TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Conference Room A
Tolland, CT 06084

REGULAR MEETING 7:30 – 10:00 P.M.

AGENDA
July 23, 2014

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

- Regular Meeting – July 9, 2014

C. PUBLIC PARTICIPATION (2 minute limit)
The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVE REPORT

F. SUPERINTENDENT'S REPORT

F.1 Tolland Public Schools - Facility Utilization Study
F.2 Board Policy and Administrative Regulation #1000, Community Engagement Administrative Regulation #5140, Student Use of District Computer System and Internet Safety

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Meeting - July 8, 2014

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – July 9, 2014

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

Administrators Present: Mr. William Guzman, Superintendent of Schools; Mrs. Jane Neel, Business Manager

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
The meeting was called to order at 7:33 P.M. The Pledge of Allegiance was recited.
Ms. Gorsky motioned to add the introduction of the superintendent candidate to the first item on the agenda. Mr. Doyle seconded the motion. All were in favor. Motion carried.

A.1. Introduction of Superintendent Candidate
Dr. McDowell introduced himself. He is from Westfield, MA and held superintendent positions in VT, CT, and MA before retiring in 2007. He has served twice as an interim superintendent in two CT towns since his retirement. He has been married for 46 years, has a large family, and described some of his hobbies. He is looking forward, if chosen, to working with everyone and getting the district through the transition and thanked the Board for inviting him this evening.

B. APPROVAL OF MINUTES – June 25, 2014 – Regular Meeting
Under item H.1, 1st paragraph, 3rd sentence should read, "Mr. Doyle, Ms. Moran, and Ms. Gorsky have interviewed two candidates at the Board's request.
Throughout the document, Dr. Tim McDowell should be Dr. Thomas McDowell.
Mr. Clark motioned to accept the minutes of the June 25, 2014 meeting as corrected. Ms. Moran seconded the motion. Mr. Adlerstein, Mr. Doyle, Ms. Gorsky, Ms. Moran, Mr. Clark, and Mr. Frattaroli were in favor. Mr. Sce abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) - none

D. POINTS OF INFORMATION
Ms. Gorsky noted that there has not been any correspondence since the last meeting.

E. STUDENT REPRESENTATIVE REPORT - none

F. SUPERINTENDENT'S REPORT

F.1. All Hazards School Security and Safety Plan Standards
Mr. Guzman referenced the attachment. The standards were developed as part of Public Act 13-3. Each school in the district is required to have an emergency planning committee. The administration recommends that the Board grant the Town of Tolland Director of Public Safety (John Littell) the authority and support necessary to develop school emergency and operations programs and plans and to implement the policies and decisions of the Board of Education relating to emergency management. Chief

Littell served on the state planning committee that developed the safety plan standards. The recommendation is to adopt the resolution appointing him as having the authority to develop school emergency programs as stated.

Mr. Doyle would like the information that comes from the emergency planning committee meetings sent to the Finance and Facilities Committee. He asked if Mr. Guzman has spoken with the building leaders (principals) and determined their comfort levels with this. Mr. Guzman responded that he has spoken with them regarding having safety committees as well as the make-up of the committees. The emergency planning committees are in place and the principals are aware of the demands of Public Act 13-3.

Mr. Guzman explained that the plan is to hold the initial emergency planning committee meeting in September. Mr. Adlerstein noted that with all initiatives, he looks for the leader to have a team and a plan. Further, initiatives should have a steering team. In this case, the steering team would be the Finance and Facilities Committee. He requested that Chief Littell have a team in place for support as well as a plan with a timeframe before school starts. Mr. Guzman explained that a plan needs to be in place by September and this will be Chief Littell's responsibility. Once complete, it can be presented to the Finance and Facilities Committee. Eventually, the plan needs to be accepted and disseminated through the four schools. Mr. Adlerstein requested that Chief Littell attend the next Finance and Facilities Committee meeting so he can assess where he is at and what needs to happen to support and reach the outcomes specified in the F.1 attachment.

Mr. Doyle noted that should this be moved to action and approved this evening as the Chair of the Finance and Facilities Committee, he would like to reach out to Chief Littell and share the charter process with him and learn when he would like to come before the Committee to discuss items that need to be vetted and acted upon by September to ensure the statutory requirement is met. A brief discussion took place.

Mr. Clark motioned to move item F.1 to item I.2. Mr. Doyle seconded the motion. All were in favor. Motion carried.

G. COMMITTEE & LIAISON REPORTS

There are many projects throughout the committees and each committee is a steering team for their respective projects. Mr. Adlerstein reviewed the projects assigned to each committee. Mr. Guzman provided some updates. The SRO operational guidelines are currently at the State Police Commissioner's level awaiting input. In regard to the dugouts, three quotes were received that were much less than the original bids. The district is in the process of awarding the contract based on the quotes. In regard to all-day kindergarten, Mr. Swanson provided a report today to the Policy Committee with information on where the staff is with the curriculum, materials, the movement of classrooms, and further information regarding the 9 requests for a half-day kindergarten program.

Policy

Ms. Gorsky reviewed today's meeting with Mr. Swanson regarding all-day kindergarten. To date, 159 children have been registered out of the 175 packets that were sent out. The all-day

curriculum is going well and the screening of children is being moved to the beginning of the school year rather than being held during the summer.

The Committee reviewed acceptable computer use as well as web filtering in addition to fundraising policies. Further, a new community engagement policy was established to define the role of the Communication Committee. The Policy Committee's next meeting will be on August 6th.

Mr. Adlerstein reviewed the Committee's projects which include expanding the internship program, looking at creating a regional special education program, all-day kindergarten, making time for professional development and reducing substitute costs, and looking at curriculum.

Finance and Facilities

Mr. Adlerstein reviewed the Committee's projects. These include transportation, technology, facility study recommendations, implementation of the SRO program, rebuilding the dugouts, the Honeywell project, and the 3-year budget preparation.

Mr. Doyle noted that the Committee spoke about safety and he will schedule a follow-up meeting after he speaks with Chief Littell. The meeting will include discussing the operational guidelines and implications with the SRO program. He also noted that the Committee is very actively working on a plan to improve technology.

Mr. Guzman explained that DRA presented a draft of the executive summary and proposed three options. Based on input by the Committee, DRA is making some changes and will present its report at the July 23rd Board meeting.

Communications

Mr. Adlerstein reviewed the Committee's projects which include improving the website, evolution of the TMS Volunteer Day, and the Community Conversations grant.

Ms. Moran noted that the Committee is working on the memo regarding informing parents of the SRO. This will be sent in August with other information. The volunteer day has evolved to the painting of the cafeteria and teachers' lounge at TMS. Mr. Adlerstein added that this is being steered by the Shared Services Committee. A discussion of other possible projects at TMS took place. Ms. Moran noted that Ms. Diane Clokey is assisting with the Community Conversations grant and the website task force will meet on July 14th.

Shared Services

Mr. Adlerstein noted that the focus was on the TMS spruce-up project.

Town Council

Ms. Moran noted that the Council approved the appropriation for equipment and projects which include the TIS façade project. Mr. Guzman added that the bids have come in and they are checking references.

H. CHAIRPERSON'S REPORT

H.1. Interim Superintendent Discussion

Mr. Gagliarducci was in attendance and provided an update on the superintendent search. He is two thirds of the way through the process and is still gathering applications. He will present the Search Committee with the leadership profile based on data gathered from focus groups and surveys.

In regard to the interim superintendent, it was noted that a brief meeting was held in executive session. Mr. Doyle motioned to move item H.1 to item I.3. Mr. Clark seconded the motion. All were in favor. Motion carried.

I. BOARD ACTION

I.1 Girls Lacrosse Team - Proposal

Mr. Guzman reviewed the proposal and a discussion took place. Mr. Pat Cox explained that 27 played on a JV, freshman level this past year. He is concerned that there will be 15-16 juniors next year and that is no longer JV level. He is projecting 31-32 players next year (2014/15). In turn, the 2015/16 year can have a viable JV/varsity program. For 2014/15, he can piece together a modified JV program in conjunction with the varsity program. He will ask if the varsity coach would be able to coach JV as well. The only additional cost would be to pay for an official at JV home games. Mr. Sce asked if this sport was taking students away from other programs. Mr. Cox responded that it has.

Mr. Doyle motioned to establish the Tolland High School Lacrosse Girls Program for 2014/15 and accept the proposal as presented. Ms. Gorsky seconded the motion. Mr. Doyle withdrew the motion. Ms. Gorsky withdrew the second.

Mr. Doyle motioned to approve the proposal as presented to establish the Tolland High School Girls Lacrosse program for fiscal year 2014/15. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

I.2. All Hazards School Security and Safety Plan Standards

Mr. Doyle motioned to grant the Town of Tolland Director of Public Safety the authority and support necessary to develop the school emergency and operations programs and plans and implement the policies and decisions of the Board of Education relating to emergency management. The Director of Public Safety shall be considered the School District's Emergency Management Coordinator working in conjunction with the School Superintendent of his/her designee. Mr. Sce seconded the motion. All were in favor. Motion carried.

I.3. Interim Superintendent Candidate

Mr. Doyle motioned to direct the Board Chair to reach out to Dr. Thomas McDowell to negotiate an agreement on behalf of the Board of Education to become the interim superintendent while the Board does its superintendent search and ongoing process. Mr. Clark seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Mr. Sce noted that in today's Hartford Courant, there was an article on Manchester's decision to modify and reorganize their schools.

Mr. Doyle added that there has been similar information in the news regarding Glastonbury. Its Board ties the trigger to a specific enrollment number rather than a date.

L. CORRESPONDENCE

- Town Council Meeting - June 24, 2014

M. FUTURE AGENDA ITEMS

- DRA report
- Policy on community engagement
- Changes to administrative regulations regarding student use of computers
- Paraprofessional Contract (when available)
- Study results (when available)
- NEASC report (when available)

N. ADJOURNMENT

Mr. Clark motioned to adjourn the meeting at 9:06 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

TO: **Members of the Board of Education**

FROM: **William D. Guzman**

DATE: **July 23, 2014**

SUBJECT: **Tolland Public Schools - Facility Utilization Study**

Enclosed are the presentation materials from Drummey Rosane Anderson (DRA) Architects relative to the Tolland Public Schools Facility Utilization Study. Also enclosed is Chapter 2, Existing Condition Analysis, which provides background information pertinent to the slide presentation. Mr. Jim Barrett, principal architect and Mr. Paul Moore, associate architect, will present at the Board of Education meeting and answer questions about the Utilization Study.

WDG:jp

Facility Utilization Study

Tolland Public Schools

Town of Tolland

D·R·A

Michael Zuba, AICP
Milone and MacBroom

James Barrett, AIA, LEED
principal in charge
community outreach advocate

Paul Moore, AIA
educational planner

Tracy Brennan-Spaulding
Leach Cost Consulting

David Dickson, ASLA
Milone and MacBroom

Doug Lajoie, PE
CES Consulting Engineers

Project Team

School District Resources

ELEMENTARY SCHOOL
Birch Grove ES
Built 1999 / 2003 Renovation
72,949 sf;
Grades PK-2; 522 Students

INTERMEDIATE SCHOOL
Tolland Intermediate
Built 1971 / 1974 Renovation
109,126 sf; 8 Portable CRs
Grades 3-5; 617 Students

MIDDLE SCHOOL
Tolland Middle School
Built 1966 / 1983 Renovation
136,531 sf;; 2 Portable CRs
Grades 6-8; 688 Students

HIGH SCHOOL
Tolland High School
Built 2006
230,000 sf;
Grades 9 – 12; 848 Students

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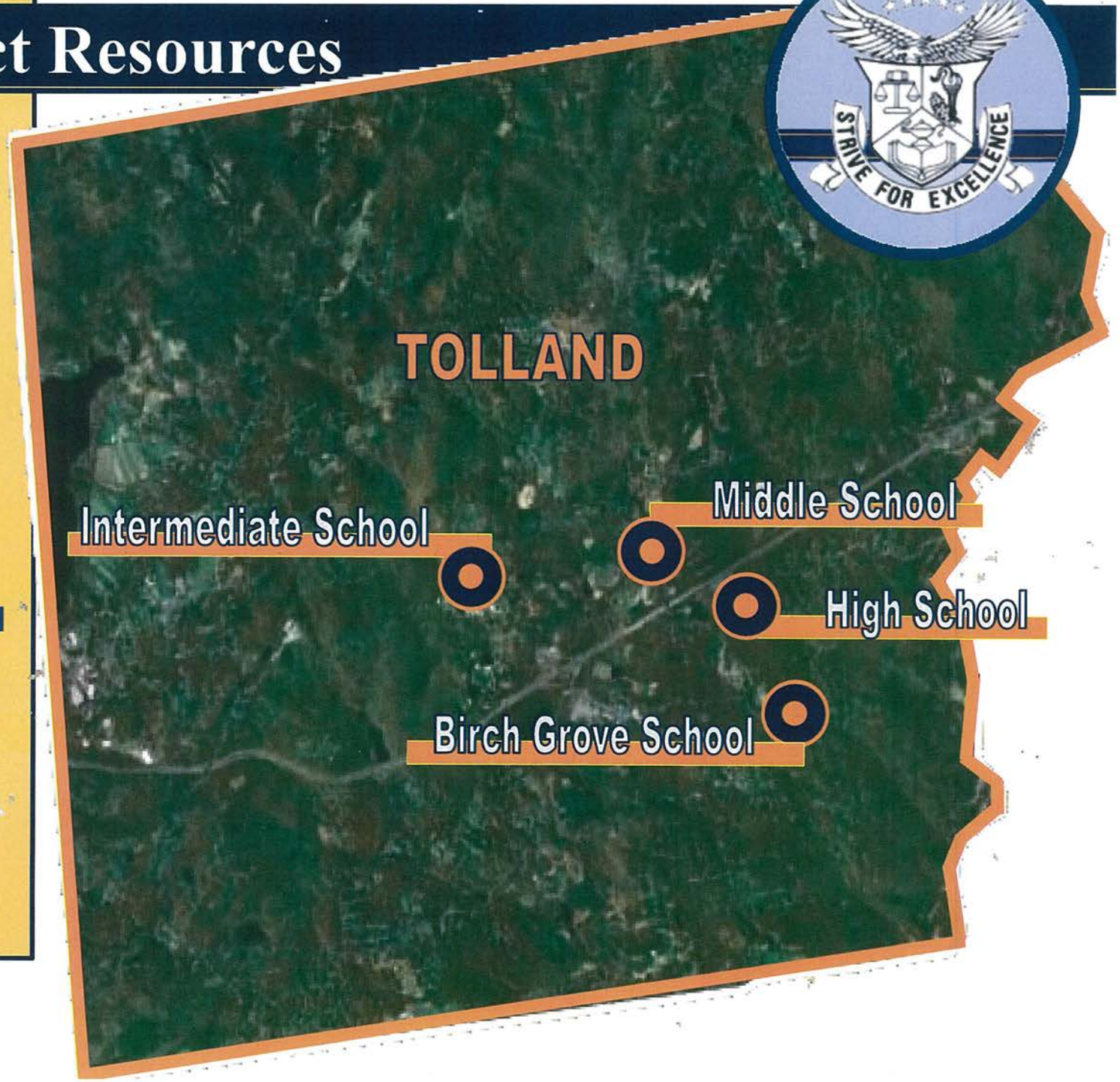
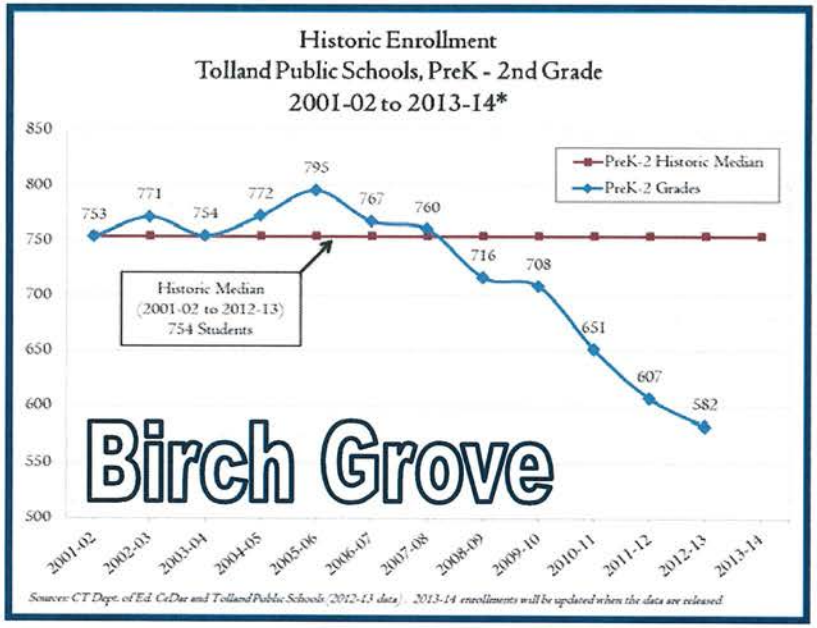
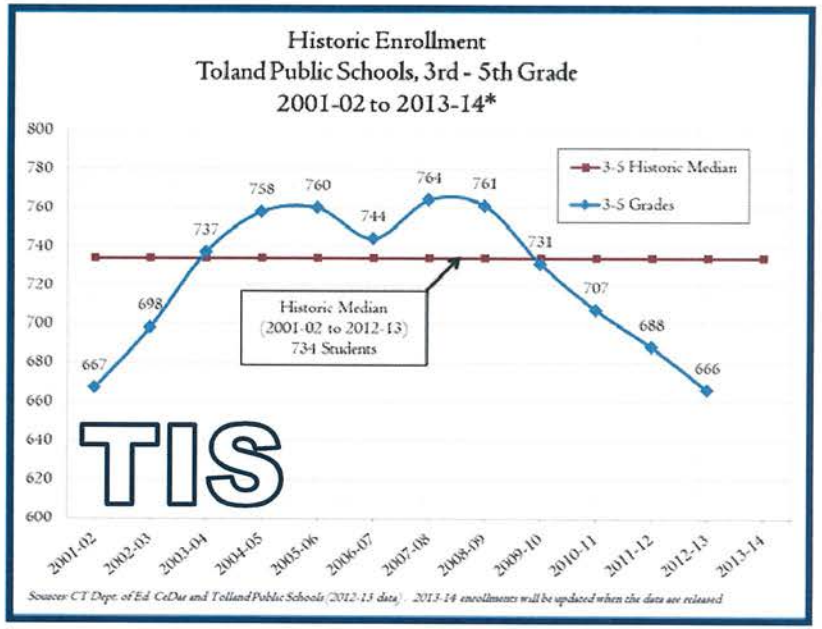


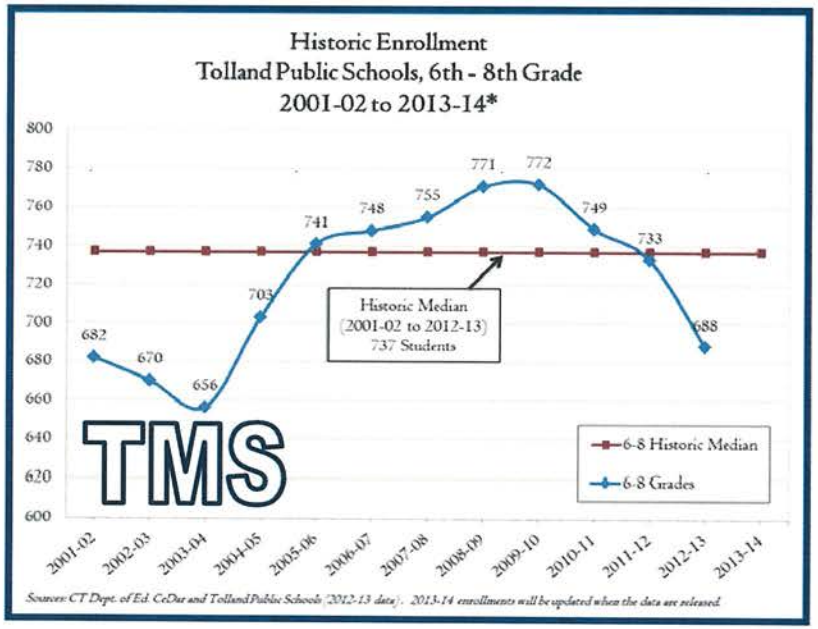
CRITICAL ISSUES

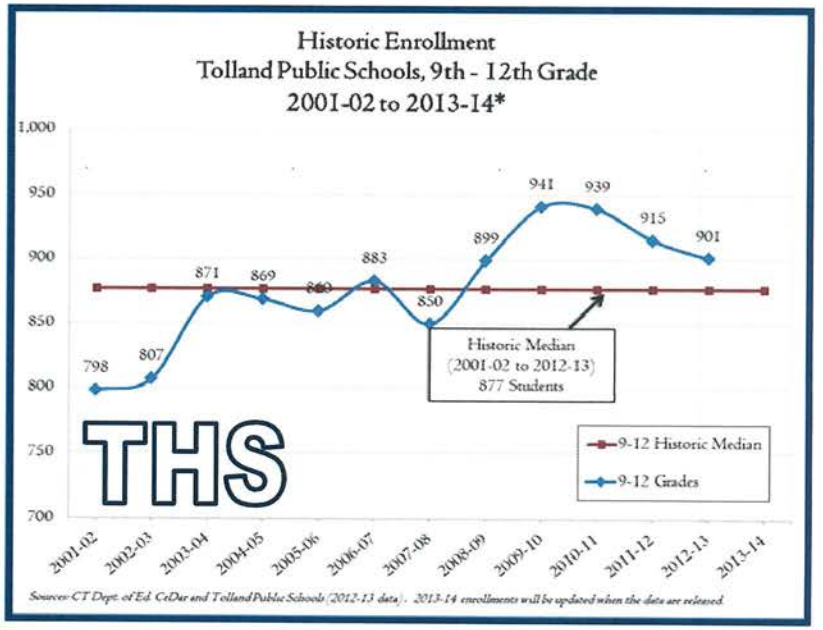
1. Declining enrollments are coming
2. Higher maintenance costs may be expected for older buildings
3. Schools will have excess space
4. State reimbursement is available
5. A long range plan is needed

Tolland Enrollments BY SCHOOL



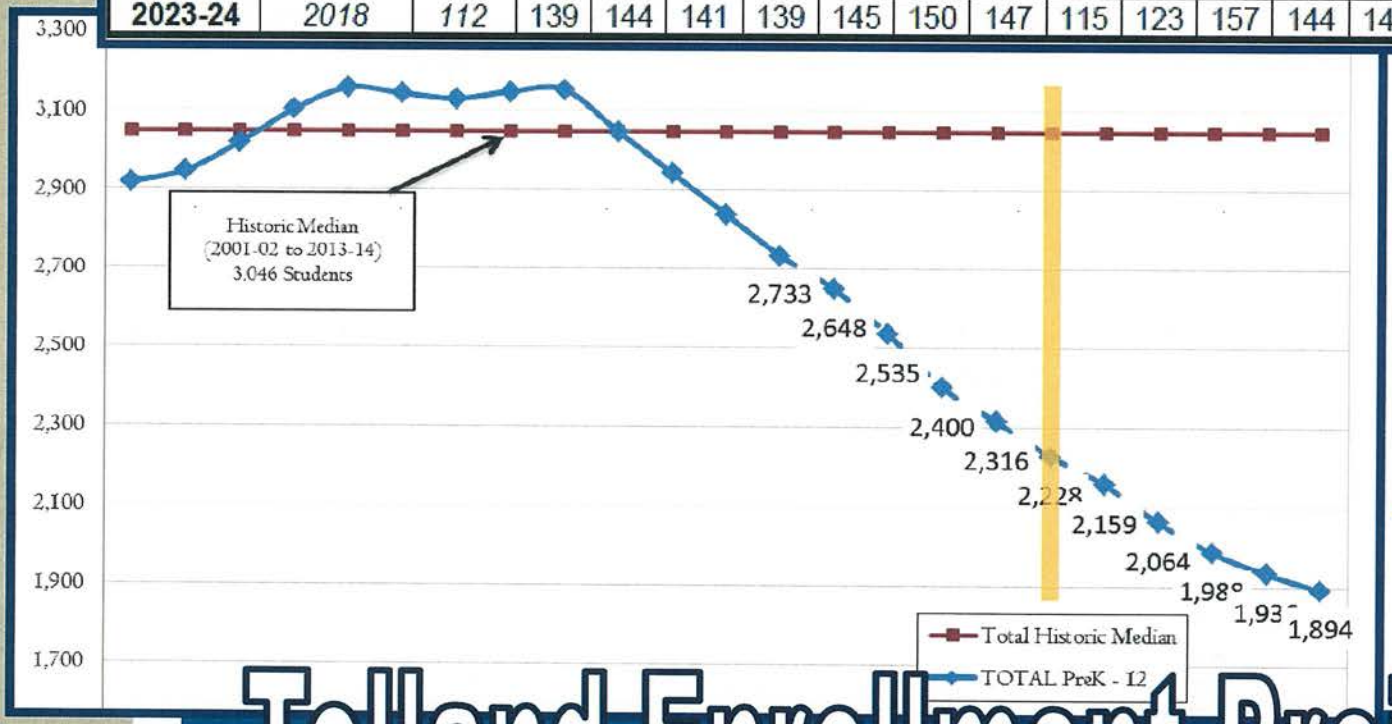






Tolland Enrollment Projections by Grade (2014-15 to 2021-22)

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	PK-12th Total	PK-12th Percent Change
2014-15	2009	138	171	168	172	184	191	203	221	239	210	216	199	222	204	48	2,648	-3.1%
2015-16	2010	99	123	177	171	172	183	189	200	220	234	192	208	202	215	48	2,535	-4.3%
2016-17	2011	91	113	127	179	170	172	181	187	200	216	215	185	211	196	48	2,400	-5.3%
2017-18	2012	116	144	117	129	179	170	170	179	186	197	198	207	188	204	48	2,316	-3.5%
2018-19	*2013*	117	146	149	118	128	179	168	168	179	183	180	191	210	182	48	2,228	-3.8%
2019-20	*2014*	*112*	139	150	151	118	128	177	166	168	176	168	173	193	203	48	2,159	-3.1%
2020-21	*2015*	*107*	133	144	153	150	118	127	175	166	165	161	161	176	187	48	2,064	-4.4%
2021-22	*2016*	*109*	135	137	146	152	150	117	125	175	163	151	155	164	170	48	1,988	-3.7%
2022-23	*2017*	*112*	139	139	139	146	152	149	115	125	171	149	145	157	158	49	1,936	-2.6%
2023-24	*2018*	*112*	139	144	141	139	145	150	147	115	123	157	144	147	152	50	1,894	-2.1%



Test Options using enrollments at 2018-19

Tolland Enrollment Projections

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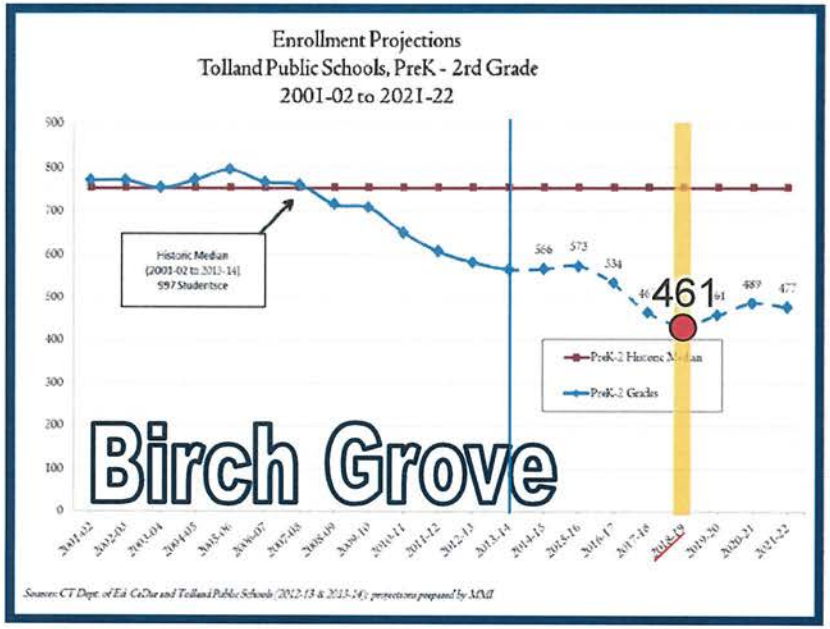
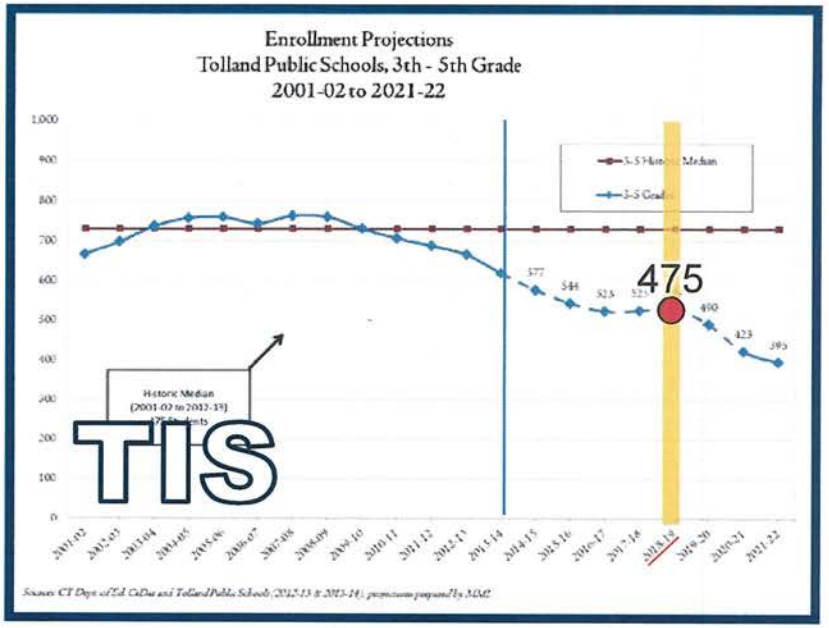
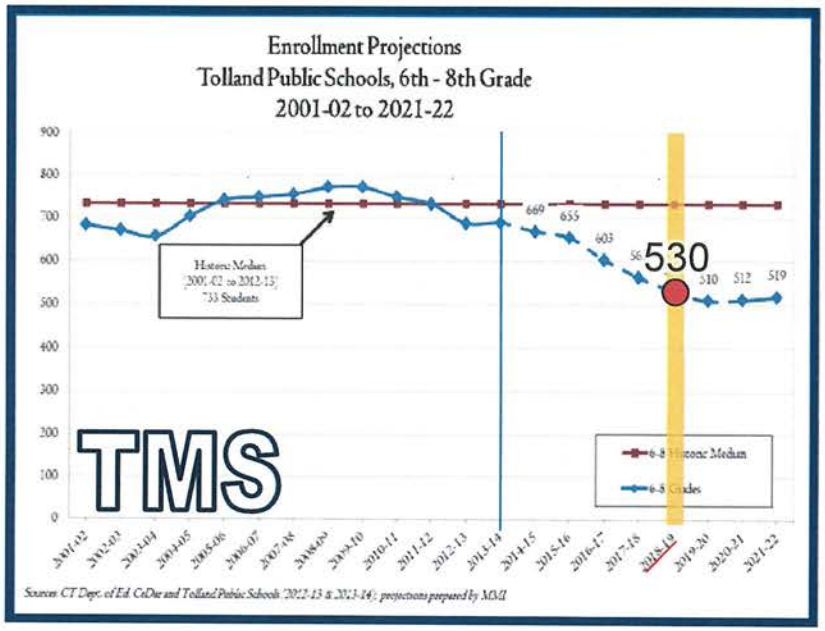
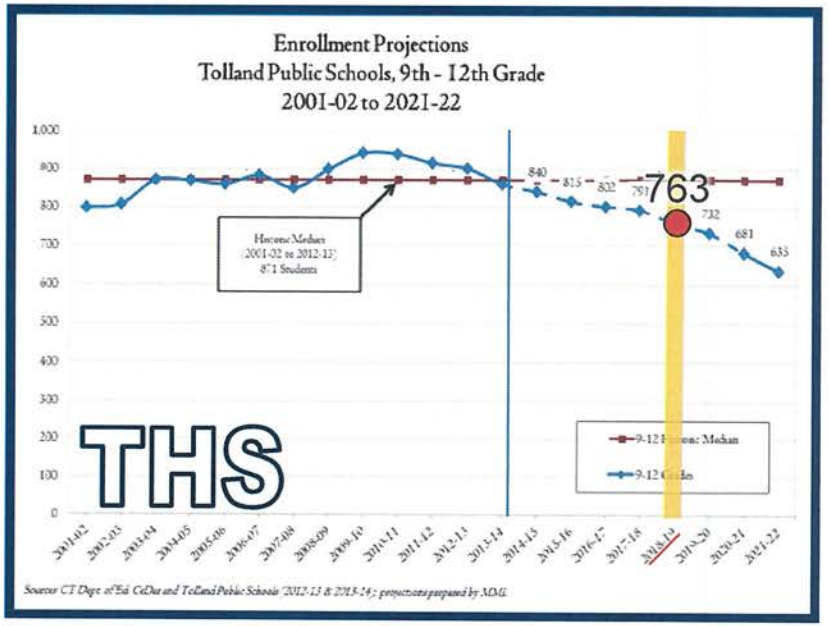








Enrollment Projections BY SCHOOL

Facilities Assessment

facility utilization study

KEY COMPONENT of ASSESSMENT

- **Access Improvements**

  accessibility, ADA / CT Code compliance…

- **Building Improvements**

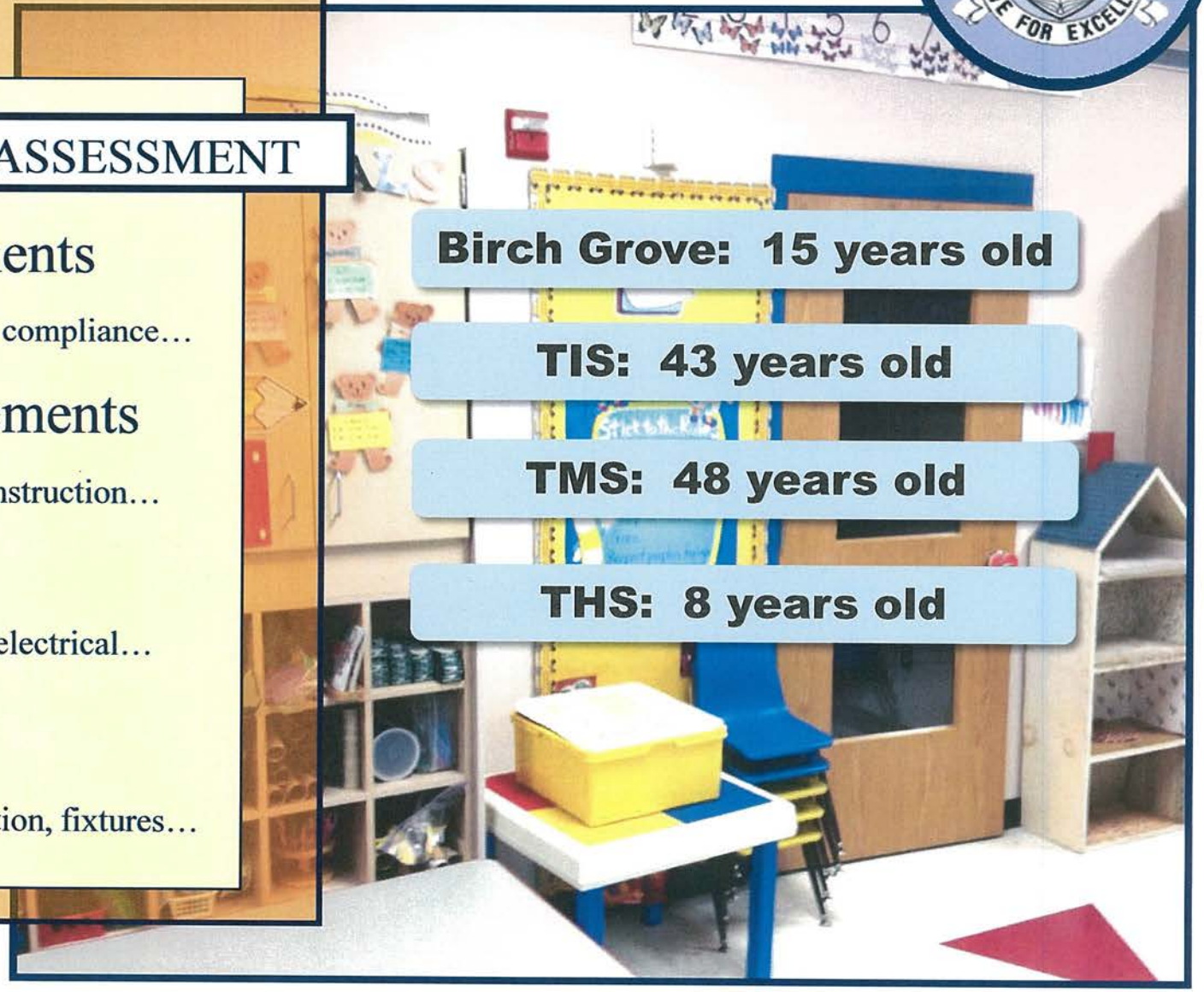
  foundation, structure, roof construction…

- **Building MEP**

  plumbing fixtures, life safety, electrical…

- **Interior Spaces**

  interior finishes, space utilization, fixtures…



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Tolland School District

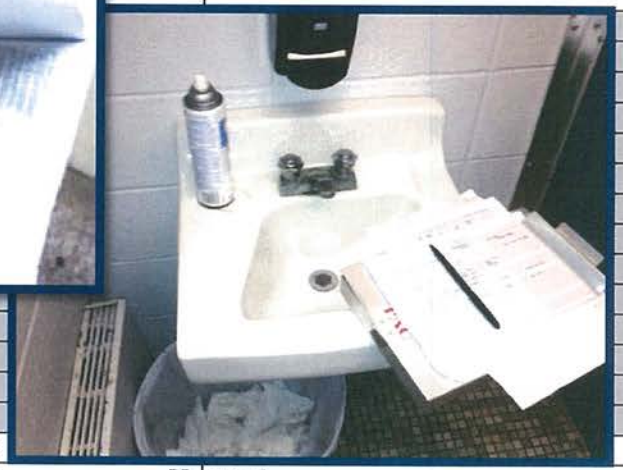
Capital Needs Survey Form

Tolland High School

S.F.

Facilities Assessment

facility utilization study



	System Priority 1 to 4 (1-Health & Safety, 2-Hig Medium, 4-Low)	System Rating 1 to 5 (1 Poor, 5 Excellent)	Last Major Reconstruct (Year)	Projected Replacement (Year)	Quantity	Unit Price	Current Replacement C	REMARKS
								Built in year: 2006
								Addition Built in yr:
								Part of Honeywell project
							00.00	
							ove	New energy efficient boilers
							ove	
							00.00	
							0.00	
							0.00	
Division 16 - Electrical								
General Electrical (Starters								
Electrical Service / Distribu								
Transformer								
Lighting - General								
Classroom Lighting								
Gymnasium Lighting								
Corridor Lighting								
Emergency Lighting								
Communication Systems	1	4						
Technology Systems	1	4						
Fire Alarm System	1	4	2006	2026	230,000	$3.00		
Clock System	4	4	2006	2026	230,000	$2.00		
							$	
							$ 55	per sf

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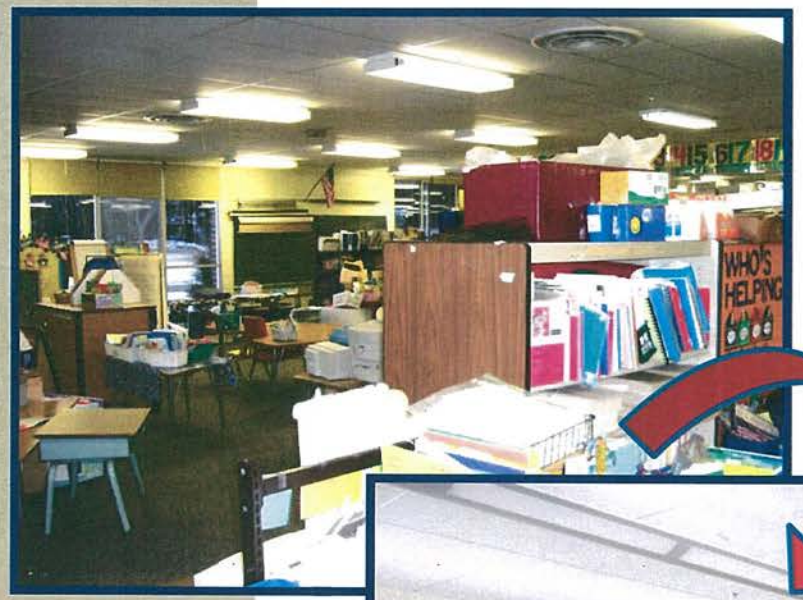
Facilities Assessment

facility utilization study



Existing

RENOVATE AS NEW is a project category defined by the state…

Renovate as New

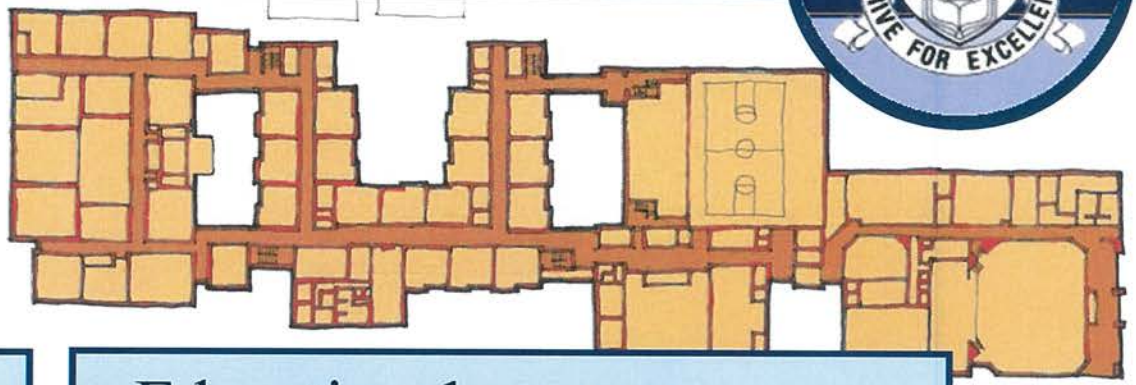
Renovations work to improve (partial list):

- Structure
- Architectural finishes
- Roof
- Windows
- Handicapped accessibility
- Mechanical systems
- Plumbing
- Electrical system
- Fire protection
- Security system
- Communications
- Technology system
- Fixtures
- Furniture
- Site elements

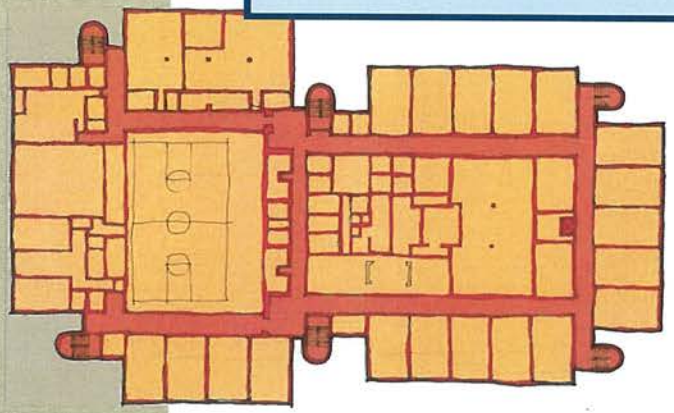
D·R·A

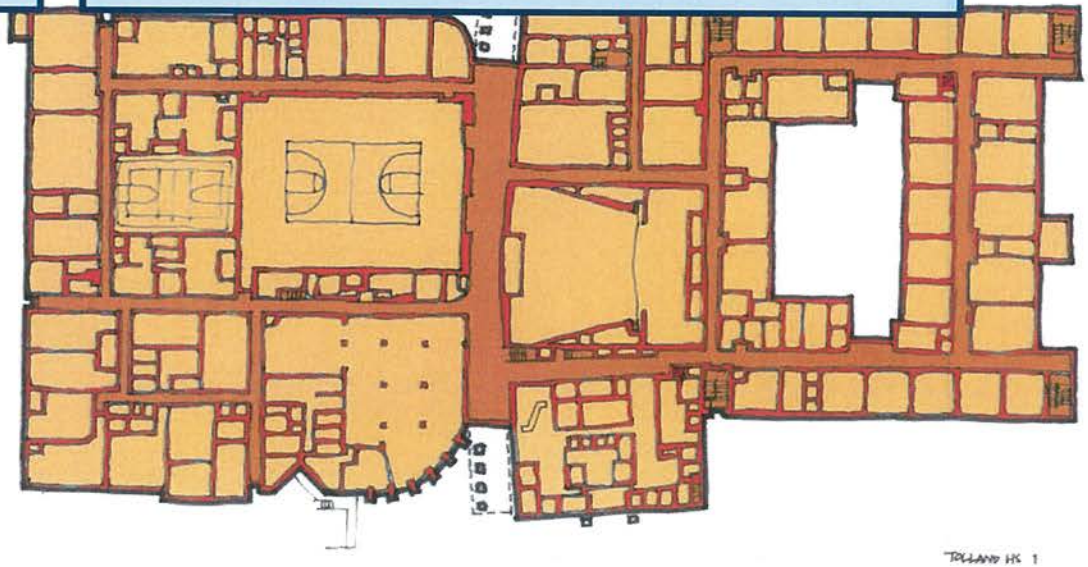
Space Needs Assessment

facility utilization study



- **Classroom size**
  target: **20 students** per CR
- **Educational program**
  shared spaces, Special Ed areas, etc.
- **Classroom count**
  building capacity, flexibility
- **Potential changes**
  grade reconfiguration, modular CR's, full-day K





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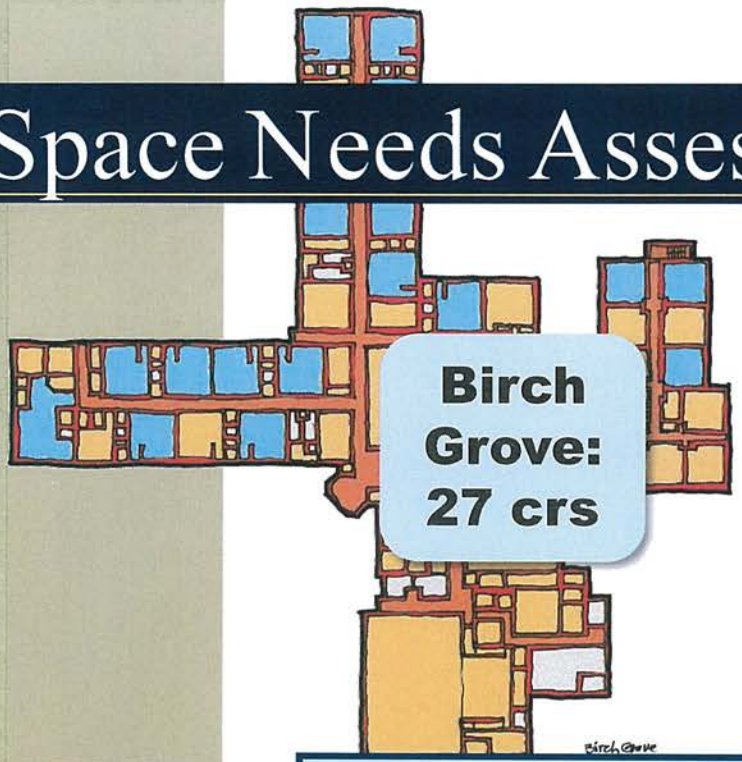
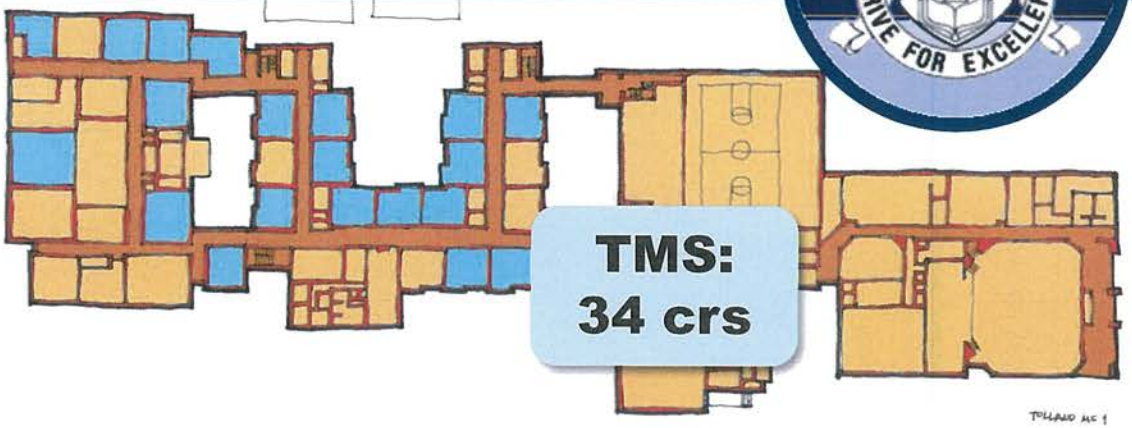
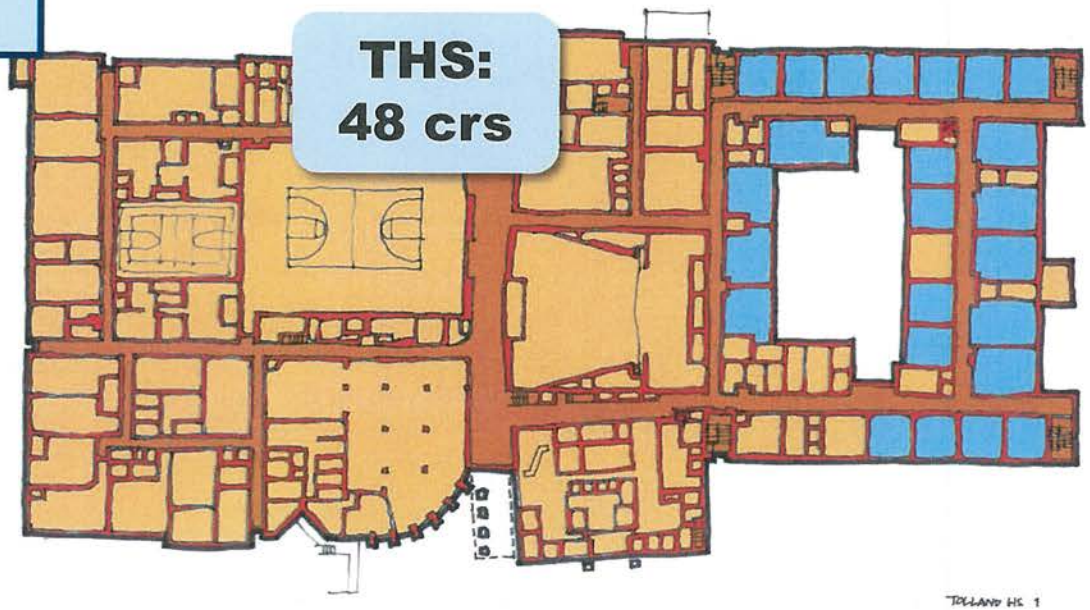
Space Needs Assessment

facility utilization study





- Classroom count
  building capacity, flexibility



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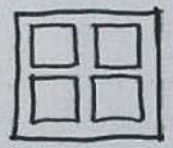
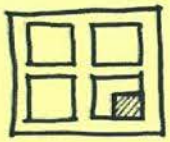
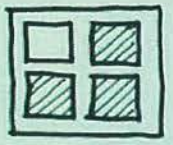
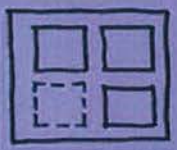
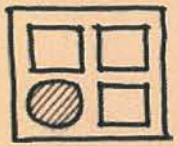
ICON	FAMILY LABEL	DESCRIPTION
	A Do Nothing	**DO NOTHING** means deciding to continue using the four TP buildings for the same programs with no improvement projects. Upgrades and repairs are undertaken in reaction to deteriorating conditions as needed. Continues half-day kindergarten program.
	B Add Full-Day K	Uses the four TPS educational facilities with Full-Day Kindergarten added to Birch Grove
	C Renovations	Renovations of Middle, TIS, Birch Grove
	D Renovation Add / Demo	Renovations of Middle, TIS, Birch Grove with additions / demolition as needed.
	E Close a School	Consider closure of Middle School / TIS
	F New Building(s)	Consider Replacement of Middle School, TIS, Birch Grove

Families of Options

D·R·A

Current School Year

PK	K	1	2	3	4	5	6	7	8	9	10	11	12

School Year 2013-14 **CURRENT CONFIGURATION**

Birch Grove Elementary School-
Capacity K-2: 608; PK: 3 CR's

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=522, 24 CR's
Half-day K

Tolland Intermediate-
Capacity 3-5: 759

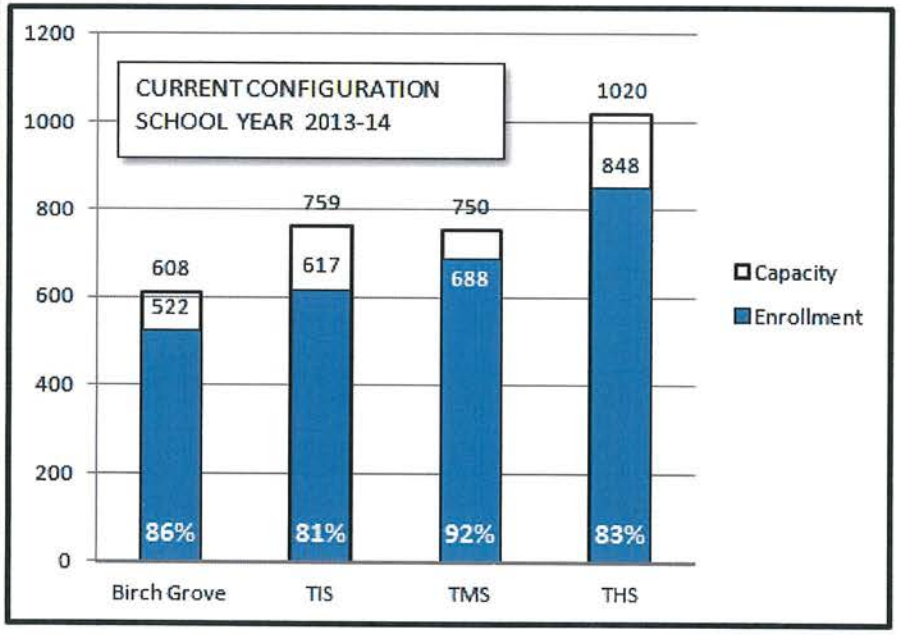
Enrollment
Gr. 3-5=617, 33 CR's

Tolland Middle School-
Capacity 6-8: 750

Enrollment
Gr. 6-8=688
34 CR's

Tolland High School-
Capacity 9-12 (85%): 1020

Enrollment
Gr.9-12=848, 48 CR's



LEGEND

- Birch Grove Building
- Tolland Intermed. Building
- Tolland Middle Sch. Building
- Tolland High Sch. Building

16-26 students / cr
Half-day K (until fall 2014)

Option A

Do Nothing Option

20 students / cr
Half-day K continued
Repairs as required

PK	K	1	2	3	4	5	6	7	8	9	10	11	12

School Year 2018-19 **DO NOTHING***

Birch Grove Elementary School-
Capacity K-2: 580, 24 CR's; PK: 3 CR's

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=413, 18 CR's
Half-day K

Tolland Intermediate-
Capacity 3-5: 660, 33 CR's

Enrollment
Gr. 3-5=475, 24 CR's

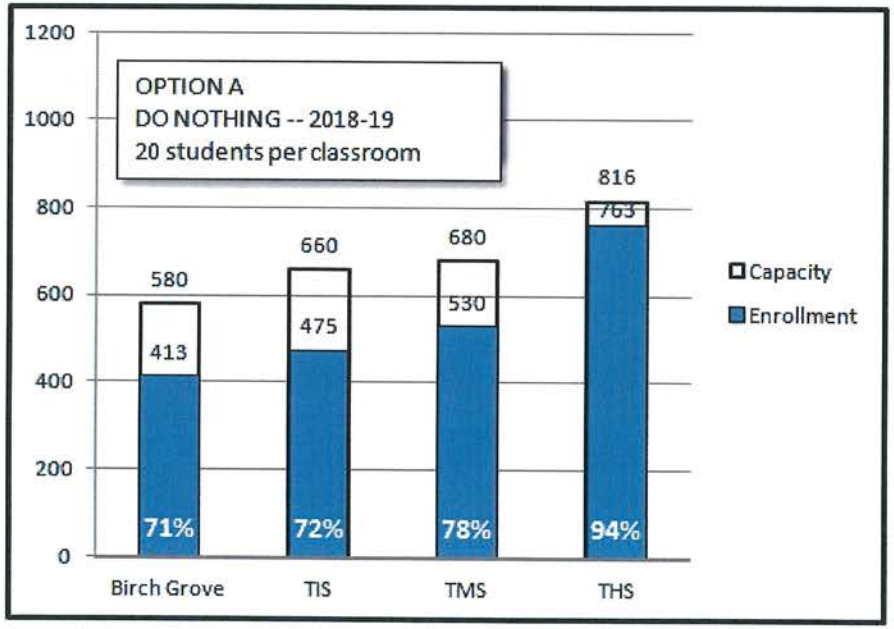
Tolland Middle School-
Capacity 6-8: 680, 34 CR's

Enrollment
Gr. 6-8=530, 28 CR's

Tolland High School-
Capacity 9-12 (85%): 816, 48 CR's

Enrollment
Gr.9-12=763, 45 CR's

***NOTE: Schools capacity based on 20 students per classroom. (All options)**



	BG	TIS	TMS	THS
Close				
Maint	✓	✓	✓	✓
Captl Plan				
Reno				
Addn				

REIMBURSMENT LOW OR NO REIMB'T

Option A

Do Nothing Option

Looking ahead: 2023-24

20 students / cr
Half-day K continued
Repairs as required

PK	K	1	2	3	4	5	6	7	8	9	10	11	12

School Year 2018-19 **DO NOTHING***

Birch Grove Elementary School- Capacity K-2: 580, 24 CR's; PK: 3 CR's

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=413, 18 CR's
Half-day K

Tolland Intermediate- Capacity 3-5: 660, 33 CR's

Enrollment
Gr. 3-5=475, 24 CR's

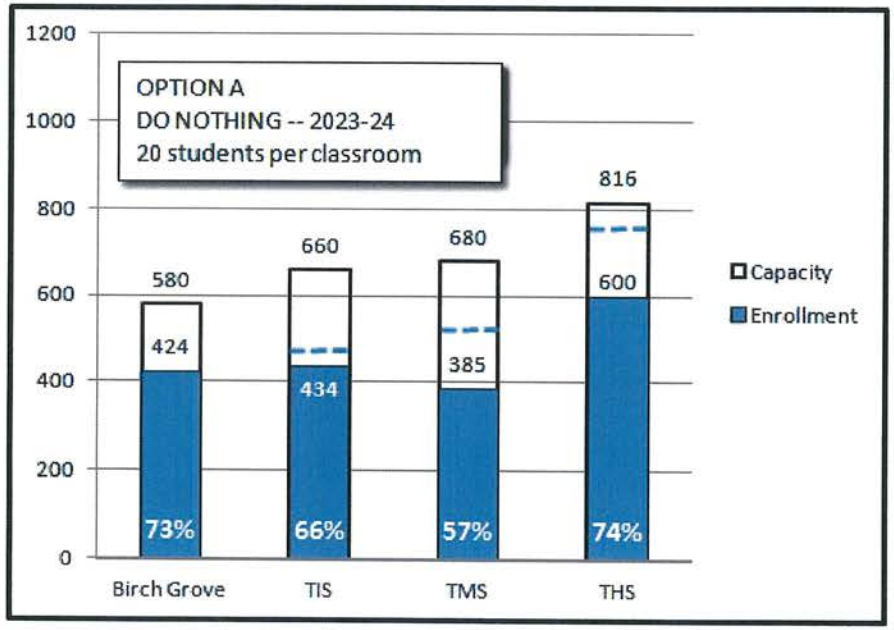
Tolland Middle School- Capacity 6-8: 680, 34 CR's

Enrollment
Gr. 6-8=530, 28 CR's

Tolland High School- Capacity 9-12 (85%): 816, 48 CR's

Enrollment
Gr.9-12=763, 45 CR's

***NOTE: Schools capacity based on 20 students per classroom. (All options)**



	BG	TIS	TMS	THS
Close				
Maint	✓	✓	✓	✓
Captl Plan				
Reno				
Addn				

REIMBURSMENT LOW OR NO REIMB'T

Option B

Planned Maintenance & Full-Day Kindergarten

20 students / cr
Full-day K

PK	K	1	2	3	4	5	6	7	8	9	10	11	12

School Year 2018-19

B = PLANNED MAINTENANCE & FULL-DAY K; C = RENOVATED PROACTIVELY & FULL-DAY K

Birch Grove Elementary School-
Capacity K-2: 480, 24 CR's; PK: 3 CR's
RENOVATED

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=413, 22 CR's
Full-day K

Tolland Intermediate-
Capacity 3-5: 660, 33 CR's
RENOVATED

Enrollment
Gr. 3-5=475, 24 CR's

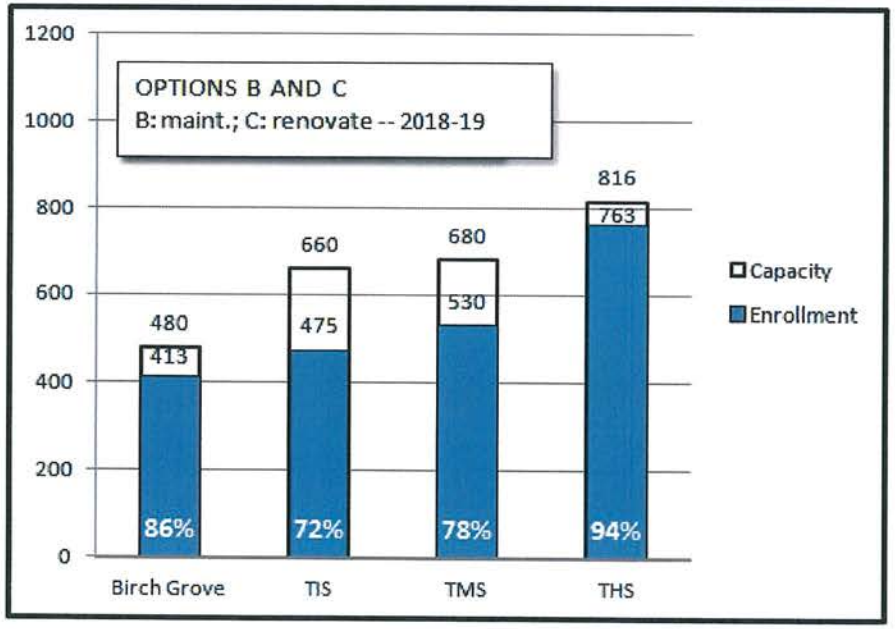
Tolland Middle School-
Capacity 6-8: 680, 34 CR's
RENOVATED

Enrollment
Gr. 6-8=530, 28 CR's

Tolland High School-
Capacity 9-12 (85%): 816, 48 CR's

Enrollment
Gr.9-12=763, 45 CR's

***NOTE: Schools capacity based on 20 students per classroom. (All options)**



	BG	TIS	TMS	THS
Close				
Maint				
Captl Plan	✓	✓	✓	✓
Reno				
Addn				

REIMBURSMENT LOW OR NO REIMB'T

D•R•A

Option C

Renovated Proactively & Full-Day Kindergarten

20 students / cr
Full-day K

PK	K	1	2	3	4	5	6	7	8	9	10	11	12

School Year 2018-19

B = PLANNED MAINTENANCE & FULL-DAY K; C = RENOVATED PROACTIVELY & FULL-DAY K

Birch Grove Elementary School-
Capacity K-2: 480, 24 CR's; PK: 3 CR's
RENOVATED

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=413, 22 CR's
Full-day K

Tolland Intermediate-
Capacity 3-5: 660, 33 CR's
RENOVATED

Enrollment
Gr. 3-5=475, 24 CR's

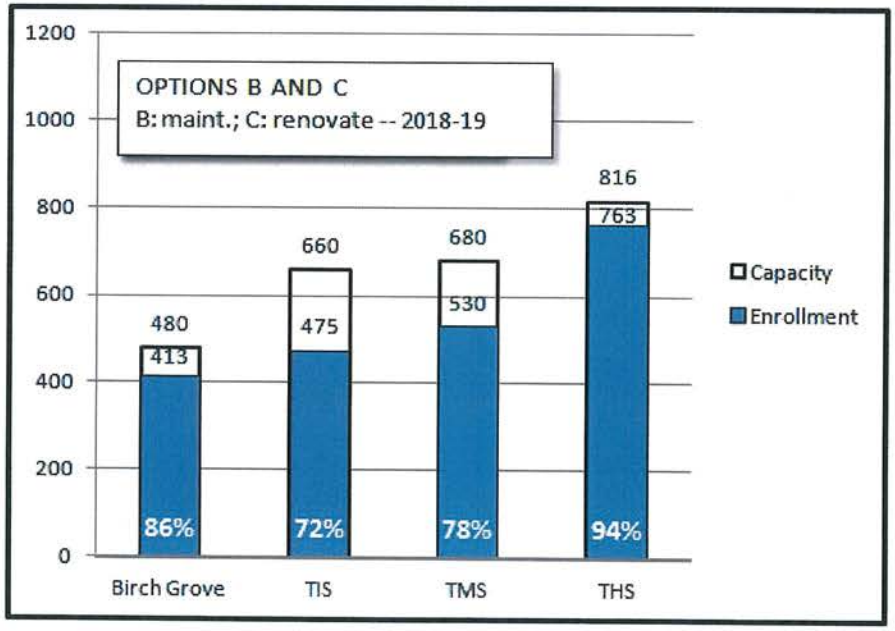
Tolland Middle School-
Capacity 6-8: 680, 34 CR's
RENOVATED

Enrollment
Gr. 6-8=530, 28 CR's

Tolland High School-
Capacity 9-12 (85%): 816, 48 CR's

Enrollment
Gr.9-12=763, 45 CR's

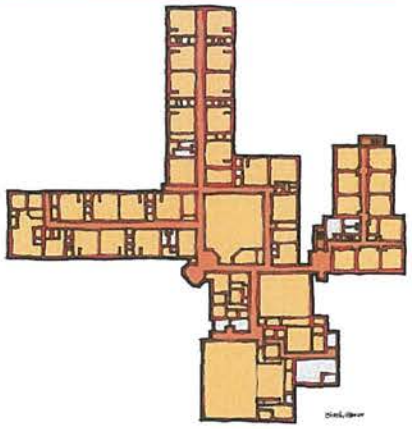
***NOTE: Schools capacity based on 20 students per classroom. (All options)**



	BG	TIS	TMS	THS
Close				
Maint				
Captl Plan	✓			✓
Reno		✓	✓	
Addn				

REIMBURSMENT LOW OR NO REIMB'T

Option E1

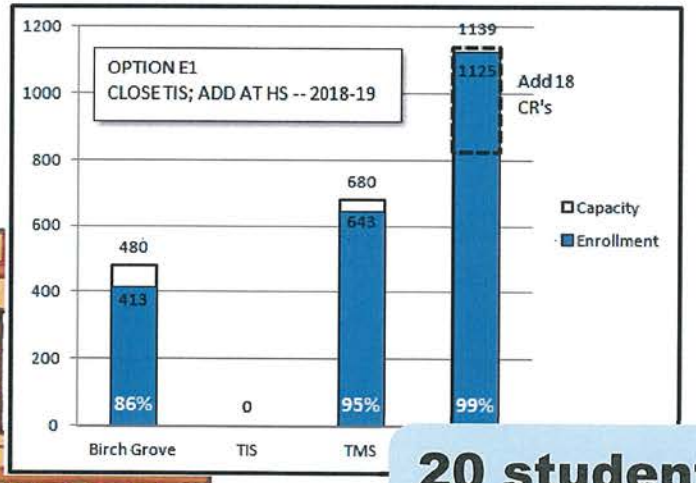


Birch Grove

TIS

TMS

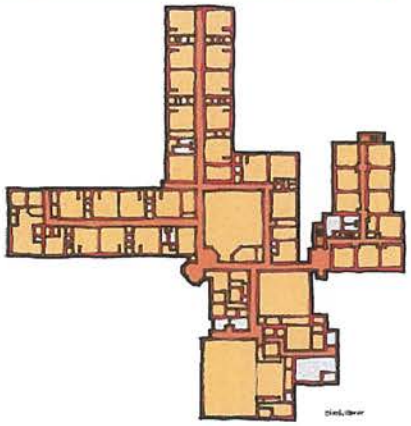
THS



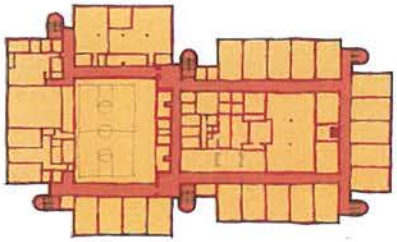
20 students / cr
Close TIS

Year 2018-19

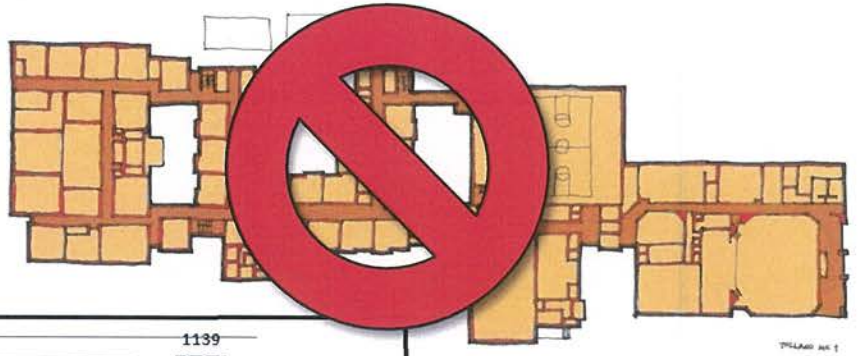
Option E2



Birch Grove

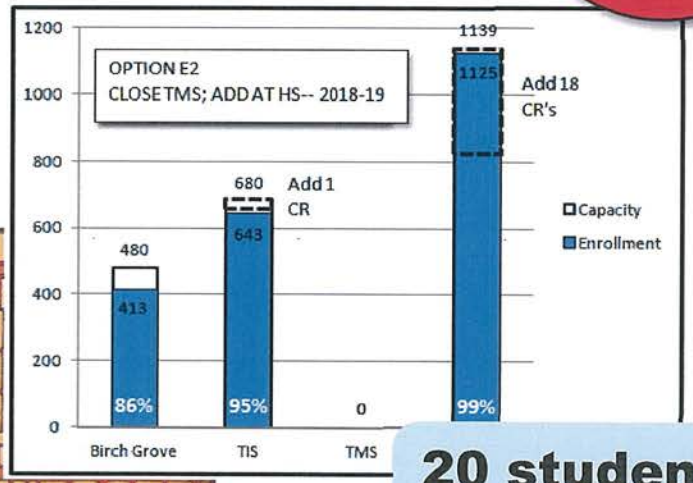


TIS



TMS

THS



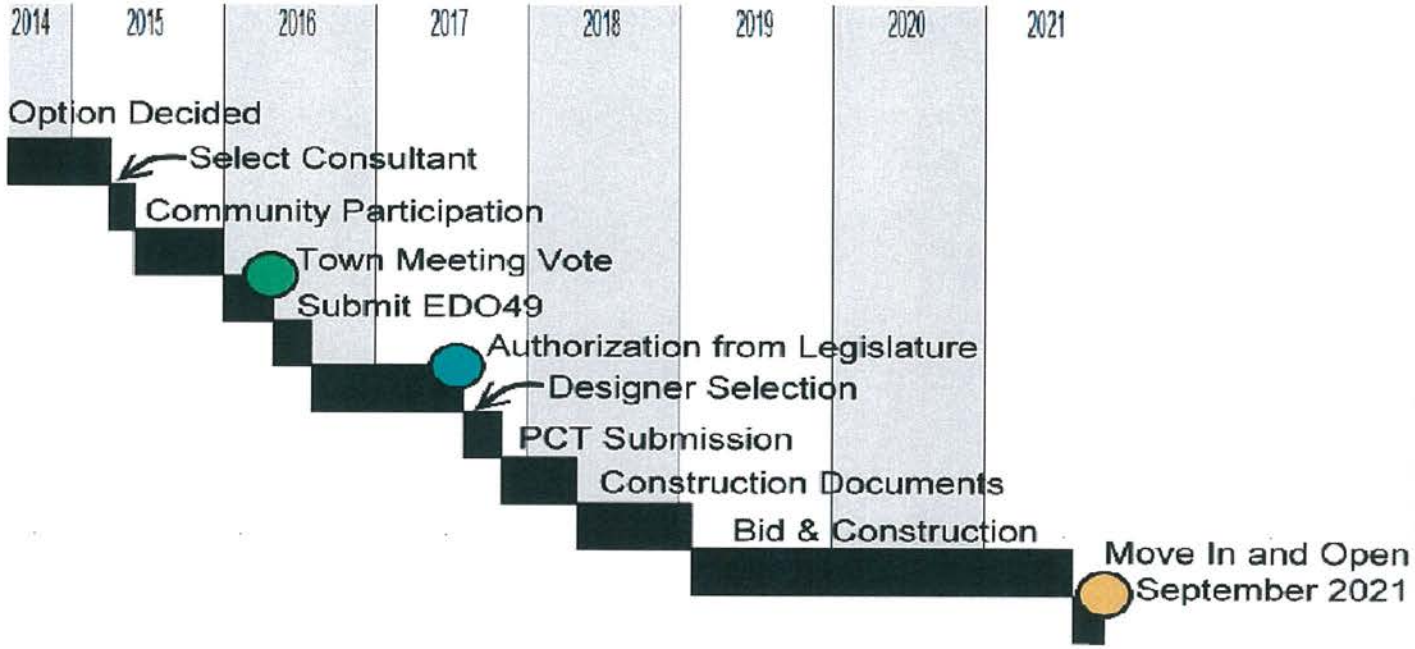
20 students / cr
Close TMS

Year 2018-19

Option E
Close a School

The option to close a school didn't make sense, because it would require a school-sized addition at another building.

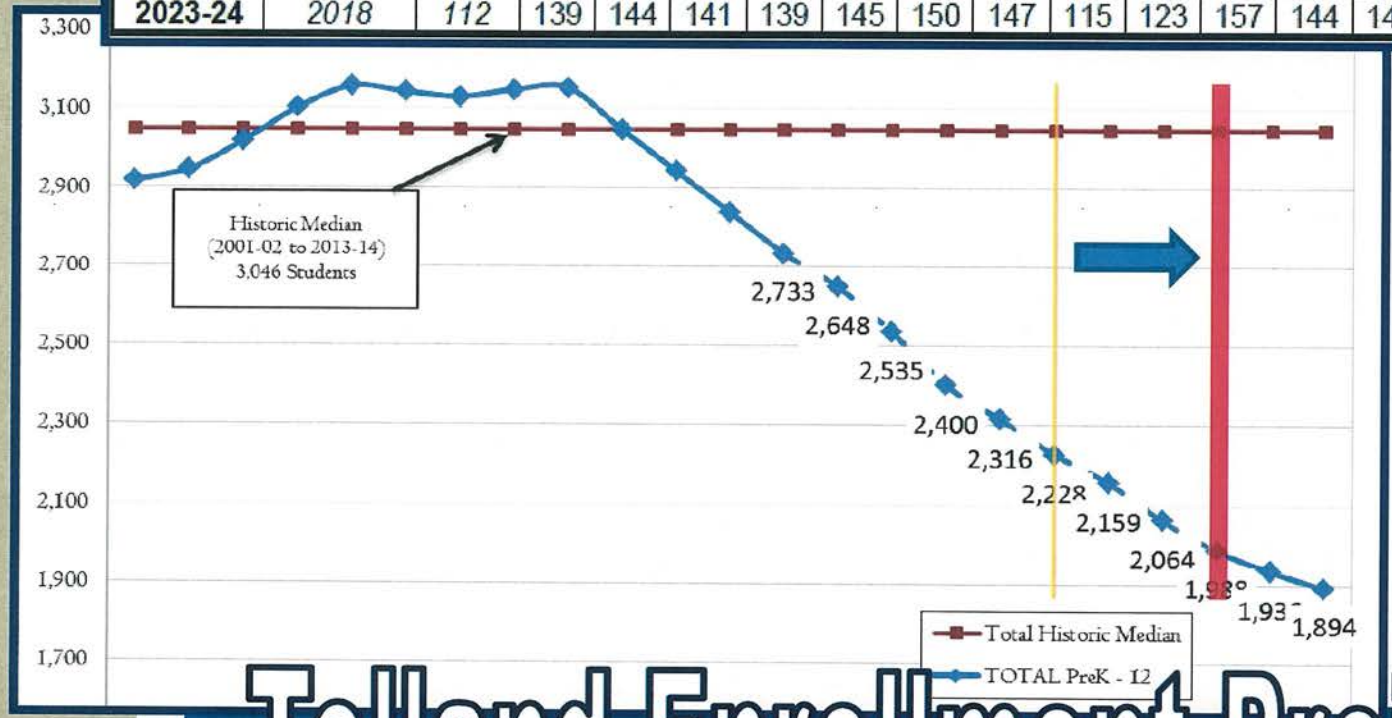
Option E
Close a School



Then we generated a project timeline, finding a more realistic date for completion would be 2021.

Tolland Enrollment Projections by Grade (2014-15 to 2021-22)

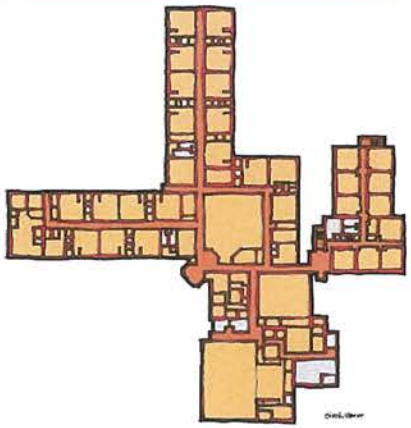
School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	PK-12th Total	PK-12th Percent Change
2014-15	2009	138	171	168	172	184	191	203	221	239	210	216	199	222	204	48	2,648	-3.1%
2015-16	2010	99	123	177	171	172	183	189	200	220	234	192	208	202	215	48	2,535	-4.3%
2016-17	2011	91	113	127	179	170	172	181	187	200	216	215	185	211	196	48	2,400	-5.3%
2017-18	2012	116	144	117	129	179	170	170	179	186	197	198	207	188	204	48	2,316	-3.5%
2018-19	*2013*	117	146	149	118	128	179	168	168	179	183	180	191	210	182	48	2,228	-3.8%
2019-20	*2014*	*112*	139	150	151	118	128	177	166	168	176	168	173	193	203	48	2,159	-3.1%
2020-21	*2015*	*107*	133	144	153	150	118	127	175	166	165	161	161	176	187	48	2,064	-4.4%
2021-22	*2016*	*109*	135	137	146	152	150	117	125	175	163	151	155	164	170	48	1,988	-3.7%
2022-23	*2017*	*112*	139	139	139	146	152	149	115	125	171	149	145	157	158	49	1,936	-2.6%
2023-24	*2018*	*112*	139	144	141	139	145	150	147	115	123	157	144	147	152	50	1,894	-2.1%



Develop a new Option E4. Test with enrollments at 2021-22

Tolland Enrollment Projections

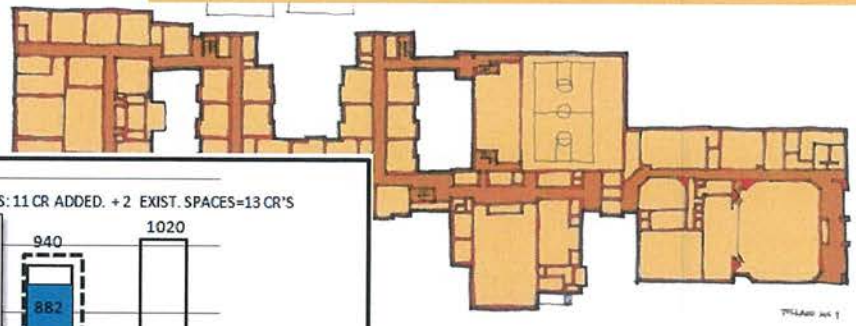
Option E4



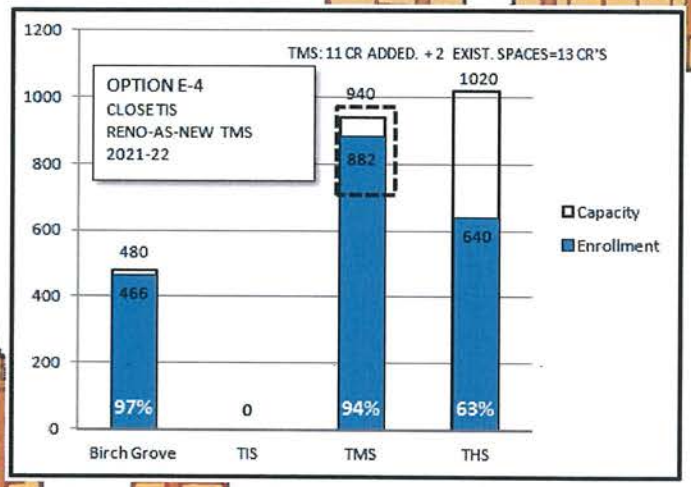
Birch Grove

TIS

This can be done adding 11 classrooms to TMS



TMS



THS

20 students / cr
Full-day K
Reno/add to TMS
2021 completion
Close TIS

Option E4

Close TIS; Add at TMS

20 students / cr
Full-day K
Reno/add to TMS
2021 completion
Close TIS

PK	K	1	2	3	4	5	6

School Year 2021-22

E-4 CLOSE TIS; RENO-AS-NEW AND ADD AT TMS

Birch Grove Elementary School-
Capacity K-2: 480, 22 CR's; PK: 3 CR's

Enrollment
Gr. PK=48, 3 CR's
Gr. K-2=418, 22 CR's
Full-day K

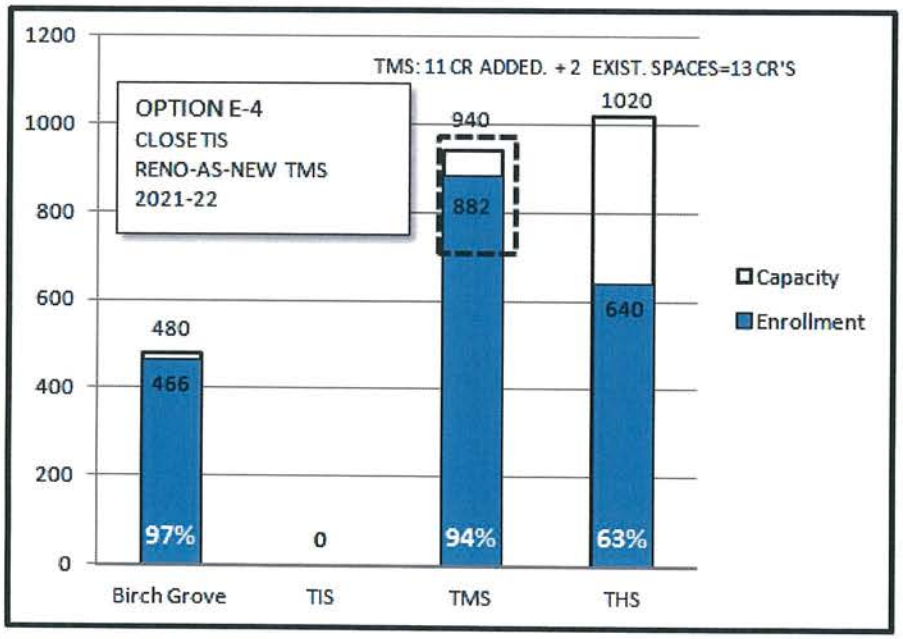
Tolland Middle School-
Capacity 3-8: 940

Enrollment
Gr. 3-8=882
34 CR's + ADD 11 CR + 2 exist. CR's
47 CR's

Tolland High School-
Capacity 9-12 (85%): 1020

Enrollment
Gr.9-12=640, 48 CR's

***NOTE: Schools capacity based on 20 students per classroom. (All options)**



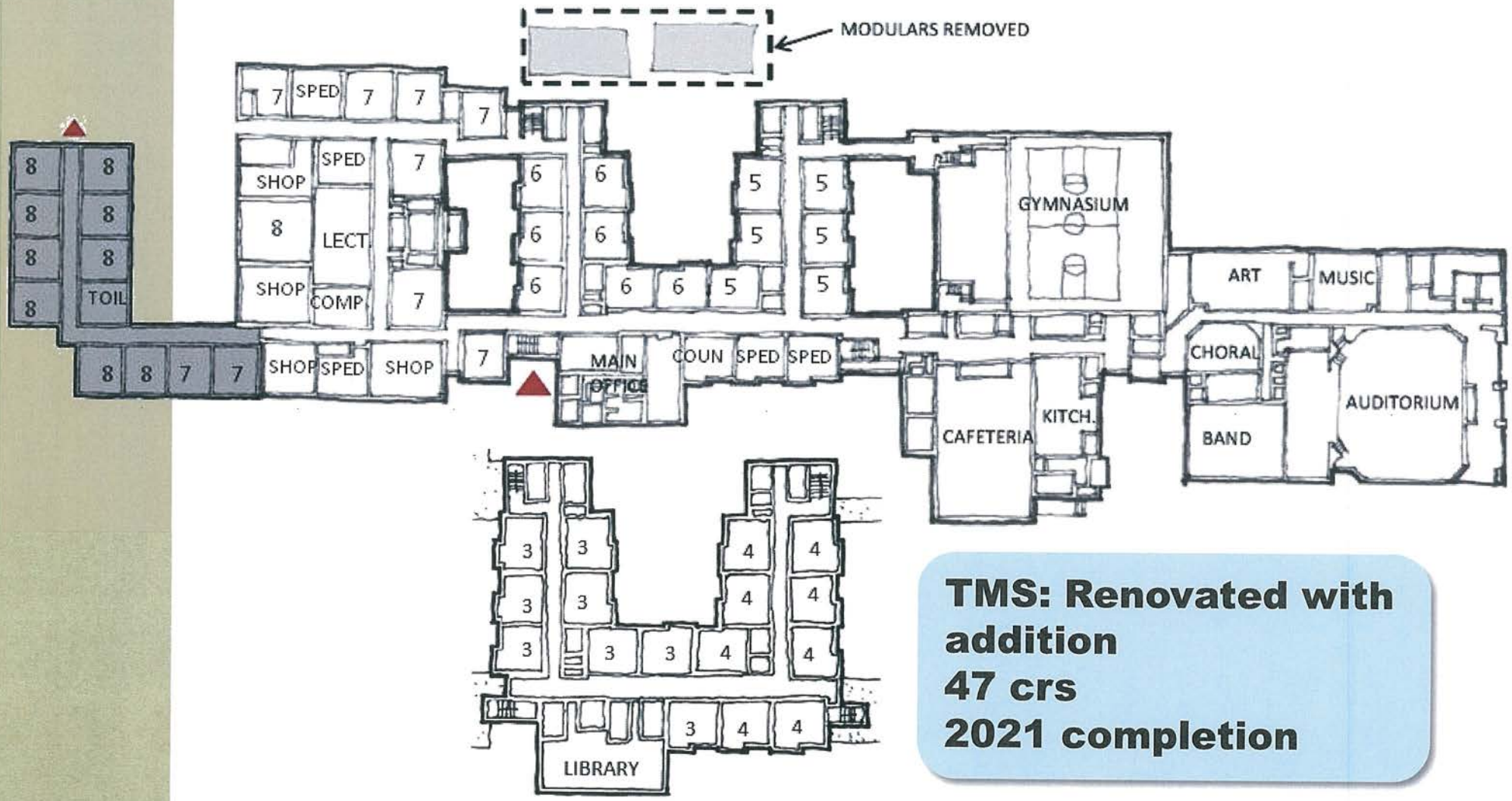
	BG	TIS	TMS	THS
Close		✓		
Maint				
Captl Plan	✓			✓
Reno			✓	
Addn			✓	

REIMBURSMENT LOW OR NO REIMB'T

Option E4

Test Fit Plan -- TMS

Close TIS; Add at TMS

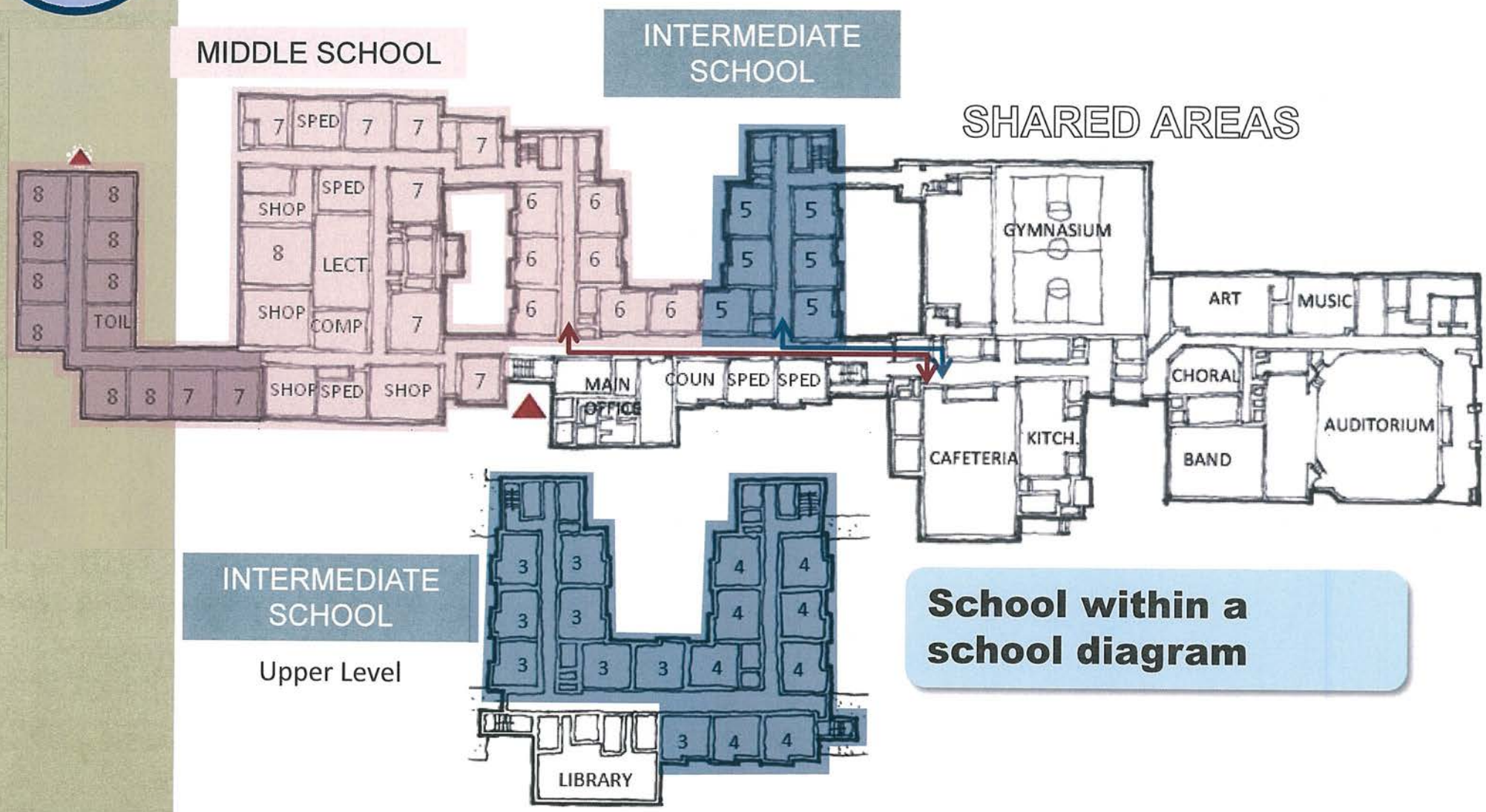


TMS: Renovated with addition
47 crs
2021 completion

Option E4

Close TIS; Add at TMS

School within a school -- TMS



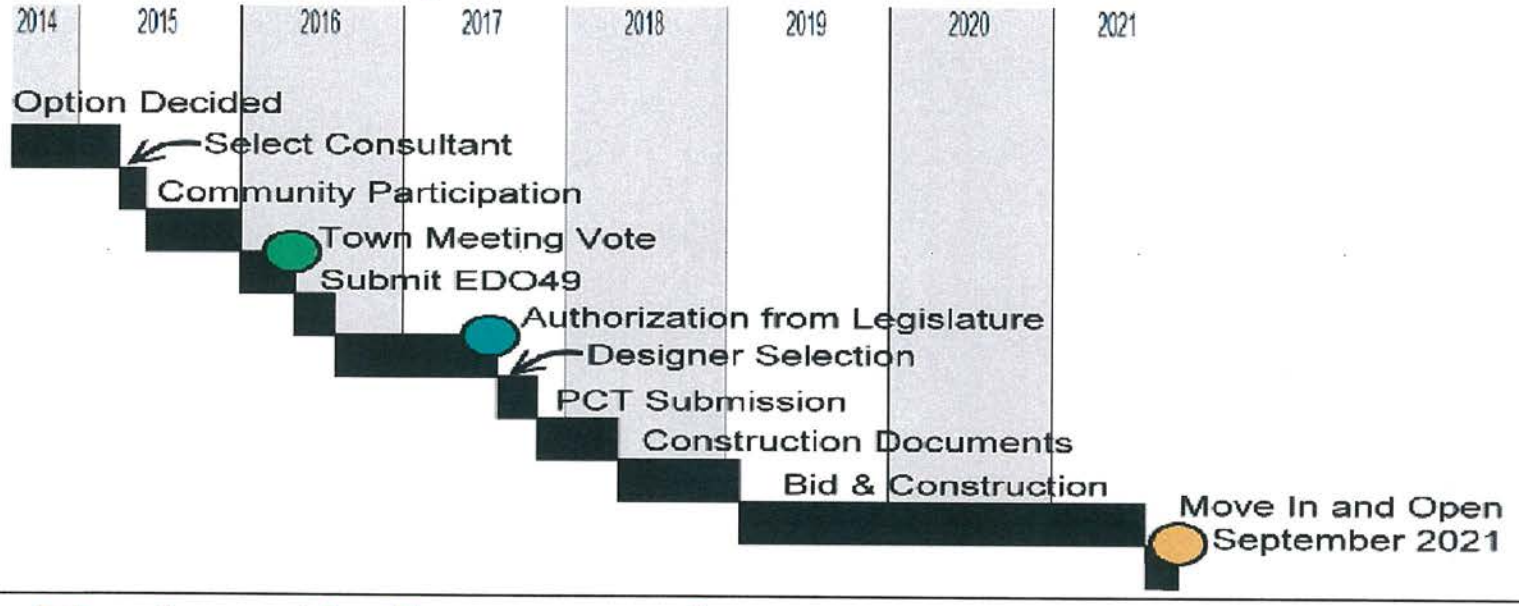
School within a school diagram

PROS AND CONS Comparison of Options	Option B	Option C	Option E4
Efficient: Good match between capacity and projected enrollments	○	○	●
Flexible: Able to accommodate enrollment fluctuations	●	●	○
Promotes Change: Finds solutions outside the status quo	○	○	●
Reimbursible: Project could meet standards for state reimbursement	○	●	●

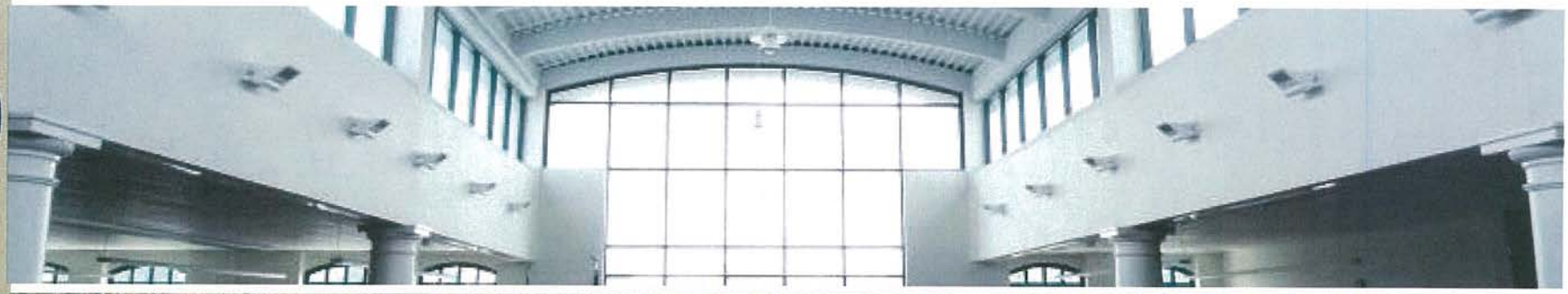
Pros and cons for Options

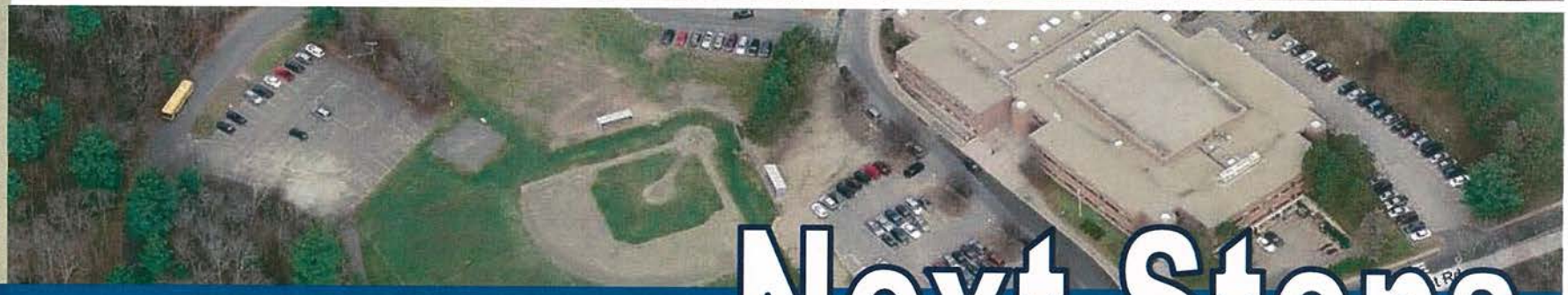
- State reimbursement for Tolland: 50% on "Renovate as New" and 40% on new construction.

- Timeline for reimbursable project: 2021 completion.



- Potential uses for extra space: Magnet school or SPED magnet District offices





Next Steps

D·R·A

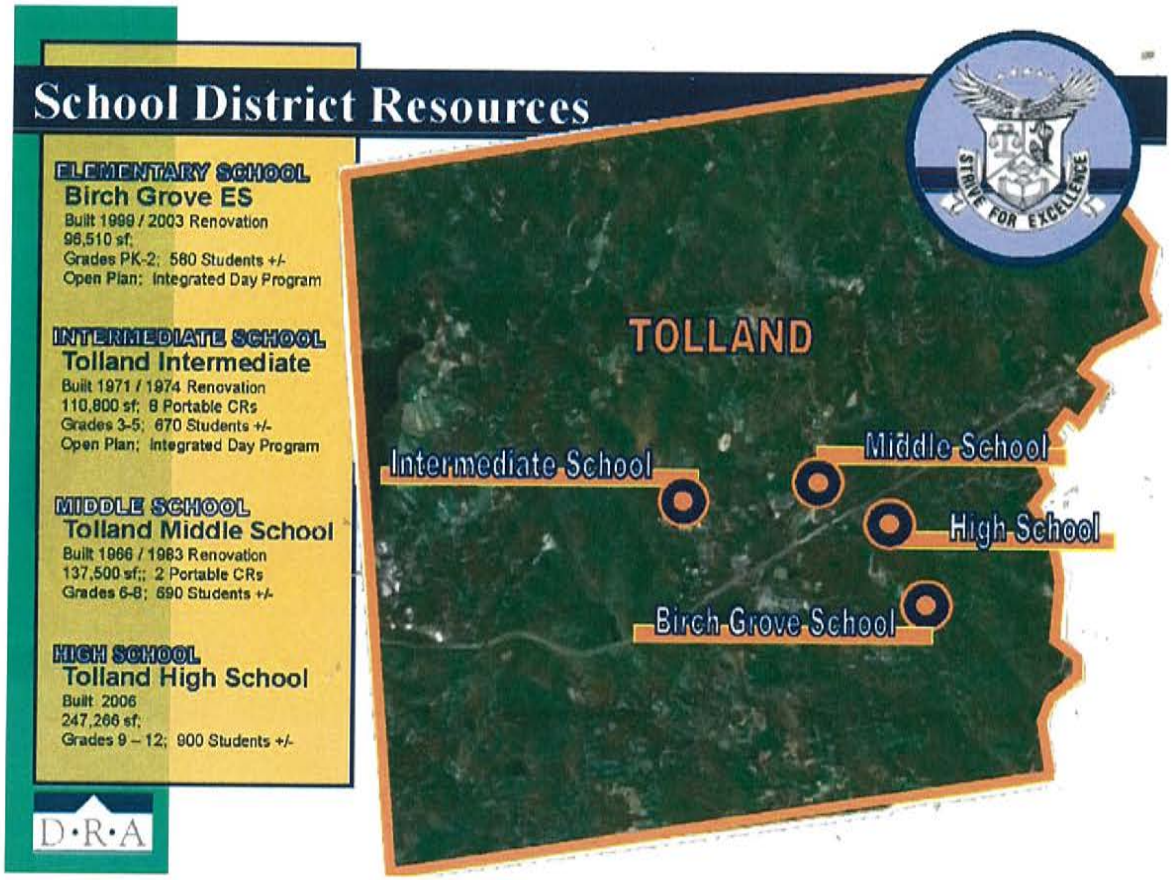
2

Existing Conditions Analysis

Existing Conditions Analysis

(See Appendix A for the Architectural Assessment Report)
(See Appendix B for the MEP Analysis Report)

2.1 Introduction



This School Facility Utilization and Study considers Tolland's Public Schools, comprising four facilities: Birch Grove Primary School (grades PK-2), Tolland Intermediate School (grades 3-5), Tolland Middle School (grades 6-8), and Tolland High School (grades 9-12).

Of the school buildings under consideration, original construction dates range between 1966 and 2006; all facilities except THS have received permanent additions, and TIS and TMS also currently make use of modular structures. All facilities have at least a partial second storey.

The district's schools can generally be characterized as either recently built or older; fit and finish of many of the architectural systems in the older buildings are tired, and many of the major building systems are at or near the end of their useful life expectancy. If not addressed as part of a planned, systematic upgrading of the buildings, breakdown of these systems which are beyond their useful life expectancy, can be anticipated on an ongoing basis.

2.2 *Issues Affecting Tolland Schools*

The facility needs of the Tolland Public School systems involve several central issues:

Firstly, all three schools below THS face maintenance and safety issues of varying urgency, and related issues such as ADA compliance are a problem in one or more areas at all those facilities.

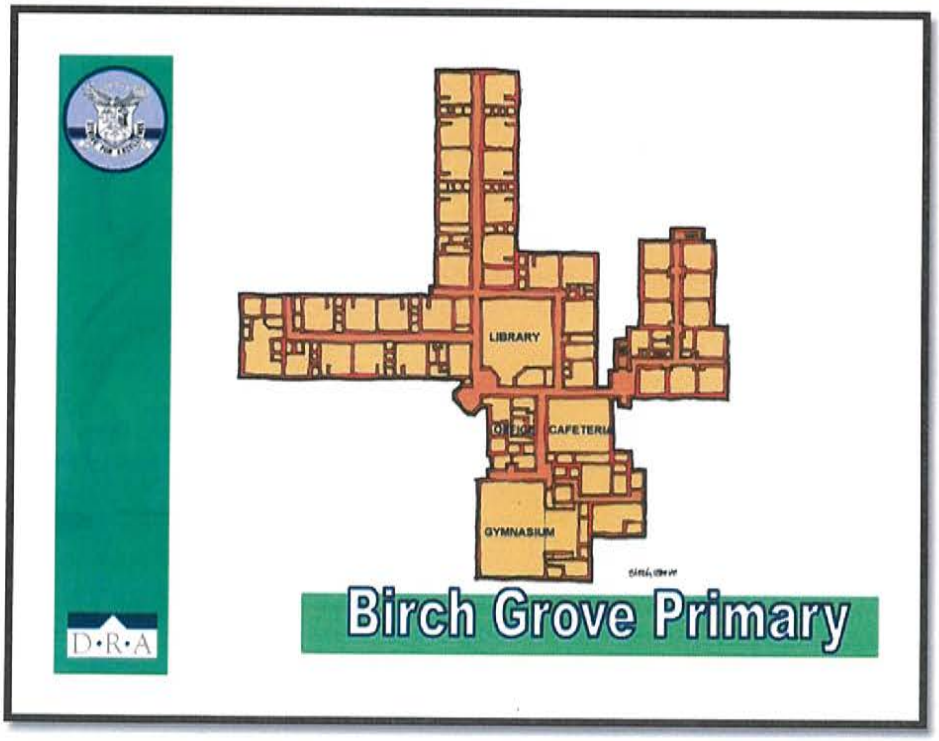
Secondly, any future plans must accommodate the full-day Kindergarten program slated to begin in Fall 2014.

Thirdly, the modular structures which have been added to TIS and TMS are low-quality structures which are not intended to be permanent; at TMS, these facilities are also nearing the end of their service lives.

Lastly, regarding the size of the classrooms in the two oldest buildings, educational methodologies have experienced significant change over the last 40 to 50 years. For example, computer and technology-rich teaching environments simply were not planned for when these schools were built. Implementing these systems does require more square footage than was originally planned. Similarly, the current practice of mainstreaming has brought students to the public school environment who may have gone to other facilities in the past. In today's educational environment, these students, and their support equipment (as needed), and additional attendant educators need to be accommodated in the classroom environment.

2.3 Summary of Architectural Assessment Report

Birch Grove Primary School

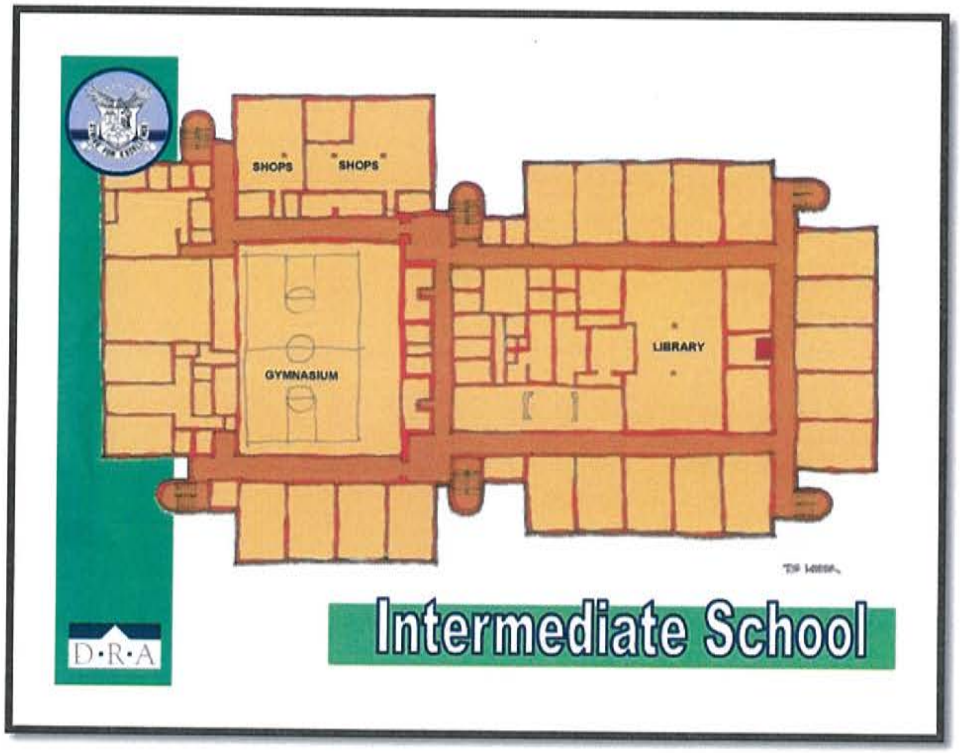


Birch Grove is located on 20 acres, constructed in 1999 with a two-storey addition in 2003. The area of the building is 96,510 sq.ft.

Though the building is relatively new, some minor wear requires attention: metal doors and frames show some rust, and some vinyl tiles need replacement, specifically in corridors and classrooms. Public-access bathrooms also present ADA compliance problems.

Finally, an **Asbestos Hazard Emergency Response Act (AHERA) report** has been made for this facility. According the April 16, 2013 AHERA report for Birch Grove, **NO hazardous materials** have been noted in the building. The AHERA Program identifies known sources of hazardous materials in a building, identifies their condition, and allows schools to actively manage these materials; updates are made every six months, with major studies every three years.

Tolland Intermediate School (Old Middle School)



Existing Conditions

Tolland Intermediate School is located on a 46-acre site; originally constructed in 1971, with a Science Wing added in 1974 and eight modular classrooms added in 2003, the building now measures 110,800 sq.ft. (excludes modulars).

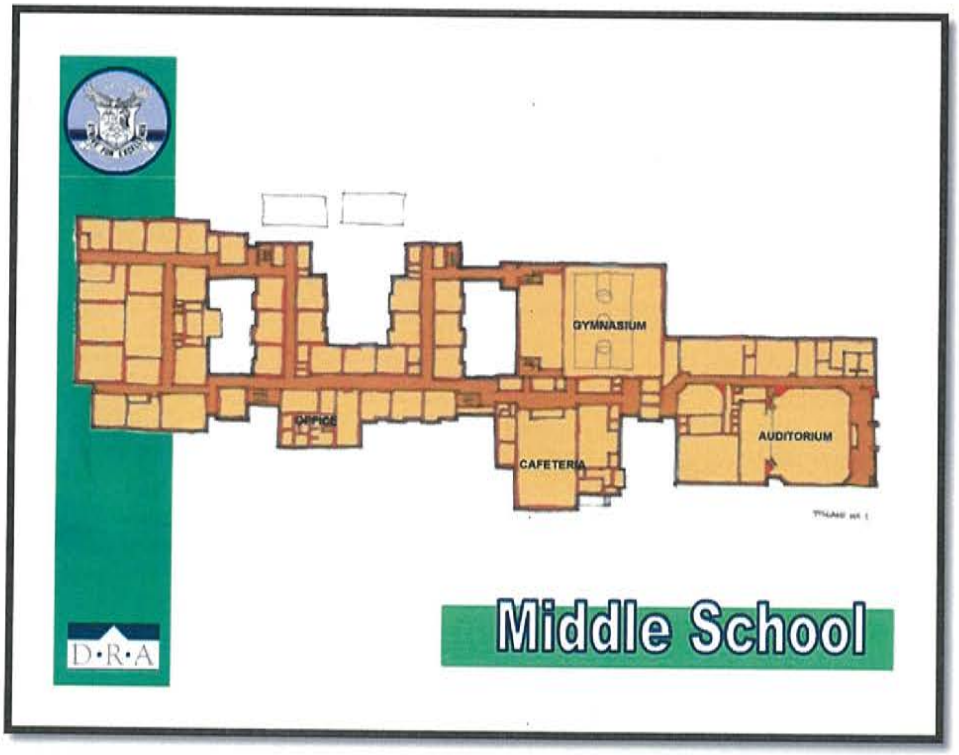
The school is generally in very good condition with only minor repairs needed to the exterior. Inside, damaged asbestos floor tiles and ceiling tiles need replacement, as does much of the casework.

This building's main office beyond the entry doors needs to be isolated from the rest of the building in order to meet security needs; also for this reason, it is recommended that the vestibule beyond the exterior entry doors in the original building be isolated from the associated stairwell.

The building has multiple accessibility issues and concerns – multiple non-ADA-compliant doors, toilet facilities, and exterior entrances are included in the listing of challenges facing this structure.

Finally, an **Asbestos Hazard Emergency Response Act (AHERA) report** has been made for this facility. According to the April 16, 2013 AHERA report for Tolland Intermediate School, **hazardous materials ARE present** in the building (including asbestos, in the damaged tiles noted above) and **planning for renovation work should include hazardous material removal**. The AHERA Program identifies known sources of hazardous materials in a building, identifies their condition, and allows schools to actively manage these materials; updates are made every six months, with major studies every three years.

Tolland Middle School (Old High School)



Tolland Middle School sits on a 70-acre site, constructed in 1966 with additions in 1970 and 1983; in 1999, modular structures were also added. The building is 137,500 sq.ft. in size (measurement includes programmable basement space, excludes modulars).

The Gymnasium roof was renovated in 1989 and is now at the end of its life expectancy, although it remains in fairly decent repair. Windows and entryways are also in urgent need of replacement.

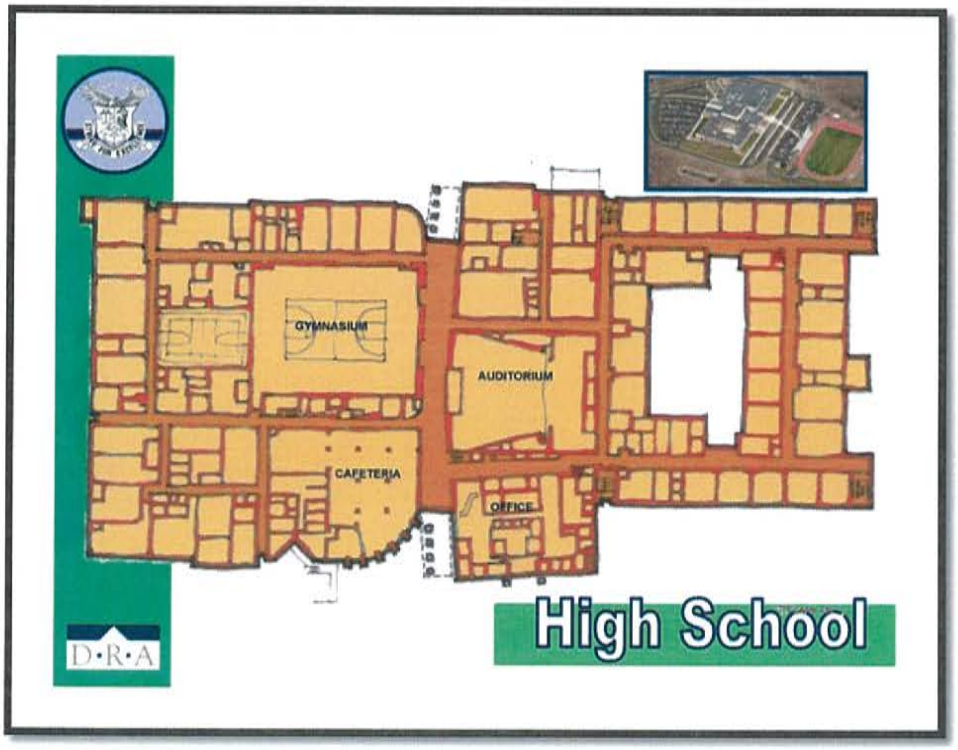
It is recommended that the main office beyond the entry doors be isolated from the rest of the building in order to meet security needs.

Interior aspects of the buildings are showing serious wear, e.g., ceilings and classroom casework.

The building has multiple accessibility issues and concerns – multiple non-ADA-compliant doors, toilet facilities, and exterior entrances are included in the listing of challenges facing this structure.

Finally, an **Asbestos Hazard Emergency Response Act (AHERA) report** has been made for this facility. According to the June 21, 2013 AHERA report for Tolland Middle School, **hazardous materials ARE present** in the building (including possible asbestos-containing materials in the Science Wing's black table tops), and **planning for renovation work should include hazardous material removal**. The AHERA Program identifies known sources of hazardous materials in a building, identifies their condition, and allows schools to actively manage these materials; updates are made every six months, with major studies every three years.

Tolland High School



Tolland High School sits on a 60-acre site, measuring 247,266 sq.ft., not including a courtyard; its very recent construction (2006) means that the entire building is in good condition

An **Asbestos Hazard Emergency Response Act (AHERA) report** has been made for this facility. According to the AHERA report for Tolland High School, **NO hazardous materials** are present in the building. The AHERA Program identifies known sources of hazardous materials in a building, identifies their condition, and allows schools to actively manage these materials; updates are made every six months, with major studies every three years.

2.4 *Summary of the MEP Analysis Report*

Birch Grove Primary School

Birch Grove is a younger building and remains in good repair. Most systems are roughly 10-15 years old, with a few more recent replacements (e.g., lighting and heating plant). However, there are minor repairs which have become desirable, e.g., with regard to certain plumbing fixtures (this includes the need for low-flow flush fixtures).

Tolland Intermediate School

An older building, TIS has served the community well, but a large number of crucial systems and finishes, many almost 25 years old, are now showing serious wear. Many of these systems have met their useful life expectancy, for example: air and heating controls, exhaust registers, and exit signs. Building-wide smoke detection is needed, as are grease traps/interceptors in the kitchen and overflow storm drains. It is recommended that ALL plumbing be replaced; the sanitary lines and septic system (possibly original to the building) may require replacement as well, and should be inspected by a qualified testing agency. Many electrical panelboards are in poor condition and/or have no spare circuit breakers, and some of their locations (not in dedicated electrical closets) are in violation of code -- other possible code violations include lighting power density in interior and exterior areas (including emergency lighting).

There are also issues with the air conditioning system, but these should be resolved with the completion of the new geothermal heating system over Summer 2014; some updates to systems mentioned here (e.g., building controls and exterior lighting), as well as others, are in progress or slated for Summer 2014 (see Appendix B).

Tolland Middle School

As the town's oldest school, TMS also has serious maintenance needs, and many of its systems have met their useful life expectancy, for example: air and heating controls, exhaust registers, and exit signs. It is recommended that the septic system (possibly original to the building) be inspected by a qualified testing agency, as this may require replacement. Many electrical panelboards are in poor condition and/or have no spare circuit breakers, and many are not located in dedicated electrical rooms. Possible code violations include lighting power density in interior and exterior areas (including emergency lighting).

There are also issues with the air conditioning system, but these should be resolved with the completion of the new geothermal heating system over Summer 2014; some updates to systems mentioned here (e.g., building controls and exterior lighting), as well as others, are in progress or slated for Summer 2014 (see Appendix B).

Tolland High School

THS is the town's youngest school and remains in good repair. Some systems are starting to show wear (e.g., some kitchen, heating and ventilation fixtures; a new chiller is also due to be installed by the 3rd quarter of 2014). Generally, however, equipment and systems in the school are in good or like new condition.

2.5 Additional Planning Needs

Various needs and views were indicated by contributions from workshop participants; notes on these can be found in Appendix D.

TO: **Members of the Board of Education**

FROM: **William D. Guzman**

DATE: **July 23, 2014**

SUBJECT: **Board Policy and Administrative Regulation 1000, Community Engagement**
Administrative Regulation 5140, Student Use of the District's Computer Systems and Internet Safety

Attached please find the above referenced Board Policy and Administrative Regulations. The Policy Committee reviewed these items on July 9, 2014. The proposed new language is in uppercase and bolded.

Proposed Policy 1000 emphasizes the Board's commitment to develop effective community relations. The school district acknowledges that school-community relations are essential for providing a positive learning environment and for the effective operation of the school district. A community engagement program that encourages input from all community members results in increased support for and loyalty to the school district from all segments of the school community. Through the development of a community engagement plan and adoption of a board policy to support it, a board of education establishes an active leadership role in the process. It will be able to then evaluate the process to ensure that the desired results are achieved.

Administrative Regulation 5140, Student Use of the District's Computer Systems and Internet Safety is also enclosed for your information.

TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT

BOARD POLICY **REGARDING: COMMUNITY ENGAGEMENT**

NUMBER: 1000
COMMUNITY/BOARD OPERATIONS

APPROVED:

THE PURPOSE OF COMMUNITY ENGAGEMENT IS TO CREATE A COLLABORATIVE ENVIRONMENT IN WHICH STUDENTS, PARENTS/GUARDIANS, FAMILIES, RESIDENTS, BUSINESSES AND COMMUNITY ORGANIZATIONS ARE ENCOURAGED AND INVITED TO BE INVOLVED STAKEHOLDERS IN THE SCHOOL COMMUNITY. SUCH ENGAGEMENT STRENGTHENS BROAD-BASED COMMUNITY SUPPORT FOR THE DISTRICT'S MISSION, GOALS, OPERATIONS AND EDUCATIONAL PROGRAMS.

COMMUNITY ENGAGEMENT IS DEFINED AS AN ONGOING COLLABORATIVE PROCESS IN WHICH THE DISTRICT WORKS WITH THE PUBLIC TO BUILD UNDERSTANDING, GUIDANCE, AND ACTIVE SUPPORT FOR THE EDUCATION OF STUDENTS IN THE COMMUNITY.

THEREFORE, THE BOARD OF EDUCATION ENDORSES THE CONCEPT THAT COMMUNITY ENGAGEMENT IS ESSENTIAL FOR THE DISTRICT AND THE COMMUNITY TO MAINTAIN MUTUAL UNDERSTANDING, RESPECT AND TRUST, AND TO WORK TOGETHER TO IMPROVE THE QUALITY OF EDUCATION FOR DISTRICT STUDENTS. THE BOARD INTENDS, THROUGH THIS TWO-WAY COMMUNICATION, TO IDENTIFY THE COMMUNITY'S CONCERNS, NEEDS AND SUGGESTIONS, AND TO BE RESPONSIVE TO THE COMMUNITY THROUGH THE BOARD'S ACTIONS.

THE BOARD ALSO RECOGNIZES THAT THE PUBLIC OFFERS RESOURCES OF TRAINING AND EXPERIENCE USEFUL TO SCHOOLS. THE QUALITY OF THE DISTRICT'S OPERATIONS AND PROGRAMS CAN BE STRENGTHENED WHEN THESE RESOURCES ARE USED IN AN ADVISORY CAPACITY.

TOLLAND PUBLIC SCHOOLS
TOLLAND, CONNECTICUT

ADMINISTRATIVE REGULATION

REGARDING: COMMUNITY ENGAGEMENT

Number: 1000
COMMUNITY/BOARD OPERATIONS

Approved:

THE BOARD, WITH ASSISTANCE FROM THE ADMINISTRATION, SHALL DETERMINE THE APPROPRIATE STRATEGY WHEN UTILIZING THE COMMUNITY ENGAGEMENT PROCESS.

THE BOARD HAS ESTABLISHED THE COMMUNICATIONS AND OUTREACH COMMITTEE TO BE RESPONSIBLE FOR DEVELOPING, IMPLEMENTING AND DELIVERING A COMMUNITY ENGAGEMENT PROGRAM.

AFTER THE COMMUNITY ENGAGEMENT PROCESS IS CONCLUDED, THE BOARD SHALL MAKE THE FINAL DECISION REGARDING AN ISSUE.

THE BOARD SHALL ANNUALLY ASSESS THE EFFECTIVENESS OF THE COMMUNITY ENGAGEMENT PROGRAM.

THE BOARD DIRECTS THE ADMINISTRATION TO DEVELOP AND IMPLEMENT A PLANNED PROGRAM OF COMMUNITY ENGAGEMENT THAT REGULARLY PROVIDES OPPORTUNITIES FOR STUDENTS, PARENTS/GUARDIANS, FAMILIES, RESIDENTS, BUSINESS AND COMMUNITY ORGANIZATIONS TO PARTICIPATE IN DIALOGUES AND DECISION–MAKING RELATED TO DISTRICT-WIDE AND SCHOOL-BASED ISSUES.

THE ADMINISTRATION SHALL DEVELOP AND USE VARIED, EFFECTIVE COMMUNICATION METHODS TO ENSURE THAT ALL COMMUNITY MEMBERS RECEIVE INFORMATION ABOUT DISTRICT AND SCHOOL PROGRAMS AND THE AVAILABLE OPPORTUNITIES TO BECOME ACTIVELY INVOLVED.

THE BOARD AND ADMINISTRATION SHALL GIVE SUBSTANTIAL WEIGHT TO THE INPUT RECEIVED FROM THE COMMUNITY. WHEN EVALUATING THE COMMUNITY'S SUGGESTIONS, THE BOARD AND ADMINISTRATION WILL CONSIDER THE IMPACT OF THE DISTRICT'S GOALS, OPERATION, EDUCATIONAL PROGRAMS, AND FINANCIAL RESOURCES. RECOMMENDATIONS MADE BY THE COMMUNITY SHALL NOT REDUCE THE AUTHORITY OR THE RESPONSIBILITY OF THE BOARD, WHICH MAY ACCEPT OR REJECT SUCH RECOMMENDATIONS.

THE DISTRICT SHALL COMMUNICATE TO THE COMMUNITY THE BOARD'S DECISION AND ITS RATIONAL REGARDING AN ISSUE INVOLVING COMMUNITY ENGAGEMENT.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Student Use of the District's Computer Systems and Internet Safety

Number: 5140
Administrative

Approved: 2/28/01
Revised: 6/8/05
Revised: 4/7/09
Revised: 2/24/10
Revised:

Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right.* Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this

section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sadomasochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where –

(A) The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
(B) Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
(C) Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

(A) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
(B) Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
(C) Taken as whole, lacks serious literary, artistic, political, or scientific value as to minors.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and *review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for District-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for* e-mail, *can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The

monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime;
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator.
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the internet for non-educational purposes.
- Cyberbullying, defined as use of computer systems including email, instant messaging, text messaging, blogging or the use of

social networking websites, or other forms of electronic communications, to commit acts of bullying.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

THE TEACHER WILL BE RESPONSIBLE FOR NOTIFICATION TO BOTH PARENTS AND SCHOOL ADMINISTRATION IN THE CASE OF STUDENT EXPOSURE TO INAPPROPRIATE DIGITAL MATERIAL AND/OR CONTENT.

Legal References:

Children's Internet Protection Act, Pub. Las 106-554, Codified At 47 U.S.C. § 254 (H)
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 Through 2520
No Child Left Behind Act Of 2001, Pub. L. 107-110, Codified At 20 U.S.C § 6777
Protecting Children In The 21st Century Act. Pub. Law 110-385, Codified At 47 U.S.C. § 254(h)(5)(b)(Iii)
18 U.S.C. §2256 (Definition Of Child Pornography)
Miller V. California, 413 U.S. 15 (1973) (Definition of Obscene)

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (Computer-Related Offenses)

Conn. Gen. Stat. § 53a-193 (Definition of Obscene)

MEETING MINUTES

TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
JULY 8, 2014 – 7:30 P.M.

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

MEMBERS ABSENT: Jan Rubino

OTHERS PRESENT: Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; John Tunila, Esq.; Kathleen Fleming, Esq.

1. **CALL TO ORDER**: Jack Scavone called the meeting to order at 7:30 p.m.

2. **PLEDGE OF ALLEGIANCE:** Recited

3. **MOMENT OF SILENCE:** Observed.

4. **PROCLAMATIONS:** None.

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

6. **PUBLIC HEARING ITEMS:**

   6.1 Introduction of a resolution appropriating $2,078,168 for Capital Projects and authorizing the issuance of bonds and notes therefor.

   George Baker moved to open the public hearing and read the following resolution:

   Consideration and action concerning a resolution to: (a) appropriate $850,000 for certain road pavement and drainage improvements, appropriate $762,245 for the installation of fiber-optic lines, appropriate $270,000 for the purchase of heavy machinery and equipment, and appropriate $195,923 for certain façade improvements for Tolland Intermediate School; (b) authorize the Town to issue and sell its notes and bonds pursuant to the Connecticut General Statutes, or any other provision of the law thereto enabling, in an amount not to exceed $2,078,168; and (c) authorize such other actions relating to the foregoing as may be necessary or appropriate.

   Seconded by Rick Field. All in favor. None opposed.

   No public present; therefore, a straw poll was not taken.

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

   George Baker motioned to accept the following resolution:

   RESOLVED, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of $850,000 for the cost of the pavement resurfacing, sealing, overlay, repair and/or reconstruction of, and the drainage replacement and design, repairs and improvements to, all or portions of certain town roads identified by the Town Manager (the "Pavement Project"), (ii) the sum of $762,245 for

the cost of the installation of fiber-optic lines to connect certain buildings of the Town for communication purposes (the "Fiber Optic Project"), (iii) the sum of $270,000 for the cost of purchasing heavy machinery and equipment, such as the replacement of a truck body to extend the life of an all-season front line truck and the acquisition of an all-season front line truck to be used in connection with the transport of asphalt, gravel and other materials, plowing, sanding and such other purposes required by the Town (the "Equipment Acquisition,"), and (iv) the sum of $195,923 for the cost of façade improvements for Tolland Intermediate School, including all design work, demolition, repairs, brick replacement work and disposal related thereto (the "Façade Improvement Project," together with the Pavement Project, the Fiber Optic Project and the Equipment Acquisition, collectively, the "Projects"). The appropriations may be spent for design and construction costs, equipment, materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.

(2) That to finance said appropriation for the Pavement Project, the Town issue bonds or notes in an amount not to exceed $850,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), to finance said appropriation for the Fiber Optic Project, the Town issue bonds or notes in an amount not to exceed $792,245 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), to finance said appropriation for the Equipment Acquisition, the Town issue bonds or notes in an amount not to exceed $270,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project), and to finance said appropriation for the Façade Improvement Project, the Town issue bonds or notes in an amount not to exceed $195,923 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project). The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed $2,078,168. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statues with respect to any notes that do not mature within the time permitted by said Section 7-378.

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

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

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

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

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

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

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

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

Seconded by Rick Field

In Favor: Jack Scavone; George Baker; William Eccles; Richard Field; Paul Krasusky and Ben Stanford
Opposed: None.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
REPORTS OF TOWN COUNCIL LIAISONS: Ben Stanford said the Shared Services Committee met. They spoke about the volunteer day, and addressing some concerns at the Middle School (fixtures, bathrooms, etc.). Mr. Krasusky said the Superintendent Search Committee has been formed and they will be meeting next week. The DRA results are in and those will be presented on June 23rd.

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

8.1 Consideration of a resolution amending the By-Laws of the Tolland Non-Profit Housing Corporation.

Mr. Wilkinson introduced Attorneys Tunila and Fleming to the Council. They were present at the meeting to answer any questions. This resolution is to update the Certificate of Incorporation because of the new By-Law change. Since the town is the sole member, the Council is being asked to approve the resolution.

Mr. Baker wanted to confirm that this was to add the language exclusively for charitable purposes. Mr. Tunila said yes.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED that the Tolland Town Council, acting in its capacity as sole member of the Tolland Non-Profit Housing Corporation, approves the following resolution: That Article 2 of the Certificate of Incorporation of the Tolland Non-Profit Housing Corporation is hereby amended to add the following sentence at the end of said Article:

Notwithstanding any other provision of the Certificate of Incorporation, as the same may be amended or restated, the Tolland Non-Profit Housing Corporation is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further future federal tax code.

Seconded by Rick Field. All in favor. None opposed.

Mr. Eccles commented that the Certificate and Resolution differ in one word. Mr. Tunila will add the word "federal" to the Certificate.

8.2 Consideration of a resolution for authorizing the application by the Resident State Trooper's Office for a 100% Funded Traffic and High Risk Rural Roads Speed Enforcement Program grant and upon grant award the use of Town cash reserves to provide an interim funding source until the grant proceeds are received.

Mr. Wilkinson said this is to apply for a grant for high risk rural roads. This is a good opportunity. The town would get reimbursed for monies expended. Ms. Hancock said the paperwork was completed today. The application will be for $17,500.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves the Resident State Trooper and the Town Manager to apply for the State of Connecticut Traffic and High Risk Rural Roads Speed Enforcement Grant and upon award of the grant to use Town cash reserves to pay for expenditures which will be 100% reimbursed by the grant proceeds.
Seconded by Bill Eccles. All in favor. None opposed.

8.3 Consideration of a resolution authorizing the deposit of funds to be received for State Municipal Revenue Sharing into the Capital Reserve Fund for future use for the funding of Capital Projects.

Lisa Hancock said the State has a Municipal Revenue Sharing Grant. Part of the grant was cut out mid-year last year. Through the legislative process, the funds have been reinstated this year. They are hoping to get the funds sometime in August. The funds have normally been used towards capital projects. They are recommending that the funds be deposited into the Capital Reserve Fund. Once the budget process commences, they will make recommendations as to what projects to use the money for. Ms. Hancock said it is approximately $38,000+.

George Baker motioned to accept the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves that funds received from the State of Connecticut for the allocation of Municipal Revenue Sharing funds that were to be received in the FY 2012-13 is deposited into the Capital Reserve Fund for future appropriations approved by Town Council for Capital Projects.

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

8.4 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to appoint Andy Holl to the Library Board; Seconded by Rick Field. 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. Wilkinson said it's a big report, and suggested the Council read it at their leisure.

11. **ADOPTION OF MINUTES**

11.1 June 24, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by George Baker. All in favor. None opposed. Jack Scavone and Paul Krasusky abstained.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

15. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by George Baker at 7:47 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk