

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 11, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES

April 27, 2011 – Regular Meeting

- D. SUPERINTENDENT'S REPORT
 - D.1. Doodle4Google
 - D.2. Energy Conservation Report
 - D.3. Geothermal Retrofit Overview
 - D.4. Primary Mental Health Grant Application
 - D.5. Town Council Request
 - D.6. Fiber Optic Cabling Project
 - D.7. Community Conversation - Update
 - D.8. NEASC – Tolland High School Accreditation
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
- G. COMMITTEE REPORTS
- H. BOARD ACTION
 - H.1. Board Policy 5120 - Administration of Student Medications in the Schools
Board Policy 9130 – Time, Place and Notice of Meetings
 - H.2. Budget Transfer Request
- I. INFORMATIONAL ITEMS
- J. OLD BUSINESS
- K. COMMUNICATIONS
 - Town Council Minutes from April 26, 2011 Special Meeting
 - Town Council Minutes from April 26, 2011 Regular Meeting
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Possible Contract Ratification
- O. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – April 27, 2011**

Members Present: Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Ms. Diane Clokey; Mr. Thomas Frattaroli; Mrs. Judy Grabowicz; Ms. Christine Riley Howard, and Mrs. Karen Bresciano.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Ms. Jane Regina, Business Manager.

The meeting was called to order at 7:34 p.m.

STUDENT REPRESENTATIVE REPORT

Beverly Naigles reported that the Student Council sponsored Kindness Week is currently underway at the High School. The Student Council is still working on the plans for Prom Safety Week. The AP exams will be held during the next two weeks and the third quarter ended just before spring break. Prom tickets will be going on sale next week. The band went to Disney over the break and there was also a field Trip to England and Ireland during the break. Students participating expressed that the experiences were both enjoyable and educational.

APPROVAL OF MINUTES

Mr. Powell motioned and Ms. Riley Howard seconded to approve the minutes of the regular meeting of April 13, 2011. All in favor. Motion carried.

SUPERINTENDENT'S REPORT**D.1. Tolland Intermediate School – Connecticut Road Safety Poster Contest**

The Superintendent referred to the letter to Intermediate School Principal, James Dineen announcing the winners of the first Connecticut Road Safety Poster Contest. Mr. Dineen introduced Carling Albrecht, Grade 5 and Olivia McCarthy, Grade 3, who were winners of the Connecticut Road Safety Poster Contest. The students presented their posters which were based on distracted driving and the accidents that can be caused by not concentrating on driving while texting, talking on the phone or eating. The students and their parents attended a press conference that was also attended by Governor Dannel P. Malloy.

Before continuing, Mr. Guzman introduced Adam Sher, who will be the new Director of Information Technology and will start working in the District with Mr. Roger Leege on May 16, 2011. Mr. Sher comes to Tolland from the Newington School District.

D.2. Career and Technical Education – Curriculum Report

Career and Technical Education (CTE) includes Family and Consumer Sciences, Technology Education and Business Education. Dr. Eidson explained the variety of courses that are offered in these departments all of which are based on state standards. Perkins Grant money partially supports these programs. Students are required to take national tests to show competency in many of the CTE areas. Many of the classes are offered through Manchester Community College and students receive credit for these classes.

Mr. Larry Gag, Technology teacher at Tolland High School, was present and explained the Railroad Project which he conducted in his class during the week before winter break and the hovercraft program which is taught by Mr. James Benini in the Tech I class. The hovercraft program will participate in a contest at Riverside Park in Hartford of June 11, 2011.

D.3. Board Policy 5120 - Administration of Student Medications in the Schools
Board Policy 9130 – Time, Place and Notice of Meetings
Administrative Regulation 5180 - Immunizations

The Superintendent presented revised Board Policy 5120 – Administration of Student Medications in the Schools, Board Policy 9130 – Time, Place and Notice of Meetings, and Administrative Regulation 5180 – Immunizations. The language to be deleted is in brackets and new language is in caps and is bolded.

The Policies and Regulation were reviewed by the Policy Committee on April 13, 2011.

The Administrative Regulation 5180 – Immunizations was enclosed for the Board's information and did not require Board approval.

Also enclosed for the Board's information were the forms used by the nursing staff to administer medications in accordance with Policy 5120 – Administration of Student Medications.

This will be an action item at the May 25, 2011 meeting of the Board of Education

D.4. Athletic Participation Fees

As requested at the last meeting of the Board, Mr. Guzman presented the following criteria for the use funds collected from the Athletic Participation fees for students unable to pay the appropriate fee.

The criteria utilized is established through eligibility for free and reduced meals under the Federal Child Nutrition program as follows:

1. The pay-to-participate fee for students on free lunch will be waived.
2. The pay-to-participate fee for students on reduced lunch will be \$60 per sport. Last year, the fee for reduced lunch was \$30 when the pay-to-participate fee was \$125, which equated to 34% of the full fee. The \$60 fee represents approximately 22% of the full fee.
3. All students must pay before the first scrimmage or they may not participate in any scrimmage or contest until the fees are paid.
4. For those students and families claiming financial hardship, they may choose to pay the fee in the following two installments:

- a. \$150 by the first scrimmage
- b. \$125 by October 1st for fall sports, January 15th for winter sports, and May 1st for spring sports.

D.5. Status of the Health Savings Account

The Superintendent reported that as of Wednesday, April 27, 2011 there were 29 staff members who had elected the HSA option which was an increase from 17 as of Monday, April 25, 2011. Mr. Guzman will discuss with the unions who do not have the option in their contract to allow a side letter making the option also available to those employees. The Board thanked the Superintendent and his staff for the effort made to explain the program and encourage participation.

D.6. Status of the Budget – April 15, 2011

In accordance with the Board of Education Policy 3010, attached is the status report of the budget for fiscal year 2010-11 as of April 15, 2011.

The adjusted budget for fiscal year 2010-11 is \$32,285,520. As of April 15, 2011, projected expenditures and encumbrances total \$32,226,379. The projected balance at this time is \$59,141.

The latest review of the utility accounts has a small projected deficit but with judicious energy conservation measures, the Administration is confident that this over budget condition will disappear.

The Administration has worked cooperatively with the Town with regard to the FEMA Assistance Request for the January storm period. The application is currently being audited and at this time it is undetermined if we will receive any funding, but we are hopeful that the process will result in reimbursement of some of costs of the snow removal.

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 701 Transportation	\$25,000	Program 791 Board of Education	\$25,000

Explanation: Excess funds in transportation account to cover additional unanticipated expenses for legal fees.

Mrs. Grabowicz noted that the utilities budget has a small deficit. There is no extra money budgeted in that account. There was a question concerning additional funds from the Transportation account. Ms. Regina explained that reducing the number of school days by three had resulted in much of the balance in that account.

PUBLIC PARTICIPATION

Lisa Burns of 214 Slater Road stated that she was very impressed with the programs that were discussed during Dr. Eidson's presentation on Career and Technology education. These were positive learning experiences and should be shared with the newspapers and Tolland Monthly. She also commented about the positive aspects of the Board and the Town promotion of the HSA program.

POINTS OF INFORMATION

Mr. Powell commented that the Budget presentation with the Town Council and the Board was a more favorable environment to move forward with the budget. He asked if the Board was a 'for profit' organization and also discussed further statistics presented in the Yankee Institute Study. The Superintendent indicated that the Board is not a 'for profit' organization and that Tolland was reported by the Yankee Institute to have the second lowest cost in the State to provide a Kindergarten through grade 12 education.

Mrs. Grabowicz indicated that these facts are based on data. She also explained that the Board had worked very hard to reduce the impact of insurance costs for the budget. They had requested that the insurance consultant research whether the increase would be industry wide and further investigated a change in the liability limits to reduce the increase in rates to less than 12%. Mr. Clark stated that he felt that both the Negotiation Committee and the Finance and Facilities Committee had been very proactive.

Mr. Frattaroli asked that the statement made in the minutes of March 23, 2011 concerning only one language be clarified to indicate that this is not an option that the Board of Education is considering.

COMMITTEE REPORTS

- **EASTCONN – April 26, 2011**

Mrs. Clokey reported on the April 26, 2011 meeting of the EASTCONN Executive Committee meeting. The committee reported having received several communication awards from CAFE for publications. The fiscal year 2012 budget was presented and will be voted on at the May meeting. The committee approved tuition and fees for the upcoming year, updated the administration of medication policy and the submission of HeadStart and several adult education grants.

The Committee also approved a salary increase of up to 1% for all of the non-union staff. At EASTCONN, the majority of their staff is not unionized (424 of their 538 employees).

- **Policy Committee – April 27, 2011**

The Policy Committee met today with four representatives from the New England School Development Council. Jim Dineen, Kathryn Eidson, and Jennifer Olson also attended. The purpose of the meeting was to explore ways to approach a strategic planning initiative in the district and whether or not the Committee might

hire NESDEC to conduct such an initiative. We agreed that such a process should be inclusive of community members, town administrators and all staff and faculty. They brought some samples of work that they have done in other districts but emphasized the uniqueness of each community. The first step in the process would be to develop a process that is a good fit for Tolland.

NESDEC consultants could be used to facilitate brainstorming and focus groups with a variety of constituencies and/or to write a plan and the associated documents. The cost of an "expedited" process is about \$12,000.

The Committee has a planned meeting with EASTCONN representatives on May 9, 2011. This will give the committee a point of comparison with regard to content. It is the committee's understanding that the costs are comparable. The Committee plans to have a recommendation to bring to the full board at the May 25, 2011 meeting.

- **Town Council Liaison – April 26, 2011**

Mr. Clark reported that the first part of the meeting was the budget presentation and that the regular part of the Town Council meeting had nothing that related to the Board of Education.

BOARD ACTION

H.1. Healthy Food Certification

Mr. Powell motioned and Mr. Clark seconded to approve the Healthy Food Certification Statement for July 1, 2011 through June 30, 2012 as allowed by Section 10-215f of the Connecticut General Statutes. All in favor. Motion carried.

INFORMATIONAL ITEMS

School calendars for May were enclosed.

OLD BUSINESS

Mr. Powell asked about the warranty on the roofs. The Superintendent stated that once the repairs had been completed, the warranty was reestablished. Mr. Clark asked about the vote on the easement at the high school. Mr. Guzman will discuss with the Town Manager.

COMMUNICATIONS

- Town Council Minutes from April 5, 2011 Special Meeting
- Town Council Minutes from April 12, 2011 Regular Meeting

CHAIRPERSONS REPORT

Dr. Block thanked the Superintendent and the staff for the work on the budget. She also thanked Fred Daniels and Mary Ann Delaney Tuttle's supportive editorial. Dr. Block reminded everyone about the rally on Sunday, May 1, 2011 from 3:00 p.m. – 4:30 p.m. on the Tolland Green.

FUTURE AGENDA ITEMS

1. Board Policies
2. Transfer Request
3. Paraprofessional Contract Ratification
4. Energy Conservation Report
5. Primary Mental Health Grant Application
6. Doodle 4 Google – Grade 3

EXECUTIVE SESSION – Personnel Matters

None

ADJOURNMENT

Mrs. Bresciano motioned and Ms. Riley Howard seconded to adjourn the meeting at 8:55 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

D.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

**SUBJECT: Doodle4Google
Regional Finalist – Lindsay Coffua**

Doodle4Google is a competition where K-12 students are invited to apply their artistic and creative talents to redesigning Google's homepage logo. This year we invited kids to think big and exercise their imagination around the theme, "What I'd like to do someday..."

Google received over 107,000 submissions. Lindsay Coffua, a third grade student attending the Tolland Intermediate School has been named a top 40 Regional Finalist. She will be eligible to win a \$15,000 scholarship and \$25,000 technology grant for their school, among other prizes.

Lindsay's Google design is attached and she will be at the Board Meeting. Mr. Jim Dineen, Principal, Tolland Intermediate School will also be in attendance.

Voting began on May 4, 2011 and will continue until May 13, 2011. One can vote by going to google.com/doodle4google/vote.html.

WDG:ca



MY FUTURE IN ART

What I would like to do someday is be an artist because I love to draw. I want to create great works of sculpture, painting and illustration for people to enjoy.

Name: Lindsey Coffua

Age: 8

School: Tolland Intermediate School

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Energy Conservation Program

In June 2002, Tolland Public Schools entered into a four-year contract with Energy Education Incorporated (EEI) of Wichita Falls, Texas to establish a management program for energy conservation. The program began in November 2002. Through education and monitoring attitudes and behaviors toward the use of energy, conservation efforts have resulted in reductions in energy usage and cost avoidance.

Cost Avoidance is calculated by establishing a base period energy usage (the 12 months before the program start) and adjusting this base period data to take into account changes in weather, building square footage, differences in the length of billing periods and special adjustments (e.g. changes in equipment or program changes). Current utility costs are then compared to what the costs would have been had energy conservation measures not been implemented.

A full report concerning the eight years of the program will be presented to Board members at the meeting by Chris White, Energy Manager, for the school district.

WDG:ca

CERTIFICATE OF COMPLETION

This is to certify that

Chris White

Satisfactorily completed the Course

Energy Reduction Using Kaizen, 5 S, and Behavioral Change

Conducted on May 4, 2011



Loureiro Engineering Associates, Inc.

An Employee Owned Company

100 Northwest Drive

Plainville, CT 06062

860-747-6181

Kevin P. Vidmar, Vice President
Loureiro Engineering Associates, Inc.

May 4, 2011

D.3.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Geothermal Retrofit Overview

Chris White, District Energy Manager, will provide an assessment of the District's opportunities for geothermal retrofit of the District's school buildings. He will also give a summary on how some geothermal projects are financed.

WDG:ca

D.4.

TO: Members of the Board of Education

**FROM: William D. Guzman
Kathryn Eidson**

DATE: May 11, 2011

SUBJECT: Primary Mental Health Grant Application

Each year since 2000 Tolland Public Schools has applied to the Connecticut State Department of Education for funds to support the Birch Grove Primary Mental Health Program. The purpose of this program is to assist Connecticut school districts to better serve at-risk primary grade children through the availability of any early intervention mental health program for the detection and prevention of emotional, behavioral and learning problems.

The grant proposal totals \$25,000. Attached for your review are the Abstract and the Budget Worksheet.

The Administration recommends approval.

WDG/KE:ca

ABSTRACT PAGE

Applicant Agency: Tolland Public Schools

Local Project Title: Birch Grove Primary Mental Health Program

Funds Requested: \$25,000

Objectives: The objectives of the Primary Mental Health program are to:

- 1) implement a school-based early detection and screening program to identify children with minimal to moderate problems in adjusting to school,
- 2) establish specific goals and objectives for working with identified children,
- 3) implement prevention goals,
- 4) provide for parent participation in progress and termination conferences,
- 5) coordinate this program with other existing programs,
- 6) support and educate parents concerning their child's development and needs,
- 7) evaluate program outcomes, and
- 8) provide for staff development in primary mental health

Project Activities:

Besides offering the Primary Mental Health Program at Birch Grove School, we will continue training the entire school in "Responsive Classroom". All Birch Grove School staff have or will have received the one day "Responsive Classroom" training. Many staff members have received week long training during the summer. In addition, we are implementing Positive Behavior Intervention and Support (PBIS) in grades PK through 12. Parents are encouraged to become involved in programs for parents at the Family Resource Center.

Procedures for Data Collection and Reports Expected:

The program at Birch Grove consists of 28 weeks of contact with students during the school year. Data used to determine the success of this program includes: number of children screened, number of children served, number of parent contacts and interactions, number of student service terminations with status of termination determined, and number of support services offered to parents. We also include information about parent participation in programs about child development and needs, reports on increased linkages with other schools concerning school-based early intervention/pre-referral strategies, and reports of staff development. Documentation of program results is available.

PMHP BUDGET WORKSHEET FOR CONTINUING DISTRICTS

School District: Tolland Public Schools

FISCAL Year 2011

CODES	DESCRIPTIONS	LOCAL CONTRIBUTION		STATE FUNDS AWARDED	
		Primary Project	CBHP	Primary Project	CBHP
112A	EDUCATION AIDES			\$12,582	
112B	CLERICAL				
119	OTHER		\$4675		
200	PERSONAL SERVICES EMPLOYEE BENEFITS		\$5712	\$11,518	
322	INSERVICE			\$200	
324	FIELD TRIPS				
325	PARENT ACTIVITIES		\$50		
580	TRAVEL				
590	OTHER PURCHASED SERVICES		\$4000	\$700	
611	INSTRUCTIONAL SUPPLIES		\$200	0	
690	OTHER SUPPLIES				
700	PROPERTY/EQUIPMENT ONLY				
	TOTALS		\$14,637	\$25,000	

_____ Original request date
 _____ Revised request date

 State Department of Education
 Program Manager Authorization

 Date of Approval

D.5.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Town Council Request

On September 29, 2010, the Board of Education received a request from the Town Council to cover additional interest expenses associated with bonds issued for the high school project in the amount of \$18,014. (See Attachment 1)

On January 12, 2011, the Board approved \$12,605 of District funds from unused FY 2009/10 carryover funds be used to offset the \$18,014 leaving a balance of \$5,409. The Board voted that this amount would be addressed at year-end. (See Attachment 2)

At this time, Christine Hutton, Town Finance Director has informed the Administration that the balance has increased from \$5,409 to \$8,047 based on current actual figures. (See Attachment 3)

WDG:ca



TOWN of TOLLAND / 21 tolland green, tolland, connecticut 06084

September 29, 2010

TO: BOARD OF EDUCATION

FROM: FREDERICK M. DANIELS, TOWN COUNCIL CHAIR

SUBJECT: BUDGET REQUEST

On behalf of the Town Council, a formal request is being made for the Board of Education fund from within their 2010/11 budget the amount of \$18,014 for additional interest expense and debt issuance costs associated with the General Obligation Bonds for the High School project. These funds are not currently budgeted within our debt service accounts nor are they designated within Fund Balance. Your consideration of this request would be appreciated. The Town Council has delayed action on the appropriation until its meeting of November 9, 2010. The Town Council looks forward to hearing from the Board of Education regarding this matter.

FMD//ltb

cc: W. Guzman
S. Werbner

MEMORANDUM

To: Steve Werbner
Town Manager

FROM: William D. Guzman
Superintendent of Schools

DATE: January 14, 2011

SUBJECT: Town Council Request – Use of FY 2009-10 Unused Carryover Funds

The Board of Education, at its January 12, 2011 meeting, voted to request that \$12,605 of District funds of unused FY 2009-10 carryover funds be used to offset the \$18,014 additional interest expense and debt issuance costs. This amount is the remaining balance of encumbered funds carried over at year-end after all purchase orders were closed.

Please note that the Board will wait until the end of the current fiscal year to determine if the remainder of the amount (\$5,409) would be available.

Please let me know if you have any questions.

cc: Board of Education
Jane Regina

ATTACHMENT 3



Guzman, William <wguzman@tolland.k12.ct.us>

Appropriation

1 message

Christine Hutton <chutton@tolland.org>

Mon, May 2, 2011 at 2:48 PM

To: wguzman@tolland.k12.ct.us

Cc: Steve Werbner <swerbner@tolland.org>

Bill,

I have to revise my memo from earlier. There was a Council action taken on behalf of the Board of Ed. on February 22nd which appropriated \$12,065 from liquidated encumbrances towards the shortfall. The issuance costs increased after the original memo due to estimates instead of actuals. The latest numbers include actuals. The difference from the \$20,679 would be \$8,047.

Sorry about the confusion,

Chris

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Fiber-Optic Cabling Project

Past grants and construction funds have allowed us to connect three of our five buildings to the Internet over district-owned, fast fiber-optic cabling. The two non-fiber-optic buildings, Birch Grove Primary and Tolland Intermediate, are connected by much slower copper cable leased from AT&T. We have been trying, since 2005, to replace the two copper circuits because they "bottleneck" traffic across the network. Internet service has been quite bad to BGP and TIS but the problem was dramatically illustrated this year when online CMT testing in Tolland could not run in the time window required due to grossly inadequate bandwidth across the copper circuits.

Recently, however, as Verizon's Business Division has begun installing fiber optic service, the price for upgrading our copper to fiber-optic circuits has dropped by almost two-thirds. Accordingly, we propose to contract with Verizon to replace both of our copper circuits for approximately \$50,000 as opposed to \$124,000, the previous low bid.

Should the Board approve, funds for this project could come from an already approved capital improvement project slated for the Intermediate School. There already exists \$140,000 for the HVAC roof top replacement units over the lecture hall and the locker room at TIS.

As a result of a request for proposals for the HVAC project, one company submitted a bid for the work at \$144,900. Estimated expenditures for this project are as follows:

Architectural Services	\$ 5,800
Bid Advertisements	588
Bid Amount	<u>144,900</u>
Total	\$ 151,288

The Administration recommends replacing only the lecture hall area unit at this time. If the locker room area is turned into classrooms or areas for special education needs, the new unit to be installed may not be able to handle that type of area. However, in the meantime, the locker room area roof top unit would need to be

sandblasted and painted. Maintenance such as sheet metal work and changing of door gaskets would also need to be done. Maintenance of the mechanical components

would give us another 3-5 years of unit life. This maintenance work would cost approximately \$2,900.

Of the \$140,000 in the capital improvement plan, approximately \$86,088 would be used for the replacement of the lecture hall HVAC unit leaving a balance of \$52,812.

		\$140,000
Architectural Services	\$ 5,800	
Bid Advertisements	588	
Cost of Lecture Hall Unit	77,900	
Maintenance-Locker Room Unit	<u>2,900</u>	
		<u>87,188</u>
Balance		\$ 52,812

The Administration recommends requesting the Town Council to transfer \$52,000 from the TIS HVAC Roof Top Unit project to a capital improvement project for the installation of fiber-optic cabling for Birch Grove and Tolland Intermediate School.

WDG:ca

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Community Conversation Recommendation Update

On October 7, 2008 the Board of Education invited residents to participate on several committees in a series of community conversations. Throughout the fall months of 2008, residents met as members of five (5) separate committees. These Committees reported their findings and recommendations to the Board on the following dates:

Co-Curricular	-	December 10, 2008
Curriculum	-	December 10, 2008
Transportation, Energy and Technology	-	January 14, 2009
Communication	-	January 14, 2009
Budget	-	January 28, 2009

During the spring of 2009, the Administration reviewed each of the 116 total recommendations submitted by the Committees and reported to the Board of Education over a series of meetings between April 22, 2009 and June 24, 2009.

As of September 9, 2009, eighteen (18) recommendations required additional review. Below is an update of those recommendations.

Co-Curricular Activities

- **Explore the possibility of Co-op activities with other schools.**

We have investigated this possibility but found the coordination of these activities to be difficult, if not impossible to implement. Factors such as meeting times, costs of transportation, contract stipend stipulations were the major road blocks.

- **Explore possibilities for student activity fundraising opportunities not be individual clubs or groups but in total as a school.**

Individual fundraising activities allow students and staff to readily identify a particular objective for the fundraising. Fundraising for individual activities also provides opportunities for a greater number of students to become involved in all aspects of club membership.

Curriculum

- **Systematically tell families about excellent local resources that provide opportunities that we can't offer but might be independently accessed.**

Throughout the school year, the District disseminates information to parents from a host of organizations and agencies offering enrichment programs for children. These include academic offerings, athletic programs, museums, performing arts visual arts, etc.

Transportation/Energy/Technology

- **Engage students (and staff) in conservation efforts by holding a contest to see which school can reduce their energy the most.**

A suggestion box was placed in each of the schools to solicit recommendation from students. After the first year, a minimal number of suggestions were submitted and were reviewed by Chris White. The program will continue and be enhanced through the digital backpack.

- **Recommend that the Council fund an annual grant to the BOE equal to 1/3 of the cost savings realized from the previous budget.**

This request had been communicated to Town Manager Steve Werbner.

Communications

- **Create a permanently staffed committee dedicated to communications.**

Two ad hoc committees were established to review the areas of communications. The first ad hoc committee was formed to review all District website pages to ensure relevancy and timeliness of information, as well as grammar usage. The second ad hoc committee was formed to review advantages/disadvantages of hiring a web hosting company and awarded a contract to Sharp School based on price and ease of use. The communication tools available through Sharp School include surveys, blogs, forums, etc.

- **Develop a communication plan.**

A comprehensive plan has yet to be developed. Perhaps the strategic plan to be undertaken by the District can focus in this area for development.

- **Reduce the amount of paper.**

Each of the elementary schools and the Middle Schools utilizes a 'digital backpack'. The High School has a parent portal on PowerSchool information system.

- **Survey the residents.**

The District entered into a contract with Sharp School to host Tolland's website. Among the communication tools available will be one to produce surveys on any number of topics. Once operational, the survey tool will be utilized to gather data on a variety of District initiatives.

Budget

- **Computerized Maintenance Management System – Many private companies keep track of their assets through a computerized software program. Many are available. Cost to implement such a program should be investigated. This should also include an annual inventory of all assets to reduce loss.**

The cost to train personnel for the implementation of the Fixed Assets module is approximately \$1,500. To implement this program we will need to determine the personnel who will be responsible for the maintenance and upkeep of the information. In addition, if there is a current program in existence, there will be an additional cost to import that data into the new fixed assets module. This will be discussed with the new District Director of Technology after he comes on board and settles into his new responsibilities and a timeline will be reviewed.

- **Senior Citizen Discount – Provide a discount incentive to Senior Citizens who are residents of the town to attend school activities. Possibly issue them some type of ID card which would generate information from which a senior citizen volunteer force could be created, a volunteer force within the school district.**

Senior Citizen discounts are available to residents to attend the High School's annual musical. Senior citizens may also attend Friday luncheons sponsored by the High School at a cost of \$5.00 per person. The sixth grade chorus participated in the Tolland Senior Variety Show. Bev Bellody, Tolland Director of Human Services, has been contacted to explore additional ways to foster collaborative efforts.

- **Education System Checking Account – Any funds should always be in an interest bearing account. Also the number of checking accounts should be reduced to the most minimal number for easier auditing and tracking. Also, any Activity Fund accounts should require two signatures to withdraw funds. This ensures that hanky panky will not take place.**

After review of the checking accounts, each school has only the account which is necessary to operate their student activities in the school. Two signatures are already required on all accounts.

After discussion with the bank manager it was explained that business checking accounts do not earn interest and it is a regulation that municipalities cannot earn interest on checking accounts. The schools could have a savings account and transfer funds to a checking account as needed, but per regulations they are limited to six (6) electronic transactions per cycle, therefore, an employee would have to go to the bank to conduct business which would not be cost effective.

- **Cooperative Buying – cost of goods: paper and janitorial, food, office supplies. Partner with other schools, our town, and business.**

The maintenance department purchases custodial supplies as much in bulk as the facility can handle and through vendors that allow for the best pricing. Office supplies have been purchased through competitive priced vendors and when at all possible goods such as white boards are purchased through state contract bids. We continue to purchase fuel oil, diesel, insurance plans both medical and property, and consultants in coordination with the town to obtain good pricing as well.

- **School bus routes – Take a close look at specific neighborhoods that would lend it to having children assemble at a specific junction point for bus pick-up. This could eliminate the constant stopping and starting in many neighborhoods.**

This past year we asked the transportation provider to review all routes and to consolidate where possible. First Student made appropriate changes to route areas that allowed for safe pickup and delivery of students.

- **Internships – Further develop internships and intern partnerships with local universities for substitute teaching, in-school tutoring, both remediation and enrichment, reading group facilitation, math assistance, recess monitoring, etc.**

We have an established an internship program with the University of New Haven.

- **Memberships – Audit real value of memberships, including CABE, NASB and all other organizations. Investigate alternate funding sources or elimination of memberships and paid subscriptions.**

The District does not belong to CABE or NASB. We have one subscription to Education Week that is circulated among all administrators and have simplified our membership to CAS (Connecticut Association of Schools). Other memberships have been reviewed and determined to be of value relative to information provided.

- **Have staff development providers come to the district to provide training. It's cheaper than paying employees to travel to the provider.**

Staff development is more expensive if we have someone come in, unless they are volunteers. We have done most of the staff development internally with coordinators and frozen much of the outside PD. Kathleen Raymond has brought several presenters in with ARRA grant money.

- **Enter into articulation agreements with higher education institutions to allow students to take college courses through distance learning. In some cases, this is cheaper than employing specialized teachers.**

The Board of Education recently adopted an on-line course policy. We anticipate utilizing the Connecticut Distance Learning Consortium to coordinate the course offerings. All teachers through this program hold Connecticut certification. School year 2011/2012 will be the pilot year from implementation.

D.8.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: NEASC – Tolland High School Accreditation

Attached for your information is a copy of an April 19, 2011 letter in which the Commission on Public Secondary Schools reviewed the Pre-Self-Study Report and continued the school's accreditation.

WDG:ca



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SECONDARY SCHOOLS

Director

JANET D. ALLISON
direct line (781) 541-5418
jallison@neasc.org

Celebrating 125 years 1885-2010
Demanding Excellence, Honoring Difference

Executive Assistant to the Director

DONNA M. SPENCER-WILSON
direct line (781) 541-5419
dswilson@neasc.org

Associate Director

ANN L. ASHWORTH
direct line (781) 541-5441
aashworth@neasc.org

Associate Director

GEORGE H. EDWARDS
direct line (781) 541-5435
gedwards@neasc.org

Associate Director

EDWARD J. GALLAGHER, III
direct line (781) 541-5422
egallagher@neasc.org

April 19, 2011

Dominique Fox
Principal
Tolland High School
1 Eagle Hill
Tolland, CT 06084

Dear Ms. Fox:

The Commission on Public Secondary Schools, at its March 27-28, 2011 meeting, reviewed the Pre-Self-Study Report of Tolland High School and continued the school's accreditation.

The Commission was pleased to learn of the following:

- the planned work to identify core values and beliefs about learning with all constituents in the community
- the identification of specific indicators that need action in preparation for the decennial evaluation visit
- the work of the counseling PLC to study alternative models for advisory with the goal of implementation during the 2011-2012 school year

The school is scheduled for an evaluation visit in the calendar year 2014. *Well in advance of the self-study* the school should review and, if necessary, revise its core values, beliefs about learning, and 21st century expectations for student learning to ensure that the document meets the requirements of the Commission's Standard on Core Values, Beliefs, and Learning Expectations which is available on the Commission's website. School officials are reminded that the academic, civic, and social expectations should be measurable and accompanied by analytic rubrics.

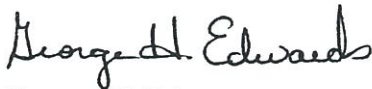
Additionally, in preparation for the 2014 visit the school should align the curriculum to the school's 21st century learning expectations and have in place a process to assess the progress of all students, in the aggregate and individually, in achieving these expectations using school-wide rubrics.

Dominique Fox
April 19, 2011
Page Two

The school should also be able to demonstrate that it uses the school's core values, beliefs about learning and 21st century learning expectations to guide decision-making related to such things as curriculum, instruction, professional development, assessment, and the provision of services.

The school's accreditation status will be reviewed when the Commission considers the evaluation report resulting from the decennial visit. School officials are reminded of their responsibility to keep the Commission apprised of any substantive changes in the school prior to the decennial accreditation visit. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Commission office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org

Sincerely,



George H. Edwards

GHE/sb
Enclosure

cc: William D. Guzman, Superintendent, Tolland Public Schools
Robert Pagoni, Chairperson, Tolland Board of Education
Scott Leslie, Chair, Commission on Public Secondary Schools



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SECONDARY SCHOOLS

SUBSTANTIVE CHANGE POLICY

Principals of member schools must report to the Commission within sixty (60) days of occurrence any substantive change in the school which has a *negative impact* on the school's ability to meet any of the Commission's Standards for Accreditation. The report of a substantive change must describe the change itself as well as detail the impact on the school's ability to meet the Standards. The following are potential areas where there might be negative substantive changes which must be reported:

- elimination of fine arts, practical arts and student activities
- diminished upkeep and maintenance of facilities
- significantly decreased funding
- cuts in the level of administrative and supervisory staffing
- cuts in the number of teachers and/or guidance counselors
- grade level responsibilities of the principal
- cuts in the number of support staff
- decreases in student services
- cuts in the educational media staffing
- increases in student enrollment that cannot be accommodated
- takeover by the state
- inordinate user fees
- changes in the student population that warrant program or staffing modification(s) that cannot be accommodated, e.g., the number of special needs students or vocational students or students with limited English proficiency

(9/08)

H.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 11, 2011

SUBJECT: Board Policies

- **Policy 5120, Administration of Student Medications in the Schools**
- **Policy 9130, Time, Place and Notice of Meetings**

The subject Policies were presented to the Board at its April 27, 2011 meeting.

All Policies are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

WDG:ca

TO: Members of the Board of Education

**FROM: William D. Guzman
Jane A. Regina**

DATE: May 11, 2011

SUBJECT: Budget Transfer Request

In accordance with Board Policy 3060, an authorization is requested for the following transfer of funds:

<u>From Account</u>	<u>Amount</u>	<u>To Account</u>	<u>Amount</u>
Program 701 Transportation	\$25,000	Program 791 Board of Education	\$25,000

Explanation: Excess funds in transportation account resulting in most part from the reduction in the school year from 183 to 180 days to cover additional unanticipated expenses for legal fees.

WDG/JAR:ca

Received April 28, 2011
Margaret DeVito
Town Clerk
RECEIVED
APR 28 2011
Tolland Public Schools

MEETING MINUTES
SPECIAL MEETING
TOLLAND TOWN COUNCIL
TOLLAND HIGH SCHOOL – AUDITORIUM
APRIL 26, 2011 – 7:30 P.M.

ANNUAL BUDGET PRESENTATION

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: Dale Clayton

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Christine Hutton, Finance & Records Director; Linda Farmer, Director of Planning & Community Development; Robert Pagoni, Chairperson BOE

1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:32 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **ANNUAL BUDGET PRESENTATION**

- 4.1 Pursuant to C9-9 of the Town of Tolland Charter, the Town Council shall arrange for an annual budget presentation. The annual budget presentation is intended to provide information and encourage public discussion.

Dr. Daniels gave the presentation using a PowerPoint. According to Town Charter, Sec. C9-9, the Town Council is to arrange for an Annual Budget Presentation to be held no later than one week prior to the Annual Budget Referendum. There have been several meetings held to get to this point. Tomorrow, a duplicate presentation will be held at the Senior Center.

The question on the paper ballot will be:

“Shall the Town of Tolland’s proposed 2011 – 2012 budget of \$51,041,662, reflecting a spending increase of \$1,721,476 which is an increase of 3.49% resulting in a mill rate of 30.28 mills, be adopted? Yes/No”

The Town Council’s budget goal for FY 11 -12 was to produce a budget that can be approved by a majority of voters as initially presented and meets the needs of the community. The budget will maintain and improve important services, continue to provide a quality education for our children and produce a moderate mill rate increase of fewer than 4%.

He spoke of the Governor’s budget and how it could affect municipalities. Cuts to municipalities may be averted, but it still is uncertain. In speaking with the Board of Education (“BOE”), should we be struck with any significant municipality aid cut, the BOE is willing to come back to the Council and discuss what remedies we can come up with. If the budget passes with a moderate increase in the mill rate, that is something that will need to be sustained going forward. It is a commitment that the voters and taxpayers will need to understand. You cannot keep slashing the BOE funding and expect to maintain the same

level of service. He informed the public that the Town Council vote for the budget as it is being proposed was 5 in favor and 2 opposed.

He reviewed the changes in State Aid and other sources of revenue for the next fiscal year over current year revenues having a total decrease in revenue of \$229,868. The total revenue available excluding taxes generated by a Mill Rate increase for 2011/2012 = \$206,487.

He showed a chart entitled Tax Rates and Percent of Levy Collected for the past ten years. The collection rate has averaged 99%. The Council raised the projected rate of collection from the Town Manager's recommendation of 98.6 to 99%. Should tax collection fall below historical averages, shortfalls in tax collection or other revenue sources would have to be made up from: Freezing Expenditures, Foregoing Capital Projects and use of Fund Balance.

Tax revenue needed to fund expenditures identified in the Town Council's proposed budget: Increased Tax Revenue: \$1,921,344 (3.88% increase).

Regarding spending, a slide was shown outlining an Expenditure Summary. The total dollar change was \$1,721,476 and the percentage change was 3.49%. A pie reflected the \$51,041,662 2011/12 Expenditures Budget: Municipal Operating = \$10,818,258, Education = \$35,136,107, Debt Service = \$4,751,796 and Capital = \$335,501.

The Town Operating Budget: He reviewed the savings and limited adjustments, including what he believed to be one of the most significant - the hiring of an Assistant Public Safety Supervisor. Additionally, there will be an adjustment in the pay grade for the position of Public Safety Supervisor and Public Works Operations Manager, implementation of a health wellness initiative, increase the cost share for health insurance, re-titling of certain positions, TWC and WPCA have authorized the allocation of \$15,000 to hire a part-time engineering assistant. In addition to the Manager's recommendation, the Council made additions. They moved the hiring date up for the Assistant Public Safety Supervisor and added \$500 for program materials for the Fire Explorer program.

The BOE budget: The BOE's initial request was 6.53%, the Town Manager recommended 2.45% and the Council adopted 3.93%. The Manager did reduce the BOE's request, but still increased their budget by 2.45%. Reduction to the original BOE request consisted of: savings in health insurance primarily through adjustments in coverage for large claims; a reduction from the possible conversion of employees to the HSA insurance platform; savings from OPEB contributions, savings in special education costs due to a direct payment in the same amount from the State Board of Education.

Mr. Pagoni, Chairperson BOE, came up and asked the public to take a moment to review certain slides shown. They showed the increase in dollars = \$1,327,572 (3.93%) and the breakdown. He said the most important slide, whether you support the budget or not, shows "Please remember to vote". The children are not getting the exposure that they have in the past. His overall impression, as the Chairman of the Board, is that our school system is not sustainable at the level it is at right now. He has been on the Board for several years. No one attends their meetings. We are doing this on the cheap right now. If anyone has any legal, logical ways to save money, please let the BOE know. Get out there and vote.

Mr. Daniels continued with the Capital Expenditures. He reviewed the significant on-going projects: implementation of HVAC/Geothermal at the Hicks Memorial Building, extension of sewers, implementation of roof improvements at the Library, implementation of elevator at Town Hall and asbestos floor tile removal at the Middle School. He reviewed the FY 11-12 Capital Projects funded by the General Fund: vehicle depreciation, sidewalk paving, skylight replacement, dump truck replacement, 7th and last payment for replacement engine, upgrade Base Station Repeaters, one additional gas pump, infrastructure drainage designs and design and construction of rear parking lot. Dr. Daniels advised that there are several other projects going on as well.

There is some trending with regard to Debt Service. Financial rating agencies have indicated that the town's debt is moderate and manageable and in line with Communities that have similar credit ratings. The Debt Service for the budget year is \$4,751,796 (1.87%).

He showed a chart which outlined the property tax impact in three different scenarios. If you'd like to calculate your own tax, go to tolland.org and complete the form. Going forward you can become involved. You can sign up for e-blasts, "like" us on Facebook, follow us on Twitter, volunteer for a Board /Commission and submit suggestions.

The Referendum is Tuesday, May 3rd. Polls are open 6:00 a.m. to 8:00 p.m.

Dr. Daniels encouraged the public to get out and vote. He asked for public comment, and advised that the regular Town Council meeting will be held immediately following this meeting and all were invited to stay.

5. PUBLIC PARTICIPATION

Jesse Aldin of 64 Lawlor Road – He is a senior at THS. He enjoys the high school. He likes the block scheduling. Tolland High School is on the wrong track. An example is the World Language Department. He discussed what has been lost in that department. How long will it be before the rest of the Tolland school system looks like the World Language Department? Students will be less prepared. We need to be educated.

Kelsey a senior at THS - She plays sports and believes it is important to have a budget for sports. We needed to fundraise to keep sports going.

Andrea Santariello of 5 Melissa Way – She is a senior and registered voter. She also commented on the World Language Department drops. She recently traveled to a foreign country in Europe. Their schools support learning foreign languages. She believes it is important to teach different languages starting with younger kids.

Max a senior at THS and a registered voter - We need more money in the schools. We have no tissues in the classroom, the World Language is going down, and sports teams are getting cut. The schools should get as much money as possible.

Eric Anderson of 44 Zinfandel Circle – He is a senior and registered voter. He agrees with Max. There is a lack of tissues. This last year, we had to set up a tarp to collect water from a leaky roof. He is disappointed that so much had to be cut from the Foreign Language Department.

Stephen Quick of 64 Pepperwood Drive – He is a senior and a registered voter. There have been really bad leaks. There were all these programs that were initially going to be started, but never happened. With more money, those things may be able to be started.

David Clokey of 29 Tolland Farms Road – He works at UConn. He is hearing that people wouldn't want to live in Tolland, because they do not believe the school system is the quality that it used to be. It is important that the perception beyond the town is that we are losing capacity to be as good as we can be. He encouraged people to vote yes.

Sam Belsito of 55 Lee Lane – He congratulated the students for being present. He is impressed that some are registered to vote. He agrees that what they say is true. A lot has been cut back. He is an advocate of the schools. His kids have gone through these schools and have all succeeded. The Languages should start young with table talk. As far as the cuts, maybe the money hasn't been allocated properly. It needs to be put in the right areas.

Mike Pascuzzi of 55 Avebury Lane – He also commended the students for being here. Whether it is the State, Federal or Local level, there are two sides to every story. As you go through life, learn both sides. If you do, you will make a better educated vote on whatever.

Susie Lotrek of 12 Holly Road – She thanked the Council for listening to those that came out that night, and did the straw poll. She will be voting yes on May 3rd. She does not want to see this budget fail by 120 votes. She is going to recoup her .62 a day increase by switching the label of her Starbucks that she drinks. She found a cheaper brand of Starbucks. She hopes people take a moment to look at the tax impact table.

Brian Gagnon of 383 South River Road – He wants to know what the priorities are. *Dr. Daniels spoke for himself and said public safety and public education.* Mr. Gagne appreciates that. He grew up in Tolland. The system did not fail him. He does not believe we fund the Town of Tolland firefighters the way we should. Give the career firefighters and volunteers something to live on. It saddens him, because these are his brothers. It saddens him that he had to go elsewhere to be able to support his family. He used to be a volunteer here and a full-time firefighter in Tolland. We need to put our dollars where we say our priorities are. How can we keep our firefighters here? *Dr. Daniels commented that this budget cannot be changed. Some issues that you mention are collective bargaining issues. The Councilors here tonight hear what you talking about. It is things we have talked about in the past. It is something the Town Manager is concerned about. It is an on-going concern. He understands his frustration.*

Zak of 50 Gehring Road Ext. – He is a senior at THS. Our money is being focused in the wrong places. Scholastics are the top priority, but we are putting our money into fields, etc. We are not getting the proper education like we should.

Chris Strobel of 12 Marlboro Glade – The World Language Department is lacking, and the freshman sports are lacking. We need to fundraise by ourselves.

Matt of 92 Merlot Way – Tolland is a young town. Something troubling is that we are told we are getting more money, but it is going to different people. We are going to need more money.

Brian Dunham of 80 Branden Way - He is a senior and a varsity athlete. He plays hockey and golf. Kids are not playing anymore, because it can't be afforded. Sports shouldn't cost that much.

Elise of 119 Mountain Spring Road – She is a senior at THS. She comments on the fees rising for the Clubs. A lot of students were discouraged to join. This doesn't only affect the school but the Community. Sports – a lot of kids did not participate because they couldn't afford it. She is disappointed that students won't be able to obtain the level of education in foreign languages that they used to. Language needs to start in kindergarten and grade one. We are becoming a global community. You need to connect with other parts of the world.

Dr. Daniels thanked the students and the public for coming.

6. **ADJOURNMENT:** Jack Flynn moved to adjourn the meeting; Seconded by Francis Kennedy at 8:44 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk

Received April 28, 2011
Margaret DeVito
Town Clerk

MEETING MINUTES

**TOLLAND TOWN COUNCIL
TOLLAND HIGH SCHOOL AUDITORIUM
1 EAGLE HILL
APRIL 26, 2011**

**BEGAN AT THE CONCLUSION OF THE
7:30 PM ANNUAL BUDGET PRESENTATION MEETING**

RECEIVED
APR 28 2011
Tolland Public Schools

MEMBERS PRESENT: Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

MEMBERS ABSENT: Dale Clayton

OTHERS PRESENT: Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Christine Hutton, Finance & Records Director; Jennifer Usher, Town Engineer; Beverly Bellody, Human Services; John Littell, Public Safety Supervisor/Fire Chief; Mike Cardin

1. **CALL TO ORDER:** Frederick Daniels called the meeting to order at 8:49 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited at previous meeting.
3. **MOMENT OF SILENCE** Observed at previous meeting.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

Sam Belsito of 55 Lee Lane – Words – Agenda item 8.1 – Traditional New England Village – He elaborated on certain words used to describe the Village. How are buildings, which are on top of each other, going to complement the Green? If you want this Village to become reality, you need to first get your financial backers and developers organized, and then have them pursue the dream. If you let it happen naturally, you will get the Village you want. If this is an example of the Village, the taxpayers should lock up their wallets.

6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Discussion on review of Proposed Amendment of the Plan of Conservation and Development for the Tolland Village Area.

Dr. Daniels began by saying the traffic consultants will be present at the next Town Council meeting and will address certain issues.

Linda Farmer commented that under the statutory authority of the Town Council and the PZC, any amendments to the Plan of Conservation and Development ("POCD") go to the Town Council for a 65 day period to review, comment, and hold public hearings if they would like. The Council can give comments to the PZC by May 23rd (the public hearing date). The document contained in the member's packets replaces the "Create a Town Center" section that is in the POCD right now. It adds some specificity as to what was in the POCD to reflect some of the processes that they went through with their Consultant, public workshops, visual preference survey, etc. For all of the other additional information that is associated with the Village Area, they have the proposed zoning regulations that would create a new article under the Zoning Regulations. That would set up the guidelines for the Tolland Village Area. The Design Guidelines are proposed to be part of the Zoning Regulations. Also, the zoning map is proposed to be modified to create the boundaries of this zone. It would include portions of the Tompkins' property all the way down to the ramps. It would also include the Mike Taylor property, which is behind the Mobil and Papa T's, and extend over to Cider Mill Road. There are also some changes to the Low Impact Development Design Guidelines to show how the stormwater will be treated within the Village Area.

Dr. Daniels clarified for the Council that they are considering the change of POCD. The other zoning issues can be commented on, but ultimately it is a PZC issue. Statutorily, we need to comment on the POCD change. The other issue is the town owned property adjacent to the Mike Taylor property that abuts Cider Mill Road. What are some of the ramifications there? Ms. Farmer commented that the Concept Plan shows a connector road to Cider Mill Road. The traffic engineer will do a presentation in two weeks to show what some of the road designs could be.

MaryAnn Delaney Tuttle wanted to comment on the connector road. She knows they will hear more about it from the traffic engineer at the next meeting. She has mentioned her concerns multiple times about this connector road going through what is proposed to be a rather dense housing area and the traffic that will go through a very residential area. She doesn't believe it is a good idea to have a connector road through this kind of residential area. With regard to the Taylor property (behind Papa T's), she feels the density of housing there is out of character for the Town of Tolland, and even as a transition into the Green. New England Villages, that she is aware of and grew up in, do not have town houses in them. The density of this area and the connector road are very looming concerns for her. She would rather see them think long and hard about the transfer of that piece of property down at the end of Cider Mill, and maybe think of this road as being a cul-da-sac, rather than a connector road. With a cul-da-sac, the traffic would only go in/out of that residential area. It would be a more residential mix use area, rather than a connector area.

Mr. Flynn referenced wording on page 58 "Establishment of a village district in accordance with Connecticut State law" – Is this something we have pursued or something we intend to pursue? How does this differ from the PZC passing the Regulations? Is it additional authority? Mr. Cardin commented that the language included on page 58 in the sidebar is possibilities that exist for a community to adopt at some point. He wants to reiterate that this is not a plan that the town is developing or designing. What the POCD Amendment will allow in the future, which will take place on May 23rd, is to draft regulations that would allow for this type of development to take place. What role the town plays is not only on the Cider Mill side, but the property that is up behind the commuter parking lot. His understanding, from speaking with Rep. Hurlburt, is that the Conveyance Bill is moving forward, which would give us greater options to be a partner in a development if it were to take place. The sidebar contains only things that we may avail ourselves of.

Dr. Daniels asked Ms. Delaney Tuttle if these were her two issues: The connector road itself would bring a lot of traffic through a dense area and the density itself. Ms. Delaney Tuttle said yes. He said we could control that by not conveying that land to Mr. Taylor, but the Council would not have control over the density that would be built there. MaryAnn Delaney Tuttle doesn't believe there would be a connection with the density, and she believes the density would be market driven. The lack of connectivity would be more of a safety factor, so that the area that might be developed, regardless of what the density might end

up being, would be a safer, more walkable and community based area. She would not be in favor of making it a connector road. Ms. Farmer commented that they asked VHB to comment on the impact of a connector road. Ms. Delaney Tuttle believes the connector road is counter-intuitive to the Tolland Village Area and the walkability community that is being promoted. Dr. Daniels said a number of traffic calming devices could be used. Ms. Farmer agreed. Ms. Delaney Tuttle stated that there have been problems with calming devices (speed bumps/stop signs) on roads. We can't put in stop signs to calm the traffic, and the Public Works Department has not spoken positively about speed bumps on our streets. Also, even though there is public safety and troopers to run radar, they have 100+ miles of road to control. It is a concern she has.

Dr. Daniels reminded that this will be addressed with VHB at the next meeting. Also, he believes that it is the consensus of the Council that they will not hold a separate public hearing on the POCD. The members agreed with him. They will have their comments in time for the PZC meeting on May 23rd.

Mr. Flynn can see Ms. Delaney Tuttle's concerns. He would like to know what the exact impact would be as well from the traffic people. It does seem a little counter-intuitive. Although, it may depend on how it is done.

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):** None.

Dr. Daniels asked Mr. Werbner about the signage for the Referendum. Mr. Werbner said they will be going out tomorrow. They will be placed on the Green, at the Training Center and Herring Cove.

11. **ADOPTION OF MINUTES**

- 11.1 April 5, 2011 Special Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Jack Flynn. MaryAnn Delaney Tuttle questioned the wording on Page 2, line 3. It was agreed that the wording should be changed to: *The Town Council is suggesting a decrease in the BOE's health insurance line by \$100,000.* All were in favor of adopting the minutes *as amended*. None opposed.
- 11.2 April 12, 2011 Regular Meeting Minutes - MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by Francis Kennedy. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 Riverfront Recapture;
- 12.2 Letter from a residence that attended the last meeting;
- 12.3 Eagle Scout events – Dr. Daniels will send e-mail with details to the Council members;
- 12.4 Letter from the Batterson's of Garnet Ridge Drive – Complimenting the Fire Department;
- 12.5 Letter from State Senator Tony Guglielmo;
- 12.6 Governing Magazine;
- 12.7 CRRA; and
- 12.8 Report from DOT.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

Dr. Daniel commented that if the Referendum does not pass on May 3rd, there will be a Special Meeting scheduled for May 5th. Ms. Teveris said she will not be available for the May 5th Special Meeting, or the May 10th regularly scheduled Town Council meeting.

MaryAnn Delaney Tuttle asked if the rally scheduled for the Green on Sunday followed the procedures to get the approval they needed. Mr. Werbner said yes.

14. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None.
15. **ADJOURNMENT** Francis Kennedy moved to adjourn the meeting; Seconded by Jack Flynn at 9:24 p.m. All were in favor.

Frederick M. Daniels, Council Chair

Michelle A. Finnegan
Town Council Clerk