



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

REGULAR MEETING

7:30 PM

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

January 22, 2020

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES
 - January 8, 2020
 - January 15, 2020
- D. 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.

E. CORRESPONDENCE

F. POINTS OF INFORMATION

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

H. SUPERINTENDENT'S REPORT

- G.1 Rebecca Adams, CAGE - FOIA, BOE Roles and Responsibilities (no enclosure)
- G.2 Budget
- G.3 Construction Drawings (no enclosure)
- G.4 Educational Reserve Transfer (1% Fund)
- G.5 Graduation Date – 6/18/2020
- G.6 Legislative Breakfast – 1/30/2020

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

Town Council Special Meeting Minutes – January 6, 2020
Town Council Special Meeting Minutes – January 11, 2020
Town Council Special Meeting Minutes – January 14, 2020
Town Council Meeting Minutes – January 14, 2020

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

SPECIAL MEETING – January 8, 2020

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Anthony Holt, Secretary; Renie Besaw, Christine Griffin, Kate Howard-Bender, Jacob Marie, Karen Moran, and Dana Philbin

Members Absent: none

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

Others Present: none

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:33 p.m. The Pledge of Allegiance was recited.

B. APPROVAL OF AGENDA

Mr. Holt motioned to add under New Business (item O), First Reading of the Policy Committee's recommendations on Policy 9190. Ms. Plourd seconded the motion. Ms. Lundgren asked for a vote. Ms. Moran objected. Discussion: Ms. Moran noted that the minutes of the January 7th Policy Committee's meetings have not yet been publicized. She requested a ten minute recess for the Democratic minority to caucus.

Ms. Moran motioned to request a ten minute recess for the purpose of the Democratic minority to caucus. Ms. Howard-Bender seconded the motion. Ms. Lundgren, Mr. Holt, Ms. Griffin, Ms. Howard-Bender, Mr. Marie, and Ms. Philbin were in favor. Ms. Plourd and Ms. Besaw opposed. Motion carried.

7:36 p.m. A ten minute recess took place.

7:46 p.m. Ms. Lundgren called the meeting back to order

In regard to the open motion on the floor, a vote was taken. Ms. Lundgren, Ms. Plourd, Mr. Holt, Ms. Besaw, Ms. Griffin, and Mr. Marie were in favor. Ms. Howard-Bender and Ms. Moran opposed. Ms. Philbin abstained. Motion carried.

C. APPROVAL OF MINUTES

- December 18, 2019 – Special Meeting

Ms. Plourd motioned to approve the minutes of the December 18th special meeting. Mr. Marie seconded the motion. Changes: none. All were in favor. Motion carried.

D. PUBLIC PARTICIPATION

Bob Pagoni, 27 Barbara Road, requested that everyone speak up so the public, including those in the back, can hear what is being said.

Colleen Yudichak, 12 Blueberry Hill Road, thanked the BOE and Town Council members who responded to her e-mail. She was quite concerned when she saw the headline of the JI article for a 0% request from most of the Town Council members. Ms. Yudichak asked Ms. Plourd why

she pointed out line 580, Travel & Conference in the amount of \$33K, as noted in the article. Ms. Yudichak also inquired as to when the Finance and Facilities Committee meeting minutes from December would be posted. Lastly, she asked the members to listen to Dr. Willett when he presents his budget. She asked that they not put a dollar figure on a student. Students are not made from cookie cutters; each student learns and succeeds differently whether they are in a regular or special education classroom.

E. CORRESPONDENCE

- The Board received an e-mail regarding an article in the JI on budget targets. Dr. Willett responded.
- The Board received an e-mail concerning the date of the last day of school. Dr. Willett responded.
- The Board received an e-mail thanking them for supporting the military troops
- The Board received an e-mail with an article regarding a vape-free initiative which will be brought to the Town Council. Dr. Willett responded.
- The Board received four e-mails regarding special education services. Dr. Willett responded.

F. POINTS OF INFORMATION

Ms. Griffin, in regard to the Finance and Facilities meeting minutes, noted that they were submitted. It was confirmed that the minutes are online.

http://tps.sharpschool.net/board_of_education/finance_and_facilities_committee/meeting_minutes/minutes_2019-2020

Ms. Plourd, in response to Ms. Yudichak's inquiry, commented that the previous Board went over budget by 200% on that particular line item.

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Alexandra Costa

- THS Winter Assemblies were held on December 20th; the assemblies featured the Jazz Band, the Chamber Choir, and the Women's Chorus as well as an Ugly Sweater Contest
- The Eastern Regional High School Music Festival was held this past week. Rehearsals were on January 3rd and the concert was on January 4th. Tolland was well represented.
- Jazz Concert – scheduled for January 14th (TMS and THS jazz bands)
- THS Winter Concert – scheduled for Thursday, January 16th; the Jazz Band, Chamber Choir, and Women's Chorus will participate
- THS finals will be held on January 29th and 30th. Mid semester day is January 31st.
- NHS has started planning for the Blood Drive to be held on February 26th at THS. (sponsored by the American Red Cross)

H. SUPERINTENDENT'S REPORT

H.1 Presentation of Superintendent Proposed Budget (no enclosure)

Dr. Willett distributed the Superintendent's Proposed Budget (FY2020 – 2021) dated January 8, 2020. This document may be found at the Tolland Public Schools website under "Budget". Link: http://www.tolland.k12.ct.us/board_of_education/budget

Dr. Willett explained the budget process and timeline. The Board will review the Superintendent's Proposed Budget and in three weeks it will need to present its Adopted Budget. A budget workshop is scheduled for January 15th at 7 p.m., Tolland Public Library Program Room and a Special BOE meeting has been scheduled for January

28th. Administrators and other staff will be in attendance to respond to questions. Additionally, questions may be submitted online via a link to a form on the Tolland Public Schools budget page. A matrix of the questions and answers will be created and posted.

Dr. Willett reviewed the Superintendent's Proposed Budget (FY 20/21) dated January 8, 2020. <https://drive.google.com/file/d/1d3QGarDAkHqbpqcGfQLU9zl5SNYVy6mK/view> . The proposed budget is \$40,722,324, an increase of \$746,718 or 1.87%. Dr. Willett reviewed the: Vision, Introduction, Data Points, Object Budget Information, Grants, Budget Considerations, Personnel/Staffing, Enrollment, Technology, Transportation, Utility Internal Service Fund, Inter-District School Tuition Information, Special Education, Open Choice Projection, FY Estimates Salaries and Compensation, and Appendices.

The following includes comments and questions posed by the Board members.

Ms. Lundgren commented that she would like to see a table of enrollment by classroom to address comments she has heard from the public regarding class size. Dr. Willett noted that the class average would be about 25 in 5th grade with the reduction. The full report is in development. In regard to the cuts to freshman sports (Boys Basketball, Boys Baseball, and Girls Volleyball), Ms. Lundgren requested further background information. Dr. Willett explained that when a district looks to reduce costs in athletics it is traditionally in the area of freshman sports. The savings in this area are approximately \$14,790. He added that JV will be able to absorb some of the students who would have played at the freshman level. Dr. Willett explained that small reductions were taken in a number of places so as not to compromise the integrity of programs overall. The decision regarding freshman sports was made based on multiple meetings with the athletics staff when they were asked what would have the minimum possible impact. Ms. Lundgren inquired what the percent increase would need to be in order to maintain the sports proposed to be cut. Further, has there been a reduction in enrollment so that the special education caseworker position may be reduced? She would like to know more details about the art position as well.

Ms. Howard-Bender commented that her student is in the 4th grade in a class of 24 and she does not look forward to a 5th grade reduction. The teachers are working hard and students are receiving what they need but it is tight.

Ms. Philbin, in regard to the reduction in freshman sports, understands that the district needs to streamline but athletics is programming and inquired if reductions could be made in another area. Students are just entering high school and having opportunities is huge especially if athletic is their focus. She would like to see the associated dollar figures.

Ms. Moran explained that things like the loss of an art teacher at the high school means a loss of classes and a loss of places for kids to go. Dr. Willett explained that the graphic art class is likely the offering which will be affected but it will be based on how the bumping works. This is a position reduction – the position will not be filled after the retirement and department staff will be reallocated.

Ms. Griffin inquired about the art program and how many teachers are in this program at THS. Dr. Willett explained that in the general domain, if the position is lost it would be from the art program based on how he is classifying "graphic art". Art will still be available but there may not be someone with the skill set needed to offer graphic arts.

Mr. Marie confirmed that the custodial salary increase is contractual. He inquired about the program reductions (RAZ, Newsela, the general education implementation of Literacy How, and Rekendricks) and why they were selected. Dr. Willett explained that these tools were selected based on an evaluation of their ROI. If he has to make the reductions, he would rather see these items go than others which are critical. It was confirmed that Literacy How will remain in place for special populations which may include the intervention group. Ms. Griffin inquired, given that some of these items are being reduced, what Dr. Willett's plan is for the general education students (70% of the student population). Dr. Willett explained that a lot of training has been done to position the staff to be able to do an excellent job. They will still expand structured literacy but will not address this objective as quickly as they would have liked.

Dr. Willett explained that everything has been carefully calculated to maintain balance and continue with the progression of the district's objective of creating better and more effective programs for students within the district. Reductions have been made throughout the entire budget. The only items maintained are those that are critical to keeping initiatives and excellent programs on track. The decisions regarding reductions were made based on multiple meetings with administrators and cost center managers when asked what could be done to have the minimum possible impact and keep the budget modest and responsible and that would not destroy the integrity of programs. Changes would be going against what the professionals believe will have the least impact. The budget cannot go any lower without creating major damage to programs that benefit students. Dr. Willett noted that efforts were made to achieve a budget that will pass referendum.

Ms. Moran commented that she has concerns about the entire budget. The loss of the Literacy How program will put general education students at risk of "falling through the cracks". Dr. Willett explained that as the Superintendent he knows that Tolland has a fantastic school district that serves students very well. It is not great that Literacy How will not be expanded to the general education population through ELA but he will look to keep it going and expand it in the future. The district has awesome teachers and provides a great education which is supported through the statistics. Dr. Willett explained that he does not want to lose staff in order to keep a program. The budget has a balance of core-critical need programs and a responsible adjustment of staff. Replacing items through the reduction of staff would have a negative impact. In regard to the special education caseworker, Dr. Willett believes they have the staff that can handle the caseload. He added that it is a retiring position.

Ms. Besaw thanked Dr. Willett for all of the time he took to put together the budget document. It is a difficult balancing act. She noted that the requested budget increase is \$746K but the district will have a loss of \$300K in revenue from ecs. Thus, the district is taking a "hit" of \$1M. Ms. Besaw inquired about the \$684K increase in health insurance.

Dr. Willett responded that this was based on the professional recommendation of the insurance consultant.

Ms. Howard-Bender thanked Dr. Willett for all of the work put into the budget document. She inquired how the reduction of a 5th grade teacher will affect the team set up at TIS. Dr. Willett explained that he looked at the upcoming class size and based on this they can lose one teacher and keep the teams at roughly the same level as this year. Further, given upcoming class sizes it will stabilize as transfers can be made. The decision was made by keeping an eye toward how programs can be maintained so the district can remain competitive. Ms. Howard-Bender asked how the district can afford to lose a special education case manager when it is bolstering special education offerings. Dr. Willett explained that they will need to research how they will rebalance the caseloads. Ms. Howard-Bender inquired as to what is happening with the math curriculum at the elementary school level and how they will be able to do without Rekendricks. Dr. Willett responded that modifications can be made. Ms. Howard-Bender noted that the budget does not include the positions of assistant superintendent or director of learning and instruction and this is worrisome. There is discussion by some to have a curriculum committee and yet there is perhaps an austerity perspective and they cannot add in an assistant superintendent in order to do some of the work that needs to be done in order to move the district forward. The district is doing well but she is concerned that they are not willing to have this on the table. This is not doing justice for the town and students.

Mr. Holt thanked Dr. Willett for the budget document given that they are asking for a spectacular education system for a reasonable cost. In many of the Board's meetings they have discussed utilizing the expertise of Dr. Willett and his staff. Mr. Holt highlighted narrative in the budget document prepared by Dr. Willett including paragraphs 1, "While this budget represents some significant reductions in programs and staff, it maintains the crucial integrity of the personnel resources vital for the quality education of children. The budget represents a responsible and reasonable request of the Tolland community in support of learning needs.", 3, "The SPB also maintains crucial programs that provide excellent educational supports for children in general and special education.", and 5, "The district provides excellent supports for students with ADA needs" under Benefits/Highlights. They read that even with the reductions they will still be able to provide what has come to be expected from the district. Dr. Willett agreed but is fearful that people will believe the reduced items are not necessary to maintain program integrity. From his standpoint, they can recover things like programs but he would not want to lose staff. Great investments have been made in training and they would not want to lose this. Dr. Willett's goal was to create a budget that would be responsible for the community of Tolland while maintaining a core minimum of what is needed to keep the programs going. Mr. Holt clarified that Dr. Willett's proposed budget allows the district to provide for the needs of the students.

Ms. Philbin commented that she moved to Tolland for the school system and it scares her greatly to see some of the programs that are being reduced. She understands budgets and runs them. Any of the programs can be cut but does it behoove the students? Personnel will be able to teach the students. She added that some of the programs listed are phenomenal and she has seen them first hand with her own

children. She does not want see them cut and added that she has confidence in Dr. Willett and his team to continue to educate students but would like to find a way to keep some of the programs. She added that they need to be fiscally responsible and perhaps some of the programs do need to be streamlined but Dr. Willett did an excellent job creating the budget. They need to "chew on" the information and perhaps find a balance in other aspects so that some of the programs can be put back. Mr. Holt concurred. The schools system is amazing and they are looking to Dr. Willett to show what he needs for it to continue. The proposed budget is what he presented and Mr. Holt cited statements from the document. The budget allows the district to continue its upward march. Ms. Howard-Bender commented that this assumes that the 1.87% will be agreed upon by the Town Council and there is no guarantee. The Board is dependent on the Town Council to approve it. Mr. Holt responded that before the Board worries about what is approved by the Town Council, it needs to ensure they are providing the most responsible and best budget for the students. Ms. Philbin noted that the document is a jumping off point.

Ms. Griffin inquired about the \$440K budgeted for line item 430 Facilities Maintenance and Repair Services while only \$220K was spent last year. Dr. Willett responded that he believes this is due to Birch Grove but will need to research it further.

Mr. Thompson commented that based on Board members, parents, and students repeating what their parent say, everyone comes to Tolland for the school system. He asked Dr. Willett to clarify that the 1.87% increase could not go any lower without damaging the district's population significantly. Dr. Willett concurred – he has presented what he believes to be the minimum possible budget.

Ms. Moran commented that the budget presented may maintain the district but disagrees that it is an upward march. The Board's work is about progress and she does not see this as progress but appreciates all of Dr. Willett's work. Ms. Moran added that she is scared that when things are cut like art teachers and sports that they will not be returned as this has been her experience in the past. Some items can be absorbed but she wants to see them stay competitive with things like STEAM. She is very fearful that they are unable to take the steps forward that they would like to.

H.2 Monthly Financial Report (December)

Dr. Willett reviewed attachment H.2.

The December 2019 financial report shows an available balance of \$969,596 or 2.43% of the BOE's current budget. Dr. Willett noted that they are where one would expect for this time of year.

H.3 Construction Drawings (no enclosure) – tabled

I. COMMITTEE & LIAISON REPORTS

Policy – met yesterday & discussion included producing the verbiage for policy 9190, next meeting will be held on January 22nd

Birch Grove Liaison – the old Birch Grove building is down and they will begin on the new building over the next few weeks

Town Council Liaison – a special meeting was held; the Council approved a bid waiver to purchase diesel fuel from Dime Oil

Communications – met today and reviewed historical information, various vehicles of communication, and a possible format for a school communication plan

J. CHAIRPERSON'S REPORT

Ms. Lundgren read the following:

Communication. It really is that simple and yet this challenge is something that most organizations struggle with on their paths toward success. One of the specific duties of a Board of Education is to keep the citizenry informed of the purposes, values, conditions, and needs of public education in the town. As Chair, and this Board's spokesperson, I see that duty as supremely important. Only together, can we as a town navigate the challenges that stand in the way of continuing to develop our amazing school district.

This month, I sat with the Town Council Chair, Tammy Nuccio, during Chair hours. It was awesome. Before we can responsibly speak or act, we must first listen. As I started to remove my coat, people were arriving. Members of past Boards came to offer their advice and experience. Parents and residents came to talk about their thoughts and concerns. Many felt that their issues were not being heard by the administrators and staff. I find this disheartening. Have we become so focused on specifics that we fail to see the entire student? Another parent spoke about their child who attends a different high school. Like Tolland, that school is seeing declining enrollment numbers. How do we get families to bring their children back to their home town schools? Rest assured that these questions will be a focus as we enter these next few months of strategy and budget discussions.

There....I've said that word. "Budget". While the district has held a couple of budget workshops already, we have now reached the part of the calendar where the energy and attention focused on developing the next budget intensifies immensely. This educational team is committed to providing to the Town a responsible budget that meets the needs of our total student while not unnecessarily burdening our friends and neighbors. What that number is, I don't feel like we can say yet. There is still much to be done. We must look at the budget question holistically as the giant web that it is. I have asked for various pieces of information such as an enrollment chart organized by classroom. Through these lenses, we hope to gain a better understanding of what gaps exist in fulfilling the needs of our students.

I ask that we all enter this budget process with an open mind. Please keep in mind that we as a board are seeing the Superintendent's budget tonight for the first time just as you are. We should all take the time to review the documents and ask questions. Silence will not get us to where we need to be. What we desperately will need is an understanding that can only come from combining multiple perspectives. Utilize the various methods of communication to ensure that your questions and concerns become part of the process and in turn a part of our document to the Town. Yes. Time is short, but the criticality is high.

Recently, an article appeared in the JI discussing budget goals. That article drew inaccurate conclusions from the limited information that existed. When approached by the JI reporter, I told her that there was not a budget draft to discuss yet. I requested that she send me her

questions in an email where I could answer them when the information existed. She never reached out on that subject again and the article became what it is.

I cannot stand behind anything that creates divisiveness between us. We are all in this together and it is critical that we ask our questions openly and honestly. While we have different views on the details, I firmly believe that we all have the same goal....and that is to provide our children and community the best educational opportunities possible.

K. BOARD ACTION - none

L. PUBLIC PARTICIPATION

Bob Pagoni, 27 Barbara Road, commented to Dr. Willett that not as a slight to him but he does not believe this budget is "cutting it". He knows he worked hard on it but anyone who thinks they are on an upward vector is fooling themselves or is not informed. It will be difficult for the Board to pull this together. Historically the arts are the place where they always go and what always takes the hit first. Historically when one starts "messaging around" with topic of sports there will be more parents that will go to Board meetings than in regard to any other topic. Nothing gets more attention than the cutting of a team and he predicted that a "mob scene" may show up. Mr. Pagoni added that some students go to school just for art, that is what keeps their attention. For others it is sports. If the Board cancels the three teams some children will lose interest and fall by the wayside. The JV team is difficult to get on and a child may end up not playing sports any of the four years and this could affect them for the rest of their lives.

George Ulrich, Fish and Game Road, commented that his concern is the cost. One has to look at what they want and what is critical for the schools. A lot of reductions are coming and he believes the budget is too high – they need to make more cuts. In regard to sports, this is only being "thrown out there" to "piss people off". They are looking at \$7K with a \$46M budget. This is only trying to get angry parents out to vote their way. This is why those reductions have been included. They need to get serious and reduce what needs to be reduced. Mr. Ulrich inquired as to the average size of the art classes. Could they have larger class sizes so no one misses out on art? He has heard of there being less than ten students in some THS classes. Is this something they should be looking at? Could there be a co-op where some of the students attend classes in other towns, and likewise some students in other towns attend classes in Tolland? Have they looked at all possible ways of saving money? It took years to convince the district there were too many buses. He understands people come to Tolland because they love the schools but last time he heard anyone say they came to Tolland because of the low taxes he still had "dark brown hair".

Tammy Nuccio, speaking as the Town Council Liaison, explained that the Town Council's Special Meeting was in regard to the current year's contract which included the regular projections for diesel. The Town goes out to bid and locks in a rate for diesel. This year they are below the projected number of gallons used mainly due to Birch Grove and the completion of the town garage was later than expected. The way the contracts work is that if they do not use the gallons of fuel purchased they need to be sold back at a loss. Dime will allow the town to keep the gallons and lock in their current rate. This will provide a net savings for next year. Ms. Nuccio inquired about how the Birch Grove modules are heated. It is believed that is via electricity. Thus, she would like to know if electricity has spiked and if so it will carry over into

next year and wipe out the savings of approximately \$8K. Ms. Nuccio will ask the Town Manager to send the information to the Superintendent.

Tammy Nuccio, 71 Webber Road, inquired about freshman sports. When her children were in freshman soccer they were also on the JV team and had an opportunity to play extra games, 2 if she recalls. The freshmen had a difficult time playing many games since a lot of schools Tolland plays do not have freshman teams. She inquired as to how many kids play on the freshman team and the JV team vs. those who only play on the freshman team to learn if there is a true negative impact.

Lou Luba, 1160 Tolland Stage Road, spoke as a Town resident. He understands that this is a difficult process and he appreciates the seriousness on this item. The budget significantly affects the town. Mr. Luba made some observations. It appears that approximately half to two thirds of the savings being projected are non-discretionary budget issues and cited line items: 209, 260, 359, 510, 560, 561, 608, and 624. Many items add up to \$350K-\$400K in savings that are not discretionary spending. These are issues that would occur just based on what needs to be maintained and the "ebb and flow" of such items. He would like the Board to review the reductions and how much they are discretionary vs. how much they will impact the educational standards. An outstanding level of education is being maintained.

Deirdre Goldsmith, 21 Marlboro Glade, commented that in as much as there has been a discussion as to whether the budget presented is one that they would want and feel good about, it will come down to what families think. Will they want to take their children and the tuitions that go with them and go to outplacements of their choosing? If they see things are lacking in the budget that will affect their children she believes this is what will happen. She thanked everyone for doing their job.

Kate Vallo, 80 Tolland Green, thanked everyone for all the work they do. She appreciates that Ms. Lundgren stated her intent to listen to the community. She also heard her say something about possible gaps in the school system. Ms. Vallo commented that while Dr. Willett has done an excellent job of incorporating the temperature of the community before creating a high quality budget to include necessary resources, it is an austerity budget that does not allow for the possibility of addressing existing gaps, as noted by Ms. Lundgren, in the regular education population nor does it provide for improvements in the area of enrichment. It appears some items are being lost for the general education students and nothing is be added for enrichment. She understands that the budget is designed to maintain a high quality educational system.

M. POINTS OF INFORMATION

Ms. Plourd motioned to extend the meeting past 10 p.m. Mr. Marie seconded the motion. All were in favor. Motion carried.

Dr. Willett noted that the freshman teams play ten games each. He did not reduce sports in order to get people to attend meetings and has children himself. He knows the value of freshman and JV teams. This is one of areas they can reduce with the objective of keeping the integrity of programs as best as possible. There are a series of different things like this that were reduced from a number of different areas. With a .54% budget as a three year average, a 1.46% as a five year average, and a 1.63% as a seven year average there are a lot of people in the district working very hard to provide maintenance of services when budgets over the years

have been below contractual increases. Any suggestion that they are only reducing by those items that would naturally be reduced does not make sense. Many items were reduced that do not have anything to do with the natural progression. In regard to the general population, Dr. Willett noted that they have a great school system with very responsive administrators and an outstanding staff.

Ms. Howard-Bender commented that "I think that it is a dangerous thing for us to call our Board of Education budget as a burden to our neighbors. I think that is dangerous." She added, "It is investing in our town".

Ms. Philbin inquired about the CAFE-FOIA, BOE Roles and Responsibilities presentation that was scheduled for the last meeting. Ms. Lundgren confirmed that it has been rescheduled and will take place on January 22nd.

Mr. Marie noted that someone commented that the budget is \$46M but it is closer to \$40M. Further, he thanked the public for their participation. The budget presented this evening is not the final budget and there is a lot to discuss. Ultimately, given the situation he believes they will be "choosing between the lesser of two evils". They may need to look creatively and differently at how they do things. Dr. Willett clarified that \$46M could be in reference to the Birch Grove Primary school project.

Ms. Howard-Bender noted that she was hoping that class sizes would be addressed in this budget cycle.

O. FUTURE

- Dr. Willett will create programs for the Board members
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget
- Regionalization
- Birch Grove Update
- Organization of a Vision Mission
- Setting of Graduation Date
- Community Budget Workshops
- Curriculum Committee
- Mental Health, Strategic Plan, Partnering with TPS
- Dr. Willett's school rounds/tours starting with TIS
- Presentation on process of assessing school bus stop safety
- Additional information on Birch Grove and the design review as it relates to the requirements the BOE and/or the Superintendent put forward at the outset to ensure the design will do what is needed
- Additional information on Understanding By Design
- Goal setting session
- Assigning target dates for items in this list

P. NEW BUSINESS

- **First Reading of the Policy Committee's recommendations on Policy 9190**
Mr. Holt reviewed the draft verbiage and noted that the committee would not be put in place to take the place of the professionals but to augment them. A discussion took place. It was noted that they need some clarification from the State Education Committee in regard to the statute. Further, such a committee can cause a great deal of conflict if roles are not clearly understood. Mr. Holt highlighted Policy 9010, item J, which indicates that the responsibility already exists. He explained that the verbiage they are adding is so the committee can be created and the responsibility can be delegated.

Q. ADJOURNMENT

Ms. Plourd motioned to adjourn the meeting 10:17 p.m. Ms. Besaw seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Committees

Number: 9190
Bylaws

Approved: ~~10/9/02~~
Revised: ~~11/14/12~~
Revised: ~~2/12/14~~

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems may be created by vote of the Board.
 - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special committee reports affected Board policy shall be submitted in writing.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. Standing Committees

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for board action. The following rules will govern the appointment and function of such committees which shall:

 - A. Be established through action of the Board of Education;
 - B. have their members appointed by the Board Chairperson;

- C. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
 - D. make recommendations for board action, but it may not act for the board except in those instances where authority to act has been specifically delegated to the committee by the board;
 - E. The standing committees of the Board of Education are:
 - 1. Contract Negotiations
 - 2. Policy
 - 3. Finance And Facilities
 - 4. Communications and outreach
 - 5. Curriculum
5. Contract Negotiations Committee - charged with contract negotiations with the various district bargaining units and recommending contractual amendments to the Board of Education.
- 1.0 Service on the negotiations committee
 - 1.1 Board members shall not serve on the negotiations committee if a member of their immediate family (spouse, parents, children) is a member of a Connecticut organization with whom the board negotiates or if there is an appearance of a conflict of interest.
 - 1.2 All negotiations committee members are required to disclose to the chair if their status changes in regards to section 1.1.
 - 2.0 Disclosure
 - 2.1 All board members shall disclose immediate (spouse, parents, children) family memberships in any organization with whom the board negotiates. These disclosures shall be recorded in the meeting minutes of the second meeting of the board and updated as necessary when the status changes. Board members are encouraged to withdraw themselves from contract ratification votes if a conflict of interest exists.
6. Policy Committee - charged with reviewing, developing and recommending amendments to existing policies and adopting new policies.
7. Finance and Facilities Committee - charged with reviewing fiscal, operational and facility related matters as may come to the committee from time to time.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

8. Communications and outreach committee – charged with increasing opportunities for two-way communication between the board of education and other municipal boards, commissions, and committees as well as the general public at large.
9. Curriculum committee – charged in cooperation with the Superintendent and/or her or his designee(s), with review, research, consideration, and endorsement of changes to the curriculum as well as to stay apprised of the effectiveness of current programs. Revisions made by the Board of Education standing committee would pertain to resource allocations and not the methods of planning, instruction, assessment and pedagogy. Curriculum is developed, modified, approved, and implemented by professional educational administrators and teachers employed under the direction of the Superintendent and through district/school curriculum committees and processes established by the Superintendent and his/her designees.

Legal reference: Connecticut General Statutes
1-7 through 1-21k Freedom of Information Act.

**TOLLAND BOARD OF EDUCATION
Tolland Public Library
Library Program Room
Tolland, CT 06084**

SPECIAL MEETING – January 15, 2020

Members Present: Ashley Lundgren, Christina Plourd, Jacob Marie, Kate Howard-Bender, Renie Besaw, Christina Griffin, Anthony (Tony) Holt, Karen Moran, Dana Philbin

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Principals, Supervisors and Directors

A. CALL TO ORDER-Pledge of Allegiance

The workshop was called to order at 7:02 pm

B. Superintendents Report

Presentation by the Superintendent, Walter Willett with questions, answers and discussion for FY 2021 Budget.

The public broke into three (3) rotations talking with the administrator of their choice.

C. ADJOURNMENT

The workshop was adjourned at 8:25 pm

Respectfully submitted,

Walter Willett

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Budget

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

FOR BOE MEETING: January 22, 2020

ITEM SUMMARY:

Continuation of conversation with respect to the Superintendent's Proposed Budget as the Board of Education works toward adopting a budget by February 12, 2020.

Members of the public can submit a budget question and view budget answers here:

- http://www.tolland.k12.ct.us/board_of_education/budget

Upcoming Board of Education meetings where the FY21 budget will be discussed:

- 1-28-2020: Special Meeting – Budget – Tolland Public Library Program Room – 7:30 PM
- 2-12-2020 Regular Meeting – Budget and other items – Council Chambers – Hicks Building – 7:30 PM

An additional meeting could be considered for February 6, 2020. The Superintendent makes the Board's modifications, creates the Board of Education Budget, and submits the budget to the Board of Education in the February 12, 2020 meeting. Once approved, this budget is sent to the Town Manager as per the budget calendar and Town requirements by February 13, 2020.

FINANCIAL SUMMARY:

Superintendent's Proposed Budget:

<https://drive.google.com/file/d/1d3QGarDAkHqbpgcGfQLU9zl5SNYVv6mK/view>

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Continued discussion on the budget. Consideration of adding a meeting for February 6, 2020 if so desired.

SUPPORTING MATERIALS ATTACHED:

- http://www.tolland.k12.ct.us/board_of_education/budget

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Educational Reserve Fund

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

FOR BOE MEETING: January 22, 2020

ITEM SUMMARY:

In accordance with Ordinance Number 86, Chapter 8, Section 8.2 and subject to audit confirmation of the Board of Education's available year-end balance, and the status of the unassigned General Fund - fund balance, the Town Council shall accept deposit into a non-lapsing account any unexpended funds of the prior fiscal year from the budgeted appropriation for education. This amount may not exceed one percent of the total budgeted appropriation for education for such fiscal year.

The Board of Education must provide a written request for such funds to the Town Council. This request, and the funds to be transferred, must be approved by the Board at a Board of Education meeting. The appropriation shall not be considered until the end of the third quarter (on or around March 31st) of the fiscal year. If prior to the appropriation being made, the State of Connecticut reduces and/or withholds ECS revenue in an amount greater than provided for in the Town budget, the appropriation request of the BOE may be denied in part or in whole.

Educational Reserve Funds are accounted for on the Town's general ledger and will be solely used for Board of Education capital, technology and/or unanticipated special education funding needs.

FINANCIAL SUMMARY:

The year-end balance from Exhibit A-2 of the Town of Tolland Comprehensive Annual Financial Report for Fiscal Year 2018-2019 (page 73) is \$85,113.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Motion: Move to action.

Motion: The Tolland Board of Education, pursuant to Ordinance 86, Chapter 8, hereby makes the request that the Town Council transfer the BOE audited balance of June 30, 2019, in the amount of \$85,113, into the Educational Reserve Fund.

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Graduation Date

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

FOR BOE MEETING: January 22, 2020

ITEM SUMMARY:

In accordance with Public Act 19-195 (An Act Concerning the Establishment of a Firm Graduation Date) that became effective July 1, 2019 the Tolland Board of Education can set a graduation date of June 18, 2020.

Graduation dates can now be set 180 days from the end of the year as established in the school calendar approved by the Board of Education (essentially at the beginning of a school year). Setting a graduation date earlier allows for better planning and coordination for families, groups that support graduation, and the community. At this point a firm graduation date can be set that will provide adequate time for education and assessment.

FINANCIAL SUMMARY:

A graduation date set farther in advance may help supporting groups, and the school system, firm up plans and achieve lower costs on rentals and bookings.

BOARD ATTORNEY REVIEW:

Public Act 19-195 passed on July 1, 2019.

BOE ACTION DESIRED:

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Legislative Breakfast

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

FOR BOE MEETING: January 22, 2020

ITEM SUMMARY:

The Tolland Public Schools are hosting a "Legislative Breakfast" on January 30, 2020 from 8:00 – 9:30 AM. This is being done in cooperation with CABC, as well as Ellington and Vernon Public Schools. The following message went out as a notification of the event, as well as the attached flier, and other communications

Good afternoon,

I am the Superintendent of Schools for Tolland. I am reaching out on behalf of the Connecticut Association of Boards of Education and Tolland, Ellington and Vernon public schools to cordially invite area Board of Education Members, Superintendents, Legislators, Town Officials, and School Administrators to a Legislative Breakfast on January 30th from 8:00 - 9:30 am. The breakfast will be held at Tolland High School Library, One Eagle Hill, Tolland, CT 06084.

Please join us for breakfast and conversation!

As Tolland is hosting this regional event this year, please RSVP to Jennifer Palumbo at jpalumbo@tolland.k12.ct.us or 860-870-6850 extension 1.

The event will be attended by state representatives, superintendents, town officials, and some members of federal representative's offices. It will include a musical performance by Tolland Public School students.

FINANCIAL SUMMARY:

Cost of breakfast items.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Attendance at event if able.

SUPPORTING MATERIALS ATTACHED:

Legislative Breakfast Flier

Discussion topics:

- Remove the cap on the special education Excess Cost Grant.
- Provide supports for increasing shared services.
- Strengthen the support for social and emotional learning through professional development for educators and provide resources for students, parents and community members.
- Support programs that promote the training, hiring and retention of educators from diverse backgrounds.
- Invest in programs that promote cultural competency for all educators.

Join us for

Breakfast and
Conversation -
Regional
Legislative
Breakfast

January 30
8:00-9:30 AM
Tolland High School
One Eagle Hill
Tolland, CT



RSVP to Jennifer Palumbo
jpalumbo@tolland.k12.ct.us or at 860-870-6850 extension 1.

Hosted by Connecticut Association of Boards of Education,
Tolland, Ellington and Vernon Schools

TOWN COUNCIL MINUTES
SPECIAL MEETING
COUNCIL CHAMBERS
JANUARY 6, 2020 – 6:30 P.M.

Council Members Present: Tammy Nuccio, Chair, Steven Jones, Vice-Chair, John Reagan, Lou Luba, Robert Abbate, Brenda Falusi, Kurt Schenher

Council Members Absent: None

Others Present: Michael Rosen, Town Manager, Michael Wilkinson, Director of Administrative Services

- 1) **Call to Order:** The meeting was called to order at 6:31 PM.
- 2) **New Business:** Consideration of a resolution to approve a bid waiver for the purchase of fuel oil from Dime Oil for the period of July 1, 2020 through June 30, 2021.

A question was asked about what type of heat is currently in the Birch Grove modular buildings. The Town Manager will find out.

S. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that the requirements for bidding fuel oil is hereby waived in accordance with Town Policy A-126 11D(7) and the Tolland Town Council hereby authorizes Michael Rosen to execute an agreement with Dime Oil for the purchase of fuel oil for the period of July 1, 2020 – June 30, 2021.

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

- 3) **Adjournment:** L. Luba moved to adjourn the meeting; Seconded by S. Jones at 6:43 PM. All were in favor.

Tammy Nuccio, Chair

TOWN COUNCIL MINUTES
SPECIAL MEETING
HIGHWAY GARAGE – 118 OLD POST ROAD
JANUARY 11, 2020 – 11:00 A.M.

Council Members Present: Tammy Nuccio, Chair, Steven Jones, Vice-Chair, Lou Luba, Brenda Falusi, Kurt Schenher

Council Members Absent: John Reagan, Robert Abbate

Others Present: Michael Rosen, Town Manager, Scott Lappen, Director of Public Works, Paul Russell, Public Works Operations Manager, Dennis Carr, Public Works Supervisor

- 1) **Call to Order:** The meeting was called to order at 11:00 AM.
- 2) **New Business:** A site tour was taken of the Highway Garage, the Parks Garage and South Cemetery.

Council requested that potential revisions to the cemetery policy be added to the February 11, 2020 Council meeting agenda.

- 3) **Adjournment:** S. Jones moved to adjourn the meeting; Seconded by B. Falusi at 12:40 PM. All were in favor.

Tammy Nuccio, Chair

SPECIAL MEETING MINUTES

RECEIVED FOR RECORD
TOLLAND, CT

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

2020 JAN 16 AM 11:37

Shirley M. Bailey

JANUARY 14, 2020 – 6:30 PM

Council Members Present: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Robert Abbate, Brenda Falusi; Lou Luba, John Reagan, Kurt Schenher

Council Members Absent: None

Others Present: Michael Rosen, Town Manager, Mike Wilkinson, Director of Administrative Services, Rick Conti, Town Attorney

- 1) **Call to Order:** The meeting was called to order at 6:30 PM.
- 2) **New Business:**
 - a. S. Jones motioned, seconded by B. Falusi, to go into Executive Session to discuss a Pending Litigation. The Executive Session concluded at 7:03 PM.
- 3) **Adjournment:** S. Jones motioned, seconded by B. Falusi, to adjourn at 7:05 PM.

Tammy Nuccio, Chairman

MEETING MINUTES

RECEIVED FOR RECORD
TOLLAND, CT

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

2020 JAN 16 4:10:54

Shirley M. Bailey

January 14, 2020 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Robert Abbate, Brenda Falusi, Lou Luba, John Reagan, Kurt Schenher

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Bev Bellody, Director, Human Services; Lisa Hancock, Director, Finance & Records; Jason Lawrence, Town Assessor; Nancy Dunn, Assistant Director, Human Services; Michael Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 7:10 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** A moment of silence was held.
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

Karen Moran, 50 Merlot Way, suggested that as the Town Council discusses the strategic plan that it includes, as part of this, having a facilitated community conversation. This is a good way to get the community out to talk about a lot of issues and realities in Tolland.

Sharon Boyer Lavigne, 48 Crystal Lake Road, commented that she has been grieving the loss of Ryan Chamberlain who lived on and off in her home for six years and was a son to her. She attributes his untimely death to self-medicating his mental health challenges in the only manner he knew how. As her children and his sister watched the coroner's van pull in and the staff remove his body in a body bag she prayed that this would stop. It hasn't and Tolland has lost more young people of late. Ms. Lavigne's children, ages 18, 23, and 28, have buried more of their peers than she has and she is 54. This does not include all those still struggling with mental health issues and addiction. She would like to better understand what has been done in the past to remedy such concerns and what they are currently doing.

6. **PUBLIC HEARING ITEMS** - none

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL**

Blight Committee – discussed items to help get some residents into compliance; a special meeting will be held this Thursday where a resident will speak about what is happening on his/her property

Planning & Zoning Commission – met on 01/13/20; a public hearing was held regarding a driveway and the Commission was able to help a party move forward with some stipulations; a public hearing will be held on 02/10/20 to discuss a change to a zoning regulation in regard to site work; the Commission has retained Donald J. Poland, PhD, AICP who worked on the POCD to assist them with updating some regulations at the second meeting of each month

Tourism Commission – will address helping towns near college communities work with new residents to capture tourism when families attend campus tours or are visiting students; next meeting is 01/28/20

Conservation Commission – met on 12/12/19 where the Commission established its 2020 goals, discussed its budget, planned star gazing walks, reviewed the Wanat presentation, and discussed potential site acquisitions, town management of properties, and supporting property stewards; a site walk of the Hatch property took place this past weekend; met on 01/09/20 where the Commission discussed the property around 614 Tolland Stage Road where they are looking to establish a mountain biking trail

Water Commission – met on 12/16/19; the Commission established a 1.5 meter rate for Stone Pond

Library Foundation – reviewed finances and discussed upcoming events; a statement regarding the library computers was made – in the past the Foundation and the Friends of the Library provided funds to purchase the computers in the library which was seen as an enhancement but going forward there are some concerns that since computers are now a considered a mainstay and utility that benefactors may feel that using funds for such items is inappropriate; the Foundation will receive additional funds from the Lois Barlow Cox Query Trust

CCM, Consortium of Elected Officials – Ms. Nuccio attended the meeting regarding property taxes; she will meet with the head to learn more about the Consortium and how it can benefit Tolland

Board of Education – met on 12/18/19, the Board inquired about the Commission on Substance Use Disorder and Mental Health that the Town Council is discussing – Ms. Nuccio told them that the Council would reach out to the Board once the Commission is established; THS will have a production of *Footloose*; met on 01/08/20 where the Superintendent's Proposed Budget was presented

Economic Development Commission – met on 12/18/19, the Commission reviewed its goals, discussed development at College View; Ms. Samokar is working with the Regional Economic Development Initiative to fine tune information; the Commission will move forward with a simplified version of the Business Forum; it was noted that some work needs to be done on the sewer and water hook up in regard to the car wash; discussion regarding the brewery which is looking to lease land at the former Gerber property took place

Birch Grove Building Committee – met on 01/07/20, the Committee reviewed the timeline of the project and the budget; the budget is slightly over and the Committee will meet tomorrow to review a Valued Engineering list to bring the project back under the allotted budget amount

Agriculture Commission – met on 01/06/20, the Commission reviewed the 2020 Farm to Table Dinner and discussed Campbell Farm

Parks and Recreation – the Tolland Soccer Club has a proposal to put netting behind the goals at Heron Cove where the field abuts the woods; discussed drainage issues at Cross Farms; discussed hosting a Mother's Day town wide movie; the Eagle Freeze will be held on February 22nd

7b. REPORTS OF TOWN COUNCIL LIAISONS

Board of Education – Ms. Moran noted the following upcoming meeting dates which will include budget discussions:

- Budget Workshop, January 15th, 7:00 p.m. Tolland Public Library
- Regular Meeting, January 22nd, 7:30 p.m., Council Chambers
- Special Meeting, January 28th, Tolland Public Library

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion with Jason Lawrence, Town Assessor, on the current revaluation

Mr. Lawrence reviewed the 2019 Tolland Revaluation presentation.

Highlights include the following:

- an in-house revaluation was done
 - Costs
 - average cost of full physical revaluation by a certified company (\$36/parcel, 6,500 parcels) \$234,000
 - proposed cost of an in-house revaluation \$110,956
 - project is 95% complete and \$9,000 under budget for a savings to the taxpayers of \$123,000
- letters (data questionnaires) were sent to 5,013 homeowners and 59% were returned; 155 properties required inspections
- a sales review took place; 178 sales from 10/01/18 – 10/01/19 were used in the final analysis
- a revised second assessment notice was sent to program participants (PA-490 Farm, Forest, Open Space) due to a clerical error
- assessment notices were mailed on 12/03/19 to all non-exempt properties; 75 appeals were heard and several upcoming inspections are scheduled to take place
- The revaluation is a redistribution of the tax burden. By updating real estate values based on market changes, property owners are paying their fair share of taxes based on the current value of their property. Overall the preliminary values generated a .69 overall decrease in value to the real estate portion of the grand list.
- With a .69% reduction in the grand list, the mill rate would have to increase .69% in order to raise the monies needed to fulfill the budget. Current mill rate = $36.05 \times 1.0069 = 36.30$ or .03630. It was noted that a few more variables such as personal property and motor vehicles need to be considered. The data shown is only in regard to the real estate portion.
- The current data indicates a loss of \$5.6M to the grand list due to crumbling foundation applications (58).

8.2 Consideration and action on approving 2019-2021 Town Council Goals

Mr. Rosen explained that on December 8, 2019 the eighteen goals were established.

The goals are listed by category and within rank order in their respective categories based on the December 8th meeting.

Mr. Jones motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached Town Council goals for the term 2019-2021.

Mr. Luba seconded the motion.

A discussion took place.

Ms. Nuccio proposed that the Council set up at least a quarterly review of the goals. Further, one of the goals is in regard to Sustainable CT program which has goals that are symbiotic to those of the Council. Some of the goals appear to be ones that could be completed by other boards and commissions and presented to Ms. Samokar for final paperwork and filing. Ms.

Nuccio would like to engage with boards and commissions to see what they may be able to do in this regard.

A discussion took place regarding possible logistics for such engagement. One suggestion was to have a one day symposium where all entities review the goals with an eye toward finding commonalities and determining who would be best suited to address the items. A quarterly meeting could then be held to provide updates. In conjunction with this, the public would be engaged for its input in regard to the goals' implementation and execution. This meeting would be in regard to all goals, not just those in the Sustainable CT program. Once commonality of goals has been determined entities will be asked to spearhead the respective goals and create a cohesive game plan. Another option presented was to ask boards and commissions to present their goals, review them, and then determine how the Town Council can lend its support. The Council wants to have a cohesive conversation with the boards and commissions so everyone can work together. Another option was to have Mr. Rosen identify each goal and which board or commission would have cognizance over the item. Perhaps they could work with the liaisons and/or chairs to learn where there is synergy so efforts are not duplicated.

The Council directed Mr. Rosen to send the goals to each board and commission and ask them to review and respond to Mr. Rosen and their respective liaisons with a list of goals that share commonality. Mr. Rosen noted that this is aligned with the Council's 2nd policy goal of having a collaborative environment.

All were in favor. Motion carried.

Amendments to the goals:

- **New Committees**
 1. Explore the creation of a new Commission on Disabilities standing committee.
 2. Explore the creation of a Commission on Substance Use Disorder and Mental Health standing committee, or alternatively, bolster the previously established Local Prevention Council.
 3. Explore the creation of an ad-hoc Commission on Aging.
 4. Explore the creation of an ad-hoc Civic Engagement Commission.
- **Policies, item 3**
 - o Examine the advantage of Public Private Partnerships.

Mr. Jones withdrew the motion.

Mr. Jones motioned to adopt the 2019-2021 goals as amended.

Mr. Luba seconded the motion.

All were in favor. Motion carried.

- 8.3 Discussion with the Local Prevention Council (LPC) on what services they offer and how they compare to a Commission on Substance Abuse**
Ms. Nuccio modified "Substance Abuse" to "Substance Use Disorder".

Mr. Rosen explained that this item is in relation to one of the Council's goals of creating a commission on Substance Use Disorder and to learn what the Local Prevention Council (LPC), an existing Tolland committee (comprised of town staff, the Board of Education, faith based organizations, public safety, and others) offers in way of substance use disorder, suicide, and mental health.

Ms. Dunn explained that the LPC receives an annual grant in the amount of \$3,907.40. The overall goal is to increase public awareness of the prevention of substance use disorders and mental health promotion in the context of overall health and wellness. It is not treatment. It is for educational purposes. Ms. Dunn reviewed a list of the members of LPC. She explained that the LPC focuses on providing substance-free activities and information dissemination.

Ms. Dunn noted that regional activities have greater attendance.

The primary things done by the LPC (2017-2019) include the following:

- Education
 - Regional Opioid Conference/Resource Fair
 - Regional Opioid Workgroup
 - Courageous Conversations
 - Peace at Home Parenting Subscription
 - Hidden in Plain Sight presentation
 - Human Trafficking Awareness
 - Opioid Misuse presentation
 - Suicide: What We Know & What Can Help
- Positive Youth Development
 - Coffee House Series
 - Summer Musical Theater Program

Additional collaborative programs/trainings in the planning stages include:

- QPR (Question, Persuade, Refer) or safeTALK (suicide awareness for everyone/ Talk, Ask, Listen, KeepSafe)
- Mental Health First Aid Training
- NAMI Family to Family

Mr. Abbate thanked Ms. Dunn for the update on what is available. Mr. Reagan added that this is specifically his goal and noted his background. He commended Ms. Dunn on everything that they are doing for the community and added that he is very sorry to hear stories like the one presented by Ms. Lavigne. As a Councilperson he would like to know what they can do to reach out to those who need help. If he as a Councilperson can get one person into recovery because of something he did he will consider his time on the Council well spent.

Ms. Bellody explained that with Nancy they are a staff of one in this discipline. They try their best and Ms. Dunn puts in a lot of hours. It is challenging and they would like to do more.

Ms. Nuccio explained that Ms. Dunn is doing a stellar job. The BOE is looking at the Strategic Prevention Framework program and faith-based organizations, public safety, and Resident Trooper Eklund, are doing great things as well. The intent is to bring everyone together to discuss what everyone is doing to learn how the Council can support and/or augment them and assist with communication. Ms. Dunn explained that it is difficult to measure success. While they may not have prevented a suicide they may have helped provide wellness, good mental health, and a good path forward for individuals. The most important thing for kids and adults who are struggling is to have a connection, to have hope.

Ms. Falusi noted that on the LPC a number of different communities overlap. The Council would like to know how it can enhance, assist, and support the LPC. She added that there have been many success stories. Perhaps one way is to help the LPC communicate its

program and outreach. Ms. Dunn added that sometimes when people come in for services such as the food bank or fuel assistance they learn that additional help is needed.

Ms. Bellody explained that they have limited resources including staff time. They do the best they can with what they have but perhaps the community could be engaged for volunteers. Mr. Luba commented that he understands the frustration in trying to determine what works best. All communities feel this way. It is an elusive issue and is not something they can do alone. They need to look to volunteers in the community. Mr. Reagan added that the right people are involved with the LPC. The LPC meetings are open to the public and all are welcome to get involved, including students. It is a difficult problem but forming a committee would provide a starting point for discussions to see how the Town Council can provide support.

Ms. Moran noted that the anonymous ERASE survey has been administered to middle and high school students in the past, most recently in 2014, but was cut from state funding. Dr. Willett is working with UConn to create a survey for Tolland entitled, "The Substance Use and Risk Behaviors Assessment". It is scheduled to be implemented in the spring. Additionally, one of the Board's goals is to engage in the Strategic Prevention Framework from the Substance Abuse and Mental Health Services Administration and this is something that could spill over into the community. The community should be part of this. Ms. Moran explained that it is difficult to get kids involved. Dr. Willett regularly speaks with the Student Council which is planning a Mental Health Week. The community needs to decide what it is going to support in terms of resources for kids, families, and the community as a whole. Ms. Moran noted that she hates to say this during budget time but that it is reality. Ms. Moran added that they had a group get together a few times that worked on mission, vision, and goals as well as forming a coalition and is perhaps something to revisit.

Ms. Nuccio explained that if what they are doing in the schools is working then it is something they would like to push out to the entire community. One issue is that what students hear in school is not necessarily what parents hear at home. What parents hear from one entity may not be what they hear from another. Further, people in town who are not school age need to know what resources are available. The information needs to be disseminated in a way that is easy to understand by those who need it. They need to be cognizant of the voices of the people this affects.

Ms. Dunn noted that one of the pieces critical for grant applications is the follow on of the 2010 and 2014 ERASE surveys. It is recommended that the pulse be taken every 4 years and she is hopeful that the survey being created by UConn will be available in the spring.

Mr. Jones recommended surveying students and families after events to learn the effectiveness of the programs and get feedback.

The next LPC meeting is tomorrow at 12:30 p.m. in Town Hall, Conference Room B. They meet about five times per year and sometimes more often to plan events.

8.4 Discussion on Regional Performance Incentive Program and Grant application

Mr. Rosen explained that this is on this evening's agenda because there is an opportunity for Tolland to engage in a grant application through CROC of which he, as well as other town staff, is a member. This grant is the Regional Performance Incentive Program (RPIP). The grant funding which is being offered through the Office of Policy and Management, through which CROC is applying for the grant, is focusing on various regional initiatives. Some of these line

up with the Council's goals. They are accepting grants under two categories that are pertinent to Tolland:

- CRCOG Region-wide Planimetric Data
- School-Municipal Back Office Consolidation Cost Benefit Analyses and Implementation Plans
 - This would require a 20% town match.
 - This program would develop a Cost Benefit Analysis and an Implementation Plan for the participating towns. It would be conducted by a professional consultant who would be chosen by a request for proposals process. Any community that is awarded the grant will have a representative on the selection panel for the RFP.

This is a competitive grant and Mr. Rosen believes they should submit an application.

Mr. Rosen will forward the information to Dr. Willett who will disseminate it to the BOE's Finance and Facilities Committee.

This item will be listed on the Council's next agenda under Old Business.

8.5 Appointments to vacancies on various municipal boards/commissions

8.5.a. Reappointment to Tolland Water Commission

8.5.b. Appointment to Library Advisory Board

Amendment: Appointment to the Inland Wetlands Commission

Mr. Jones motioned to reappoint Tom Rallo to the Tolland Water Commission for a term of 01/31/20 – 01/31/24, to appoint Cathy Wilcox to the Library Advisory Board for a term of 11/06/19 – 11/08/23, and to appoint Bob Ross to the Inland Wetlands Commission for a term of 01/14/2020 – 11/03/2021. Mr. Ross will transition from an alternate to a member.

Mr. Abbate seconded the motion.
All were in favor. Motion carried.

The Council thanked all those who volunteer and those who will submit requests to do so.

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)

- 2020 Census Complete Count Committee is up and running; the first meeting was January 9th; information is available via a link on the front page of <https://www.tolland.org/>; the next meeting is January 28th at 2 p.m. and is open to the public
- January 10th, Mr. Rosen and Chief Littell participated in the CT Small Towns Emergency Management Workshop
- January 15th, Mr. Rosen will represent Tolland at the Region III Drill; the 2019 Emergency Planning and Preparedness Initiative; hosted by the CT Division of Emergency Management and Homeland Security; a cyber security portion will be included as well
- January 15th, Birch Grove Building Committee Special Meeting
- January 16th, Health District Meeting; Coventry

- January 18th, 9 a.m., site walk of the fire departments (Council members should bring their red fire book), equipment and other assets will be reviewed
- January 28th, Town Council Meeting, executive session will be held at 6:30 p.m.
- Over the next two weeks Mr. Rosen will have individual budget meetings with each of the town's department heads regarding the operating budget
- January 13th, CT Foundations Solutions Indemnity Company (CFSIC) opened its doors for new applications for the pending category for people with crumbling foundations; all claims submitted prior to this date have exhausted all known available revenue; February 29th is the deadline for submissions; CFSIC will make a further announcement on this subject on February 13th; a link will be posted on the town website; region wide 130 applications have already been submitted

The following items were noted:

- Ms. Nuccio welcomed Ms. Ann Furey, the executive secretary for Public Works.
- Ms. Nuccio thanked Ms. Dunn for the Care and Share Holiday Program.
- Human Services has a finalist candidate identified for the open position.
- CT Energy Assistance had 109 applications. Mr. Rosen will research if the program is still open.
- Ms. Nuccio extended the Council's thanks to the Fire Department for the Christmas Tour and their work on the Toy Drive.
- In regard to Public Works, the Council toured the garage this weekend. One reason for the new garage was due to the 1.5 hours it took to get the trucks in/out of the bays at beginning/end of the days. How will the new efficiencies be seen in the budget? Additionally, the wash bay will save time but more importantly three years on the trucks by reducing damage. In turn, have any assumptions in the capital plan been adjusted? Mr. Rosen will research this.
- The Building Report Summary mentions \$20,742,617.40 in year to date construction value which is significantly higher than last year. What is driving this? Ms. Rosen will research this item.
- Resident Trooper Eklund will be in attendance at the next meeting to provide a report and offer information. An e-blast communicating this to the Town will be sent.

11. ADOPTION OF MINUTES

- 11.1 December 8, 2019 Special Meeting Minutes
- 11.2 December 10, 2019 Regular Meeting Minutes
- 11.3 January 6, 2020 Special Meeting Minutes

Mr. Jones motioned to adopt the minutes from the December 10th regular meeting with an amendment to reflect the correct date on the Rules of Procedure to be December 10, 2019.

Mr. Luba seconded the motion.

All were in favor. Motion carried.

Mr. Jones motioned to adopt the December 8th Special Meeting minutes and the January 6th Special Meeting minutes.

Ms. Falusi seconded the motion.

All were in favor. Motion carried.

12. CORRESPONDENCE TO COUNCIL

- e-mail requesting that the Council consider flying the rainbow flag for Pride Month in June

- e-mail discussing the budget and what the resident has read in the paper and heard at meetings
- e-mail requesting an additional pick up for recycling the week after Christmas
- two e-mails from residents discussing information for the commission on disabilities
- e-mail notifying the Council that the resident is interested in volunteering on the commission on disabilities if one is established
- e-mails regarding updates on their wells; these were forwarded to Mr. Rosen and Mr. Wilkinson who responded

13. CHAIRPERSON'S REPORT

- January 2nd, Chair Hour was well attended; Ms. Nuccio thanked BOE Chair Ms. Lundgren for attending; discussions took place on topics including contaminated wells and inland wetlands
- January 15th, Board of Education Community Budget Workshop, Tolland Public Library Program Room
- January 22nd, Board of Education meeting including discussions on budget
- January 28th, Board of Education meeting to discuss the budget, Tolland Public Library Program Room
- January 20th, Town Offices will be closed in observance of Martin Luther King Day
- Town Council recently did a site tour with DPW including visits to the cemeteries; in a future meeting they will discuss the current Cemetery Policy at the request of a citizen and solicit feedback as necessary
- January 22nd, Tolland Tykes Preschool Open House
- January 28th, Town Council Meeting, includes information from Resident Trooper Eklund and a review of the CAFR
- February 22nd, Eagle Freeze, Crandall's Pond, \$25 entry fee, all funds go toward equipment for Tolland Rec and the Tolland Fire Department

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Ms. Nuccio commented that the town does not have a flag policy and she will talk to Mr. Rosen about having a discussion on flag policy on a future agenda.
- The 2020 recycling schedule is available online at https://www.tolland.org/sites/tollandct/files/uploads/2020_recycling_schedule_0.pdf.
- Mr. Luba asked Mr. Rosen to examine the SRO and moving it from the Board of Education and putting it under the Resident State Trooper direction. Other schools have the SRO under law enforcement and not the board of education. Mr. Luba would like Mr. Rosen to discuss this with Dr. Willett and have it brought up to the Board of Education for a discussion. Mr. Luba believes the SRO should be transferred out of the Board of Education budget and be part of the Resident State Trooper program.
- Mr. Jones noted that the Library Foundation wanted to be sure that the Council is aware that their mission is to support purchases and programs that enhance and not replace what the town budget should cover. If they are making purchases that not enhancements they could be at risk for legal action or losing potential benefactors due to misappropriating funds.

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

Karen Moran, 50 Merlot Way, noted that she sent an e-mail to the previous town council regarding post-holiday pick up.

George Ulrich, Fish and Game Road, commented that there are a lot of reasons why there will be less taxes this year including foundations. His concern is Tolland doing about new business. They have to look at things people still use. Other towns have new Cumberland Farms with big buildings and inventories. Every

other town has at least one drugstore – big buildings with large inventories. Another example is Cracker Barrel. Tolland has a highway going through town and it should be used. New Jersey has buildings for gas and multiple fast food outlets – why doesn't Tolland have one? Why doesn't Tolland have a motel? Tolland should use the resources it has, specifically the interstate. Regular businesses are not going to come to Tolland. Further, he inquired if Tolland has someone who goes out to encourage businesses to come to Tolland. *Mr. Rosen responded that the latter is a relatively new concept that the Council is looking into – specifically hiring a brokerage firm.* People go to UConn daily and drive through town. Mr. Ulrich recommends giving them a reason to stop.

Sharon Boyer Lavigne, 48 Crystal Lake Road, inquired as to what the next step is. She is unable to attend tomorrow's LPC meeting. They are ready to work and do not know where to place their energies. *Ms. Nuccio commented that this is the Council's first conversation on this item. It is one of their goals and they will work to try to find a format to bring all of this together. The Council is still learning about resources and will formulate something.* Ms. Lavigne inquired if they should be looking for funding or free programs. *Ms. Nuccio encouraged her to send any information to the Council.*

16. ADJOURNMENT

Mr. Jones motioned to adjourn the meeting at 9:38 p.m. Ms. Falusi seconded the motion. All were in favor. None opposed.

Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk

Town of Tolland, CT Town Council Goals – 2019-2021

Community Events

1. Support and encourage robust seasonal events by working with the appropriate boards and committees.

Economic Development

1. Implement an economic development strategy for Tolland, including pursuit of a brokerage firm for the Route 195 corridor to attract new businesses through common branding.
2. Ensure tourism for the Town is kept healthy, and that our business directory is kept as updated as possible.

Financial Goals

1. Develop a 5-year financial operating plan for the Town, including best guess estimates of future revenues and expenditures.
2. Achieve cost savings and operational efficiencies by considering the implementation of a Shared Services Committee between the Town Council and the Board of Education.
3. Present the budget and actuals documentation in a more meaningful and/or interactive way to the public.

Policies

1. Support the implementation of the Town's recently updated Plan of Conservation and Development.
2. Continue to foster a collaborative environment with other boards and commissions, and implement a Strategic Plan of Town and Town boards reporting to the Town Council.
3. Examine the advantage of Public Private Partnerships.
4. Continue Tolland's membership with the Sustainable CT program.
5. Encourage Town entities to increase their social media presence.

Infrastructure

1. Bring several key initiatives to successful resolution, including the Birch Grove Primary School construction completion.
2. Advocate for those affected by Crumbling Foundations and salt contamination in wells.
3. Enhance communications with residents, and make information readily available to the public.

New Committees

1. Explore the creation of a new Commission on Disabilities standing committee.
2. Explore the creation of a Commission on Substance Use Disorder and Mental Health standing committee, or alternatively, bolster the previously established Local Prevention Council.
3. Explore the creation of an ad-hoc Commission on Aging.
4. Explore the creation of an ad-hoc Civic Engagement Commission.

Approved at the 01/14/2020 Town Council meeting.