. Administration is handling the situation with the insurance company and town attorney. The Council will be kept informed. Concerning the solid waste program, there has been a substantial change in the market in terms of recyclables. He will most likely bring this to the Council for discussion at the next meeting.*

Ms. Falusi advised that Public Works will be at the Big Y on Tuesday 10 – 4 p.m. for Stuff-a-Truck. They will be collecting items for the Tolland Food Pantry. Mr. Lappen commented that last year was very successful. They collected over a ton of food, and almost \$400 in gift cards. If people are unable to make it to Big Y, they will have someone willing to pick up items. Folks can contact Ms. Falusi for that information.

- 15. PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit): None.

16. EXECUTIVE SESSION

- 16.1 Discuss Personnel Matter – Town Manager Search

David Skoczulek motioned to go into Executive Session for the purpose of discussing the town manager search at 8:10 p.m., ending the Regular Meeting of the Town Council. Invited to attend were Steven Werbner (for the first portion), and Michael Wilkinson. Seconded by Christine Vincent. All in favor. None opposed. The Executive Session ended at 9:28 p.m.

- 17. ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by David Skoczulek at 9:28 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk