

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
January 23, 2013

**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

January 9, 2013 – Regular Meeting  
January 17, 2013 – Special Meeting

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. BlumShapiro Auditors Report – FY 2011/2012
- F.2. Insurance Consultant Presentation
- F.3. Artificial Turf Field Agreement
- F.4. Status of the Budget – January 10, 2013
- F.5. Budget Workshop (no enclosure)

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
- 2013 CIRMA Risk Management Achievement Award Recipient, January 1, 2013
  - Town Council Meeting Minutes from January 8, 2013
  - School Calendars for February
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION  
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REGULAR MEETING - January 9, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Mr. Thomas Frattaroli, Mr. Frank Tantillo, Mrs. Karen Kramer, and Mr. Joe Sce

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M.

B. APPROVAL OF MINUTES

December 12, 2012 – Regular Meeting

Mr. Pagoni motioned to approve the minutes of the December 12, 2012 Regular Meeting. Mrs. Kramer seconded the motion. The following changes should be made: item F8, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, “volatiles” should be, “volatile”; item H, second paragraph, the 14<sup>th</sup> sentence, “commented the” should be, “commented that”. All were in favor. None opposed. None abstained. Motion carries.

January 3, 2013 – Special Meeting

Mr. Tantillo motioned to approve the minutes of the January 3, 2013 Special Meeting. Mrs. Kramer seconded the motion. Mr. Powell, Mr. Tantillo, and Mrs. Kramer were in favor. None opposed. Mr. Pagoni and Mr. Frattaroli abstained. Motion carries.

C. PUBLIC PARTICIPATION (2 minute limit) – None

Mr. Sam Adlerstein, 164 Pine Hill Road, noted that he sent the Board members and the Town Council an e-mail with meeting notes and data from the survey. Any questions or comments may be directed to Mr. Adlerstein, Mr. Powell, Ms. Clokey, or Mr. Guzman. He thanked the Board for its continued efforts in the budget process.

Ken Kittredge, 37 Farm Brook Drive, commented that he liked some things that he saw. There were good collaborative efforts between the townspeople and the Board of Education and he would like to see it continue this year. Last year, the Board saw some of the Town’s limitations on funding. The Town and the Board did a good job working toward common goals and understanding the concerns of both parties. He hopes this can happen again this year.

Jackie Kolb, 34 Susan Drive, was interested in knowing what areas the Board has examined for efficiencies. It would be helpful for the townspeople to know what was looked at to conserve costs. Additionally, she asked for any information regarding the decline in enrollment.

D. POINTS OF INFORMATION

Mrs. Kramer inquired as to the abbreviation “ABA”. It was clarified that it stands for Applied Behavioral Analysis.

Mr. Powell noted that the collaborative efforts between the Board of Education and the Town to work together will continue. The Board has a duty to the District and the Town to work in a collaborative fashion. These two bodies have together accomplished more in the past eighteen months than they had in ten years. The Board is only as good as the input it receives and always welcomes additional input.

E. STUDENT REPRESENTATIVE REPORT

Ms. Dave announced that the National Honor Society was very successful in collecting food for the Tolland food pantry. Additionally, the Student Council raised money so a donation could be made to Newtown, CT. The Student Council is currently planning a Cupcake Wars fundraising campaign.

F. SUPERINTENDENT'S REPORT

F.1. Fire Marshall's Inspection Report

Mr. Guzman noted that the Board members' packets included this report dated November 15, 2012. Additionally, the packet includes the list of items noted by the fire marshal and the corrective actions taken. Some items have been put into the SchoolDude. This is a system for tracking and caring for maintenance issues as they arise. Some items noted in the Marshal's report are structural and may be able to be addressed by the ESCO (Energy Service Company) proposal.

Mr. Guzman added that at the beginning of the school year, at teacher orientation, the staff is provided with paperwork indicating what not allowed relative to fire code. He added that with all of the new electronics being introduced to the district, some power poles have been installed.

Mr. Pagoni inquired if the photographs included in the packet were used in the teachers' orientation meeting and suggested that perhaps these would be a good illustration. Mr. Guzman explained that they are sent to the principals who pass them along to the staff. Mr. Powell added that these are signs of the changing dependence on technology.

Mrs. Kramer inquired if the binding door at Birch Grove was the same as the one noted last year and about the sprinklers at the school. Mr. Guzman was unsure if the door was the same one identified previously. He clarified that the sprinkler system noted is located in the mechanical room.

Mr. Guzman introduced the topic of the Common Core State Standards. This is one of two major initiatives this year. The other is the implementation of the new teacher evaluation program. At a meeting at Vernon High School, the CABA (Connecticut Association of Boards of Education) and the northeast superintendents' group made a recommendation to the legislators that the implementation of the teacher evaluation system be delayed for one year. This would allow time to implement the program and learn more from those who piloted the program. The District has spent a significant amount of time reviewing the system and its requirements.

Dr. Eidson provided an update on the Common Core Standards initiative as well as a handout outlining its implementation. In terms of organization, in grades K-5 the teachers have been divided into two groups in each grade: Math and

Language Arts. They have been looking at the standards so that they may be integrated into the curriculum. In K-8, they are using the skeleton units that have been put forth by the state. A new unit format has been designed which follows researched and state formats. In grades 6-12, the teachers are working on subject groups. Additionally, those in grades 9-12 are working with NEASC (New England Association of Schools and Colleges) so they are a bit behind schedule. It is projected that the Math curriculum will be ready in the fall and the Language Arts curriculum will be implemented next year as well.

Mr. Powell inquired as to the deadline for the implementation of the Common Core Standards. Dr. Eidson explained that deadline is next year and the static tests on these standards should be ready for spring 2014. Some districts are doing some of the sample testing questions this spring. Full implementation is in spring 2015. The test in spring 2014 will be static (flat) whereas the test in 2015 will be active (adaptive). From the test results, a growth curve will be able to be determined for each student from year to year. The district has applied to be one of the locations which will work with the sample questions. The curriculum team is working carefully to learn what needs to be in the units under development. At this time, the knowledge and skills needed to do well have been unpacked to ensure the new, rigorous standards do not surprise the students. Mr. Powell inquired if the district was ready in terms of infrastructure. Dr. Eidson was unsure at this time.

Mr. Powell inquired if this work would be possible without the curriculum coordinators. Dr. Eidson explained that classroom teachers would need to do more of the coordination. Someone needs to know what is going on and able to teach it to others. The district has had outside assistance via a grant person from SERC (State Economic Resource Center) as well. One cannot expect the bar to be raised without someone to educate the teachers. Mr. Powell clarified that the transition to the Common Core Standard is more efficient, more effective, and more coordinated by having curriculum coordinators. Additionally, it provides consistency for the students as they go through the grades.

Mr. Guzman noted that the CMT measurement newspaper reports have always indicated the percentage of students at goal. In a couple of years, the indices will show the improvement of the individual child and will be for the schools and the district as whole. Dr. Eidson added that another piece will be that students will need to be able to use technology efficiently and effectively in order to perform a task. Professor Donald Leu, from the University of Connecticut, did a media literacy study of the 7<sup>th</sup> grade classes. The students did well on two of the four categories. In turn, media literacy is something that the district will need to examine.

Mrs. Kramer inquired how the benchmarks will change. Dr. Eidson explained that they will all change. This is part of the curriculum development process. They are looking at how the instruction changes as well as the assessments which involve integration and application of skills. All of these significantly raise the bar.

Mr. Powell added that one thing that was the District expected was to see a change in textbook and instructional material. Additionally, the potential existed for the District to develop its own materials and have them prepared for an e-

reader-type of situation. He asked Dr. Eidson if this is something under development. She explained that while there are some teachers interested in working on this, there is no funding in place to work on the project at this time. She added that in terms of material and resources, the budget is below bare bones and that when one changes direction and rigor, one needs a different set of resources. Mrs. Kramer inquired if there were others in the state using e-readers and if there was any funding that they were utilizing. Mr. Powell explained that the idea of BYOD (Bring Your Own Device) was that students would bring their own e-readers for PDF and other documents. Mr. Powell summed it up to say that the district does not have the funds to do the work needed to save money and have a more 21<sup>st</sup> century educational experience. Dr. Eidson added that this is one of her concerns. As an example, a two dimensional worksheet of the heart does not compare to being able to go online and travel through one. Mr. Sce inquired if this would in turn require a new way of teaching. Dr. Eidson explained that it raises the level. Part of the reform act was that teachers coming out of college need to be trained on these items. Mr. Sce asked about veteran teachers. Dr. Eidson was unsure and will research this information.

Mr. Powell thanked Dr. Eidson for the update and looks forward to more throughout the year.

F.2. Budget Presentation – no enclosure

Mr. Guzman explained that there will be a series of workshops for Board members and the public. The first will be on Wednesday, January 16<sup>th</sup> at 7 PM in the Tolland High School library. The following Wednesday's Board meeting will be another opportunity to answer questions on the budget. Further, an additional workshop is tentatively scheduled for January 30<sup>th</sup> at Tolland High School.

On January 16<sup>th</sup>, Dr. Eidson, Ms. Neel, and the schools' principals will be in attendance to answer questions. Mr. Guzman invited the members to submit questions; he will work to have a response to them at the next meeting. The budget will be posted online on the district's website. Mr. Guzman provided an overview of the budget book.

The 2013/2014 Operating Budget Request totals \$37,470,299, an increase of \$1,768,071, or 4.95% over the current year's budget of \$35,702,228.

Mr. Guzman noted that the personnel tab is inclusive of everyone and the programmatic section describes each of the programs. The budget is broken down into two parts: personnel and programmatic with the program side being the lesser of the two. Of the budget requested, approximately \$8.8M is programmatic and the balance of approximately \$28.6M is personnel which includes salaries and benefits.

The district is entering into its second year with the ECHIP (Eastern Connecticut Health Insurance Program). This consortium offers an opportunity to control health insurance expenditures and a projected increase of 9.69% is the lowest increase in the past ten years. Ideally this number will go down over the next few months.

The outside placement of students with special needs is an expense that continues to increase. Currently, 31 students are outplaced. The grant from the State Department of Education for excess cost and agency placement continues to decline. It is now estimated to cover only 70% rather than fully fund the expense as was originally intended.

In terms of projected student enrollments, NESDEC projects there will be a decrease of 130 students from 2012/13. The data is available on page 8 of the Executive Summary. Mr. Tantillo inquired as to why enrollments were declining. Mr. Guzman was unsure but it is a trend seen throughout the many districts.

Mr. Guzman is recommending a reduction in teaching positions across the board totaling 8.9 FTEs (Full-Time Equivalent). Greater detail is provided in the section on personnel.

While instituting all-day kindergarten was previously discussed, Mr. Guzman noted that it is not in this budget. A myriad of things were looked at and reduced and he is still at 4.95%. While he understands the economic times, he also recognizes the needs that must be addressed. There are no new initiatives in this budget. The only new position is the one for Education Technology which is currently unfilled and may remain so for the remainder of this fiscal year. The Board has needs and requests for endeavors but is holding steady at this time. The needs of the District are many. They have tried to address these needs as economically as possible while being fiscally responsible. It is a challenge.

The assumptions are listed on page 4. Mr. Sce inquired about the contract increase in regards to transportation. Ms. Neel explained that this is a 3% increase and the last year of the five year contract. A general discussion of transportation costs followed. Mr. Sce inquired about salary increases based on commitments incurred through collective bargaining agreements. Mr. Guzman explained that there are six contracts. Three labor negotiation contracts will be negotiated this year with the following unions: custodial, paraprofessional, and secretaries. The other three unions are the teachers, administrators, and nurses. The teacher and administrator contracts are directed by state statute with a new contract scheduled for July 2014.

Mr. Powell inquired about Pay to Participate. Mr. Guzman noted that this will remain the same. Page 9 summarizes the major cost drivers: Personnel, Health Insurance, Special Services, GASB (Government Accounting Standards Board) Other Post-Employment Benefits, and Other. The budget summary is on page 11 with a full summary of the personnel and program budget on pages 18-19. The program descriptions broken out by each school and presented district-wide are on pages 20-21.

The statute that was passed regarding the Common Core Standards and the Teacher Evaluations were declared to be revenue neutral by the state legislature so that it would not come at a cost to the District. Yet, the District knows that in order to maintain and track all of the observations and scores that a program will need to be purchased. This state initiative is well intentioned but the burden of caring for it falls on the district and residents of each municipality in the state.

The administration, teachers, paraprofessionals, and all staff members are intent on fulfilling the statutory requirements.

Mr. Powell noted that this is part of the conversation regarding due diligence. The Board is the sounding board of the community. Its responsibility is to look at the numbers and provide answers. At the workshops, the members will go deep into these numbers and encourage active participation by the public.

Mr. Guzman added that throughout the year, the Board always looks at ways to save money and cut costs. Some of these initiatives have been listed as well. At the last meeting there was a discussion on getting a quote for fuel oil. Dime Oil was the most competitive and it is estimated that this will save \$77,000 over the CRCOG (Capitol Region Council of Governments, Connecticut) number. Without this change, this budget would have been increased by \$77,000.

Mr. Guzman noted that the format of the budget is thanks in part to Ms. Neel who met with several people who raised issues and made recommendations. This includes the break out of schools, the tabs, and is demonstrative with the goal of being transparent.

G. COMMITTEE & LIAISON REPORTS

Finance & Facilities Committee - none

Policy Committee - none

Negotiation Committee - none

EASTCONN Liaison Report - none

Town Council Liaison

Mr. Powell attended the meeting. Some items discussed were security and a date for the public hearing for the security appropriation request. The hearing will be held on January 23<sup>rd</sup>. State Representative Brian Hurlburt, Senator Tony Guglielmo, and State Representative Tim Ackert were in attendance as well as the CCM (Connecticut Conference of Municipalities) representative to discuss initiatives for the upcoming year. Mr. Werbner discussed the issues the Town and the Board of Education are facing. He was interested in learning if what needs to be done in terms of teacher evaluations could be put on hold for a year so that the resources could be made available for a security resource person. This is something the legislators will take back with them. Further, they are looking at the change in the ECS (Education Cost Sharing) formula, conversations of binding arbitration in terms of what it meant to the District and regionalization wherever possible. Lastly, a working committee needs to be set up to do the ESCO for Celtic Energy. Someone will need to be appointed from the Board for the committee and the energy audit. Mr. Guzman added that Mr. Werbner also requested to have two staff members from the District. Mr. Powell made a public comment regarding collaboration during the budget cycle and that he would like to build upon the positive momentum going forward.

Great Path Academy Liaison – None



Building Committee Liaison

Mr. Frattaroli will attend the Building Committee meeting on January 16<sup>th</sup>.

H. CHAIRPERSON'S REPORT -

Mr. Powell noted that budget season is where the Board does the work. It is imperative that anyone with ideas approach the Board. Just because the Board may say no to certain items, it is not that it is not listening and it appreciates the input. Many options have been examined. The fiscal reality is what it is and at the end of the day the Board has a job to do. Whatever number comes back to the Board, Mr. Guzman and his staff will do the best that they can. The Board is going to be positive and move forward.

I. BOARD ACTION

I.1. Board Policy 6011 – Graduation Requirements

Board Policy 6090 – On-Line Coursework

Mr. Pagoni motioned to accept Board Policy 6011. Mrs. Kramer seconded the motion. All were in favor. None opposed. None abstained. Motion carries.

*Note:* Board Policy 6090 as an agenda item is a mistype. It should be Board Policy 6092.

Mrs. Kramer motioned to accept Board Policy 6092. Mr. Pagoni seconded the motion. A brief discussion took place. Mrs. Kramer inquired as to the implications of a course being an elective or a core course under enrollment in a supplemental course. Mr. Guzman explained that the term “supplemental” is merely terminology and is not connected to graduation requirements. A supplemental course is one that is not currently offered in the school’s catalog. This is for advanced credit, not recovery credit. All were in favor. None opposed. None abstained. Motion carries.

I.2. Budget Transfer Request

Mr. Tantillo motioned to approve the budget transfer request of \$60,850. Mrs. Kramer seconded the motion. A discussion took place. Any money in addition to what the Town Council provides will try to be harnessed to increase the \$50,000 that was approved. Mr. Sce inquired if it was necessary to reallocate these funds since the Education Technology position is currently unfilled. Mr. Guzman explained why the position is unfilled. There was an internal posting as per the contract for the position. This expired yesterday. If the District is to proceed logically, it would post externally to see if a certified person can be found to fill the position but the District is holding off. Given the events in Newtown, CT, different priorities are now on the table so Mr. Guzman is waiting to see what the needs are. As discussed at the Special Meeting, the Board authorized Mr. Guzman to look into gathering information to get a school resource officer or state trooper for security purposes. At the moment, he is unsure where the funds are coming from and the funds for the Educational Technology position may be needed for the security position which is his priority. Mr. Guzman is currently researching security options and will update the Board at the next meeting.

Mr. Powell asked if the position will not be filled in the near term, why do the funds need to be transferred at this time. Mr. Guzman explained that it is on hold. Ms. Neel explained that when the position was approved by the Board, the funding came from the Building Operations account. As per Board policy, a

transfer of the funds needs to be made. The total transfer is everything that was to come from the account. Mr. Powell, Mr. Pagoni, Mr. Frattaroli, Mrs. Kramer, and Mr. Tantillo were in favor. Mr. Sce opposed. No one abstained. Motion carries.

J. PUBLIC PARTICIPATION

Miranda Wojnar, 49 Cortland Drive, is a former education and curriculum support specialist. She fully supports an increased budget and would vote for one over 4.9%. She explained that if the public is educated on why it is important, it would understand that these changes need to be made to stay similar to other districts in the DRG. She urged the Board to look at the strategic school profiles in other districts. She is nervous about sending her children to Tolland Public Schools due to the lack of support staff and noted that other towns have more in comparison. She explained her reasons for enrolling her oldest son in full day kindergarten outside of Town. She urged the Board to research the cost of full day kindergarten and would like to vote on a higher budget.

Sam Adlerstein, 164 Pine Hill Road, is the Chair of Friends of Tolland Schools. He noted that the group is mindful of the budget. He asked the Board to model for the community and the kids how adults make good decisions. As the Board steers the budget to referendum and a passed budget, do whatever possible to model how adults make good decisions. Reach out to the Town Council to discuss the budget now and learn what their expectations are.

Jackie Kolb, 34 Susan Drive thanked the Board for the information. Mr. Werbner provides a community conversation at the firehouse and there is always a strong education voice there. She asked if it would possible for the Superintendent or the Board of Education to host a similar meeting that would be conversational in nature. It is too late at Mr. Werbner's conversation.

K. POINTS OF INFORMATION

Mrs. Kramer read a prepared statement. Her "concern is the proposals to "bring up" the lowest performing schools in the state will amount to no more than giving money to these underperformers without full consideration to: "find a way to 'Stop the Bleeding'" that encompasses a myriad of: social, cultural, and monetary issues. 'Stop the Bleeding' is a gerund that refers to the actual violence attendant to the illegal narcotics trade. This has had the unfortunate effect on the low graduation rate in enough cities and towns throughout Connecticut that are plagued by a lack of finding a way to 'Stop the Bleeding' that it reaches out and plagues towns who, by virtue of their distance from cities like Hartford in DRG I, still feel the effects in the form of lost education funding."

Mr. Pagoni inquired if there are any updates in regards to seeking out grants. Specifically, the Board had discussed seeking out technology grants. Mr. Guzman explained that information on grant sources has been provided to the necessary individuals and they will be meeting with the principals to determine what the needs are.

Mr. Guzman, in response to Mrs. Kramer's statement, commented that with all due respect, the demographics of Tolland and Hartford are not the same. Hartford's per pupil expenditure is much closer to the state's average, perhaps higher. The data gathered for per pupil expenditures is from all sources – state and federal which total close to \$60-70M so there is no comparison on numerous levels.

In response to a public comment, in terms of Mansfield, Mr. Guzman explained that the Strategic School Profiles indicate that Tolland spends roughly \$11k per student while Mansfield spends approximately \$15k. Mansfield's ECS state grant formula is a rich formula for many reasons; one of which is because the University of Connecticut is in its town. Mr. Tantillo asked how Mansfield breaks off given the regional high school since three towns contribute resources. Mr. Guzman will review the formula and what data is being used.

Mr. Powell commented on community conversations. The Board will have to take this under advisement given the limited amount of time and numerous meetings the Board has scheduled. The Board members make themselves available via meetings, workshops, and e-mail.

Mr. Sce, in response to Mrs. Kramer's statement, commented that the Board should fight for its grants. It is important to talk with state legislators and local representatives and communicate that we too need grants.

Mr. Powell noted that Senator Guglielmo and Representative Hurlburt have done a lot for the Town. Additionally, the lieutenant governor is a good advocate as well.

L. CORRESPONDENCE

- Town Council Meeting Minutes from December 11, 2012
- School Calendars for January

M. FUTURE AGENDA ITEMS

1. Field Agreement between the Town and the BOE for 1<sup>st</sup> review (relative to artificial turf)
2. Report on the charge of researching a Resource Officer
3. Discussion of surveillance system
4. Research on Mansfield comparison
5. Policy for 1<sup>st</sup> reading

O. Adjournment

Mr. Pagoni motioned to adjourn the meeting at 9:36 P.M. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk

TOLLAND BOARD OF EDUCATION  
Tolland High School, Media Center  
Tolland, CT 06084

Budget Workshop - January 17, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Thomas Frattaroli, Mrs. Karen Kramer, Mr. Joe Sce, and Mr. Steve Clark

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Mrs. Jane Neel, Business Manager, Dominique Fox, Principal, Tolland High School; Mr. Tom Swanson, Principal, Birch Grove Primary; Mr. Adam Sheer, Director of Information Technology; Kathleen Raymond, Director of Pupil Services; Mr. Walter Willett, Principal, Tolland Middle School; Mr. Jim Dineen, Principal, Tolland Intermediate School

CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:04 P.M.

Workshop

Mr. Powell thanked everyone for attending. Assembled are the Administrators, members of the Board of Education, Department Directors, and Mr. Guzman. The superintendent's budget request was released; a spending plan including needs based upon information that he compiled from building administrators. The budget has been posted to the website. This is the process where we review the budget request and elicit questions from the public to determine what is appropriate and get feedback. If there is a question that can be answered at this session it will be covered; otherwise, it is included in the minutes and an answer will be sent out at a later date. The goal is to provide as much detail as possible in terms of the numbers. The style of the session is conversational and the end time will be 9:00PM. Follow up meetings are scheduled for next Wednesday, as part of the regular Board meeting, and another on January 30<sup>th</sup>. Before the budget request is sent to the Town Council, the Board will take as many questions as possible. There are things that have to be, and will be done from a state statute standpoint. Further, there are items from safety, nutrition, and wellness standpoints that will not be sacrificed. Other areas will be examined. Questions about how things can be done from a regionalization and collaborative standpoint will be entertained as well. Everything is on the table. If the Board says, "no" to something, it does not mean it is a bad idea, just something that cannot be done at this time. The Board is listening. Mr. Powell opened the floor to public comment and limited the time to two minutes per person. The Board will then present questions and the floor will be opened up once again for public participation.

Mr. Powell explained that there are priorities and realities. The Board is looking at a very difficult year not only when considering Town funding but also when considering state funding. It is possible that the ECS (Education Cost Sharing) grant will be cut. Unfortunately for Tolland, if the ECS formula changes, the District will be hit. Mr. Powell noted that the commentary from the citizens to the elected officials that work in Hartford is that the change to ECS funding, with emphasis to areas outside of ours, is

unacceptable. The money is spent efficiently and productively for an education district that has been successful for decades. It is not a failed system.

Sam Adlerstein, 164 Pine Hill Road, noted that he, along with others standing with him, made a list of critical questions which are noted on the sheets on the wall in purple. The list was created after they read the superintendent's report, brought in other information, and examined key points. They switched gears and wrote, "Before the Board of Education passes and approves the budget, we need \_\_\_\_". Ultimately, they made a list questions. One of those questions was how do we bring our questions to you. Mr. Powell suggested that Mr. Adlerstein transcribe the list referenced and supply it to him. He will put the questions forth to the staff or the Board of Education for answers. Mr. Adlerstein noted that there is a need for a community conversation in a dialogue-type of format. Mr. Adlerstein will transcribe the list and provide it to Mr. Powell.

Bob Rubino, 296 Weigold Road, made three observations. First, he noted that he was delighted to see that wireless access has been installed so that the public can follow along with the electronic copy of the budget. Second, he liked the new format. He likes speaking to the Board of Education and being able to get feedback. If we ask you something, noting that we are not as versed as yourselves, and are told that something cannot be done, as the audience member it is seen as a dismissal. If something cannot be done, and a state law, code or charter is cited, can we commit that rather than resorting to that pat response that the chapter and verse will be provided? Mr. Powell responded that this is a fair point and comes back to transparency. Mr. Rubino added that this would be fabulous even if the information could not be provided at the moment but as a follow-up since at times the law is subject to interpretation. Third, regarding the 227 page budget for \$37M, more paper does not necessarily provide more information. The people in attendance to support the workshop have spent time trying to understand the budget but Mr. Rubino noted that he was confused. He would like to see a discussion of definitions. He added that the budget appears to shoot the Board of Education in the foot. The largest increase comes from something that appears to be overhead and detracts from the goal – maintaining programs and instruction for the students. Fifty four percent is spent on instruction but 15% of the increase of the total budget appears to be overhead. \$9.96M of that is for health insurance. There was a \$1.5M increase in health insurance. It is impossible that the District is spending \$10M on health insurance. Mr. Rubino would like to know what that line items means.

David Garritt, 23 Rudansky Lane, began by indicating a thumbs-up vote in terms of the budget. He was sent by his wife to inquire about full day kindergarten. He understands that it was considered but it is not included in this year's budget and would like to know what went into that decision. Mr. Powell noted that, as Mr. Guzman often says, the needs of the District are varied and many. This is something that will be answered in detail.

In reference to Mr. Rubino's comment regarding healthcare, Mr. Powell believes this is the lowest percentage increase that the Board has seen for healthcare and has to do with working collaboratively with the Town Council last year in working with other towns to get itself into a different healthcare underwriting situation. Town Council Member Mark Gill commented that the \$1M increase is the lowest increase in dollar amounts for many years. The reason for the \$1M increase is that \$650K was

prepaid for healthcare last year. The actual bill last year was \$650K more than what was reflected in the budget. The actual bill went up \$350K, the lowest increase in many years. The \$1M is due to using one-time, found money to prepay the \$650K. Mr. Powell inquired as to how to distinguish the prepayment of this year's ECHP (Employer's Choice Health Plan) component of \$650K. Given the prepayment, why is this not seen as a \$350K increase? Mr. Guzman will investigate this. In terms of going forward, how much of the delta is due to claims number is something Mr. Guzman will research and provide an answer to next Wednesday as well as the drivers of the increase.

Mr. Clark noted that Steve May will be at the Town Council's meeting to discuss health insurance and that some of these answers may be answered at this time. Mr. Gill explained that the \$650K is an 8% increase if multiplied by the true health care bill. Healthcare did not go down last year; it was \$650K less in the budget because that amount had been prepaid. This year, the 8.5% increase plus the \$650K is how one arrives at the total number. Mr. Powell noted that this is a valid topic and that healthcare cost is one the Board has tried to mitigate.

Mr. Guzman explained that going back a year, when looking for a 6% budget and receiving a 3% budget, the message he heard from the Board and the Town Council was that neither party wanted to impact teaching staff or instruction. The 6% was a budget to stay at the status quo. Mr. Guzman spoke with Town Manager Steve Werbner and explained that due to a mild winter and freeze, he was going to try to save some money from last year's budget so when the time came to change the 6% request to 3%, he would be able to keep the district level-operational in terms of function and delivery of instruction. The idea was to see if money would be available at the end of the year to do some pre-purchasing. Mr. Werbner and Mr. Guzman met with the town auditor to see if this was a permissible option. When pre-purchasing, one cannot necessarily find \$650K but the self-insurance was one way it could be done. The auditors said that using the funds for the insurance program was permissible and that many districts do so. In turn, the insurance account was used in order not to impact other accounts. If that money (\$650K) had not been available, the district would have had to make reductions in accounts which would have impacted instruction, programs, and staffing levels across the board. These are the dynamics of managing the budget to make it work for 2012/13. These conversations took place with the Town Council, members of the Board, and Mr. Werbner.

Mr. Powell noted that from a Board standpoint, one thing it wishes to do is answer questions regarding the budget and invited members to submit their questions.

Mr. Sce explained that he has heard of the history of the \$650K being discussed and that at the time it seemed like a good idea. His noted that it was spent on recurring expenses so that the 2012/2013 budget would not have to be reduced but it only postponed the inevitable rather than if it has been spent on a one-time expense. Mr. Powell explained that Mr. Guzman's point, that in order to retain services, this had to be done. Further, had it been spent on something else, they would not have been true to the spending plan.

Mr. Guzman explained that the cost of the all-day kindergarten is not in this budget. To add teachers and materials, it would have come to approximately \$150K. Given the benefits of all-day kindergarten

and a number of reasons including future testing requirements from the state, the budget presented would have been a 5.2% or 5.3% increase. Mr. Guzman added that he believes that the requested 4.95% budget increase will not be granted. Looking at the needs going forward, in any case, there would have had to have been a delay of the all-day kindergarten program. Mr. Powell added that there was a discussion regarding how to structure the budget and the process. It was determined that Mr. Guzman would provide a need-based budget. Then, based upon feedback from the Board and the public, dependent on the fiscal reality, changes could be made. Mr. Powell added that the 4.95% does not include items that the administrators would have like to have included. The Board's role is to review the budget and determine its validity. The budget is a spending plan. If it is exceeded due to extraordinary circumstances then the Board can approach the Town for more money. When looking at budgeting, a delta needs to be built in to absorb items; unexpected items and adjustments are made from other accounts. Mr. Guzman added that the budget is monitored, he provides a monthly status of the budget to the Board at its meetings, and accommodations are made throughout the year. This is how a budget works. There are state statutes and Board of Education policies regarding transfers. It is a question of vigilance and management.

Mr. Powell noted that the budget reflects the fiscal reality and decreasing enrollment. He added that one needs to look at the positions in place and which of those are directly involved with the education process versus overhead positions. In the face of fiscal difficulty, how does one justify programmatically and economically curriculum coordinators? What is the impact if those positions are reduced or eliminated? Dr. Eidson responded that the district is faced with an entirely new curriculum across the board. This includes math, language arts, music, social studies, science, and art. She likened not having curriculum coordinators to not having a teacher in the classroom. A coordinator is needed to put these changes in place, support them, and coach teachers. In language arts alone, there are 96 items to determine where children are and to work on improvements. She added that the coordinators are doing the work of two people and are overburdened. Mr. Powell asked what the impact would be if the number of coordinators was reduced to two and who would take on the responsibility. Dr. Eidson answered that the teachers are tapped out with responsibilities. Further, the principals would not be able to take on the additional burden given their current responsibilities and the requirements coming from the state. The only four people who are unassigned who can do these things are the four coordinators. Mr. Willett added that the coordinators are specialists. The knowledge base is very broad. Otherwise, training would need to be outsourced, particularly for the CCSS (Common Core State Standards) and the SBAC (Smarter Balance Assessment Consortium). Without the coordinators, we would not have in-house expertise, it would be less cost-effective, and the students would not perform as well. Mr. Powell asked if a teacher could be a coordinator. Mr. Guzman explained that a teacher is hired to teach students during the day and this includes other tasks such as preparation and assessment. He added that the coordinators are in the teachers' contract because it cannot be expected that either teachers or principals can deliver these services. There is not enough time in the day for principals to do normal functions let alone this on top of those responsibilities. Mr. Swanson noted that the coordinators at Birch Grove Primary School are very valuable in providing direction, support, and professional development to teachers. Further, they provide hands-on opportunities, model lessons, work with the administration, and provide awareness. Mr. Willett added that the quality of instruction

is improved when you have content experts available. Further, the coordinators assist with items outside of their specific roles. Mr. Sce confirmed that there are four coordinators and noted that this would not be sufficient to save the budget. Mr. Powell added that if the curriculum in place would be continuing on for a few years then it might be something to consider; but, given that this year is special due to the CCSS coming online and the changes in the testing it is more crucial now to have people focused on the curriculum. Ms. Fox added that curriculum development never goes away; it is a continuous process.

Mr. Gill, in regard to the curriculum coordinators noted that they are under the system-wide services line. The total for the line items is over \$1M and it has grown 10% over the past two years. It is a fast growing line item and he inquired about its driver. Ms. Neel explained that the system-wide services for personnel, program 188, have an overall increase of \$65K. Other items that fall under this line item are: regular and special education tutoring, director of special education, curriculum specialists, non-certified secretaries, technology, energy manager, curriculum writing, and the director of curriculum and instruction.

Ms. Kelly Euliano, 54 Bonair Hill Road, inquired about why details such as the information provided by Ms. Neel were not in the budget. She would like to see more subcategories. Mr. Guzman responded that the information is available and can be placed online. Mr. Powell added that this is an action item that will be addressed.

Mr. Rubino commented that he would like to see an organizational chart in the budget. There are 440 employees in the district. Head count is the single biggest driver of overhead cost in the district. It is something that should be focused on; not only the salary but also the benefits as well. Given the new computerized testing, last year the district had the opportunity to invest in technology and it did not do so. Now we are going to eliminate eight positions of instruction but we are not having a discussion on total head count. A conversation of the priorities is not taking place. There is a decrease in total student enrollment. How is the district handling this with respect to head count? He would like to see this as an opportunity to do some things that have fallen by the wayside such as the gifted and talented program. Mr. Guzman noted that the head count is available in the book and is listed by school and position. In terms of gifted and talented, it is not included due to its extra cost similar to other positions requested by the principals. The district is operating very thinly. For example, the district has four coordinators; some districts have one for each of the entire range of curriculum areas including physical education and music. Mr. Guzman added that he has heard to ultimately plan on a 1% increase. There are already nine teaching positions eliminated from the budget. A one percent increase is an entirely different dynamic in terms of how do we get there. At this time, the priority is survival and sending kids to class where academic achievement is paramount. The focus will be instruction. That is the priority.

Mr. Powell believes the organizational chart is a valid request and should be an action item. As for the question of priority and change in population, it is something the Board is addressing. They have asked Mr. Guzman to do an initial round of investigating to do an initial strategic plan for use of resources. How to position the resources is something the Board is looking at. The Board could look at re-deploying teachers rather than reducing. It comes back to a financial barrier, if in a decreasing financial



situation; it may have to reduce headcount. The Board hopes to have some direction in terms of a plan but will not have one before this budget is done.

Mr. Adlerstein agreed that the budget will not pass referendum based on history. Hence, the question is what needs to change to get a budget to referendum? Mr. Adlerstein said he feels frustration when this is not being discussed. It is the changes that need to be made to get the budget to referendum that need to be discussed; it is not a matter of what he wishes but what they do. He addressed Mr. Guzman and noted that it is not about throwing your hands up in frustration. Mr. Guzman replied that he is not frustrated. He has worked hard for this budget and this school district for the last ten years fighting for a budget to support the educational needs of the school district, the children of the school district, and the parents of the children of the school district. Each person at this table needs resources and is working day and night. The issue is how to get this 4.95% budget passed.

Mr. Adlerstein commented that there is a general belief that things can be changed that do not impact the quality of education. People are not looking to cut curriculum coordinators. Even if the answer is that nothing can be changed without having an impact, it is ok but at least a discussion took place. If there is no discussion then not everything that could be done has been done. Mr. Willett commented that he was unsure everything could be articulated in this forum. There is a monthly principals' breakfast where Mr. Willett is happy to meet with any parents and provide as much detail as they would like. If someone seeks out the information, the principals will provide it. Mr. Sce commented that part of the problem with that conversation is that one will say that more money is needed but in fact the person on the other end will say the same – that they too need more money. People are working six days a week and have to work with what they have and so does the district. Mr. Willett noted that he is very practical. He will present the ramifications – ultimately Tolland chooses. Mr. Sce responded that as a member of the Board he is trying to be realistic and does not believe the 4.95% increase will go through. It is something that cannot be ignored and it needs to be approached in a realistic manner. What will we have to do without? Mr. Willett responded that he has spent the last five years being realistic. He cited examples such as lockers that need replacement. He added that the district is getting close to where scores are going to be impacted. Mr. Adlerstein commented that he agreed that a two hour meeting is insufficient to discuss priorities and look for improvement. It is about the Board of Education and the Town Council talking together and being on parallel tracks. It is about coming up with the best budget. Mr. Willett noted that nothing in isolation works – all groups need to be included.

Mr. Powell invited questions from the Board members. Mr. Frattaroli, in regard to the curriculum coordinators, noted that the importance of gathering and sharing the information that will ultimately impact every student cannot be overemphasized. The budget is justifiable based on need and he is comfortable with it. He trusts those who generated and support it.

Mrs. Kramer commented that Tolland has been backed into a corner. The district runs the leanest system in the state for graduating a student K-12. It runs about \$123,000 compared to the Hartford school system which is \$288,000 per student. For every seven students who graduate in Tolland, only three graduate in Hartford. She looks to the colleagues at the state capitol to help the Town. The district has done the absolute best job in the state.

Mr. Sce commented that he wishes this budget could pass but he wants to be a realist. He believes when it goes to the Town that it will say it is too high. Taxpayers are being hit with additional taxes from the federal government and many will most likely be hit with higher taxes from the state. If the Town looks to raise taxes by a significant amount, not only due to education but also other services, it will be difficult to pass the budget. Hence, this leaves no choice but to look at the most efficient ways to cut the budget and maintain the highest level of education possible. When comparing 2011 to now, the district has lost 15% of its student body and 3.5% in faculty which is a large disconnect. While it is not unreasonable, he asked if these people are still needed to teach 15% fewer student. Other items to consider may be higher deductibles and co-pays as well as generic drugs to reduce healthcare costs. Mr. Powell explained that the district can only do certain things due to contracts in place. In terms of healthcare, they have encouraged people to join the HSA (Health Savings Account) option. Mr. Guzman noted that 90 employees are in the HSA program and that new employees as well as veterans in the open-enrollment period are encouraged to join. Much of the healthcare issues such as co-pays are contractually based. Some groups will go into negotiation in the spring and there may be some opportunity to make this recommendation at that time. All six contracts will be negotiated over the next 6-8 months and four members of the Board sit on the negotiation committee. In terms of teacher/student ratios, the district aims to keep this at 22-23 students per class. With the lower enrollment numbers and the teachers in the budget, this ratio will be able to be maintained. Three years ago, Response To Intervention (RTI) was implemented. It is a federal mandate that provides extra help for children who need assistance with mathematics and reading through small class sizes to bring them up to level. Mr. Willett added that RTI has been analyzed and it was found that it successfully catches students early on and provides services so these students do not end up in special education. If the programs are eliminated, sixty kids will not get support and ultimately more will be referred to special education which incurs higher costs. Mr. Frattaroli added that the support staff saves the district money and educates the students. Mr. Dineen commented that these students need to be in small groups to get the intensive support; the more help provided now the greater the benefit for the students and the district.

A resident commented that both of her children participated in the intense reading program and it made a huge difference. Mr. Powell noted that while he appreciated the anecdotal comment, it is methodology that is currently being discussed.

Mr. Sce commented that one item of significance in the budget is the increase in the number of students being sent to schools outside of the district. Are there ways that these students could be kept in the district? Ms. Raymond noted that today people know much more about what can be done for students in the autism spectrum. Most of them are in regular classes with support and some do not need any support. Through the early intervention process, the students have the opportunity to be part of the school community. In some cases there is no choice other than to work with the families to outpace the students. The district is seeing an increase in two populations: those in the autism spectrum and students suffering from extreme mental health challenges. The district needs to take action when things like this happen. The students have a right to an education and all resources are looked at when addressing their needs.

Mr. Sce inquired if with the decrease in the student population if transportation has been examined. Could some students be re-routed to reduce the number of busses needed? Mr. Guzman explained that a key factor in transportation is the time of delivery. Ms. Neel added that they are currently speaking with the bus companies. Mr. Sce suggested possibly looking at other local towns to see if it would be possible to have regionalization so that some of their students could attend Tolland schools and charge the sending town to increase capacity. Mr. Guzman responded that looking at K-8 districts which tuition its students out could be considered.

Town Council Member Jack Scavone noted that an acquaintance received a 1% raise, the first in six years and the family's expenses are increasing. This is half of the community. The other half is on fixed incomes. There are problems and they are not going away. He is frustrated that the money is not there and while people are trying to justify programs. If the situation is addressed today, it mitigates the problem in the future. Difficult decisions need to be made. Mr. Powell responded that the problem is the cost of education. The district has been running fairly lean for a long period of time. Mr. Scavone noted that the taxpayer's ability to pay is not there. Mr. Powell noted that the Board is open to working with the Town Council to find shared services. Mr. Scavone added that the budget is a large number but it is not evident what is in that number to make decisions on anything in the budget. Mr. Powell noted that the breakouts would be published.

Ms. Rubino commented that that problem with health insurance needs to be addressed. She would like to know how many teachers are eligible and how many elected to join HSA. She added that no one in the room wants to see anything cut but if we can look at what doesn't affect the children then some decisions can be made. She inquired as to how the district is reaching out to the teachers to encourage them to participate in the HSA. The majority of people in the room are on an HSA; they have no other options and it is a beneficial program. Mr. Guzman noted that he meets regularly with the teacher union and discusses these issues. Suzanne Waterhouse has done an outstanding job in communicating the benefits of the HSA to the teachers as well. Mr. Guzman will continue to have the conversation with the union. Ms. Rubino commented that the staff should not be given a choice – everyone must have an HSA. Mr. Powell commented that is something that could be addressed at the time of negotiations. Ms. Rubino went on to say that in terms of sharing resources, one town in CT merged their human resources department so there are things that can be done. She is willing to be on a committee to find out how this was accomplished. It is important to look at items not directly related to educating the children.

Town Council Member Sam Belsito inquired how many staff members are participating in an HSA. Mr. Guzman explained that 200 are in the traditional program, 90 participate in the HSA program, some staff members do not participate in the health insurance program, and 34 are not eligible due to employment status. Hence, the total is 290. Mr. Scavone responded that given this information, there is a 2/3<sup>rd</sup> opportunity cost. Mr. Powell responded that it is a personal choice unless it is part of the contract. Mr. Guzman noted when the time comes for contract negotiation, the district will go in with a list of changes to the contract and health insurance will be one of the recommendations. The recommendation from the teachers' union will be to keep things status quo. It is from that point that negotiations, mediation,

and possible arbitration take place. Mr. Gill asked Mr. Guzman how many staff members he anticipated would be joining the HSA. Mr. Guzman did not think there would be any significant additions.

Mr. Adlerstein agrees that one needs to find the opportunity and not go building by building to determine where to cut. Further, he inquired if there was any incentive offered to those electing HSA. There was not.

Mr. Rubino commented that it gets back to the process and perception with community at large. The budget is 227 pages, after 167 pages there are 30 pages of goals which he assumed are district-wide. One of the missed opportunities is for each of the principals to speak of their school's goals and to quantify what it will take to meet those goals. People want to feel that a goal has been attained. The community wants leadership. Leaders do extraordinary things when they are pushed due to extraordinary circumstances. The community is looking for the Board to do something different. The metrics may have to be reset but it can be done. Mr. Powell commented that there is a willingness to do what is necessary.

A resident of 657 Tolland Stage Road commented that that she would like to see what will be lost if the 4.95% does not pass. Something in the form of a one page document put together by each of the principals posted online. Colleges want more than what Tolland is offering. Mr. Powell explained that in previous years there has been a cut list. The initial conversation is about needs. The Board needs to augment and cut costs and then look at priorities.

Ms. Euliano inquired about separating the municipal items from the educational so those passionate about something may focus there. Mr. Powell explained that that is a question based on charter. In order to change the referendum process, the charter would have to be opened. When one opens up the charter there are a number of ramifications that could come into play that are outside of education. This is the reason why legally the suggestion cannot be acted upon.

A resident asked about the attrition rate for teachers. Mr. Guzman explained that traditionally 5-6 teachers retire and 3-4 resign. The district has been fortunate to have hired some quality educators to complement the very good veteran teachers. A fair amount of funds are invested on teacher training and it is disappointing when a teacher chooses to move to another district.

Mr. Powell noted that there will be another workshop after a short Board meeting next Wednesday and there is the potential for an additional workshop to be held on the following Wednesday. While sometimes these sessions can be contentious, he appreciates when constructive conversations take place as they have this evening. While people choose to live in Tolland for a variety of reasons, one reason often cited is the education system. While adjustments have been made, the budget document has been recognized by CABA (Connecticut Association of Boards of Education) as being one of the best in the state and the Board is always looking for ways to enhance it. Greater detail regarding the line items as well as the organizational chart will be posted on the website. Mr. Powell noted that this is not the end of the conversation and the Board will review the items posted on the wall. Further, it will talk with the Town Council to discuss sharing resources. There is a strong track record of doing so. The Board is in support of cutting items that will not impact the quality of education. He thanked everyone

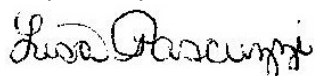
for their civility and time taken from their day to attend the workshop. He encouraged anyone with questions to e-mail him, Mr. Adlerstein, or the PTO. The questions will be posted assuming they are appropriate for general publication. Further, the Board is willing to visit organizations such as the PTO, the senior center, or others who wish to have a conversation at their local meeting.

Mr. Guzman thanked the members of the Town Council for attending.

Adjournment

Mr. Frattaroli motioned to adjourn the meeting at 9:08 P.M. Mr. Clark seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Pascuzzi", written in a cursive style.

Lisa Pascuzzi  
Clerk

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

**FROM: William D. Guzman**

**DATE: January 23, 2013**

**SUBJECT: BlumShapiro Audit Report – FY 2011/2012**

Attached for your information is the Independent Auditor's Report dated December 19, 2012.

Enclosed is a copy of the Federal Single Audit Report for year ended June 30, 2012 and a copy of the State Single Audit Report for year ended June 30, 2012. Finally, the Independent Accountant's Report on Applying Agreed-Upon Procedures regarding the District's school year grant data is also enclosed. The forms reviewed include Form ED001 (End of Year School Report), Form ED006S (Public School Information System Supplemental Information), and the PSIS Racial Survey and Enrollment report.

Ms. Vanessa Rossitto, Partner with BlumShapiro, will be present at the Board meeting to answer questions regarding the annual audit report.

The full audit report can be found online in the electronic version of the Board agenda at [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us).

WDG:ca

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To the Members of the Town Council  
Town of Tolland, Connecticut

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 5, 2012. Professional standards also require that we communicate to you the following information related to our audit.

## **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Tolland, Connecticut, are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates significant to the financial statements.

The financial statement disclosures are neutral, consistent and clear. There were no sensitive disclosures affecting the financial statements.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated December 19, 2012.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



**Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Town Council and management of the Town of Tolland, Connecticut, and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 19, 2012

**TOWN OF TOLLAND, CONNECTICUT**

**FEDERAL SINGLE AUDIT REPORT**

**JUNE 30, 2012**

**TOWN OF TOLLAND, CONNECTICUT**

**FEDERAL SINGLE AUDIT REPORT**

**JUNE 30, 2012**

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## **Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program, on Internal Control over Compliance in Accordance with OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards**

To the Members of the Town Council  
Town of Tolland, Connecticut

### **Compliance**

We have audited the Town of Tolland, Connecticut's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Town of Tolland, Connecticut's major federal programs for the year ended June 30, 2012. The Town of Tolland, Connecticut's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Town of Tolland, Connecticut's management. Our responsibility is to express an opinion on the Town of Tolland, Connecticut's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Tolland, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Town of Tolland, Connecticut's compliance with those requirements.

In our opinion, the Town of Tolland, Connecticut, complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012.

## **Internal Control over Compliance**

Management of the Town of Tolland, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Town of Tolland, Connecticut's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Tolland, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

## **Schedule of Expenditures of Federal Awards**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2012 and have issued our report thereon dated December 19, 2012, which contained unqualified opinions on those financial statements. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the Town of Tolland, Connecticut's financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

This report is intended solely for the information and use of management, the Town Council, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 19, 2012

**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2012**

<b>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Grantor's Number/ Project Number</b>	<b>Expenditures</b>
<b>United States Department of Agriculture</b>			
<i>Passed Through the State of Connecticut Department of Education:</i>			
Child Nutrition Cluster:			
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 155,397
Fresh Fruit and Vegetable Program	10.582		<u>26,999</u>
Total United States Department of Agriculture			<u>182,396</u>
<b>United States Department of Education</b>			
<i>Passed Through the State of Connecticut Department of Education:</i>			
Title I, Part A Cluster:			
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679	64,088
Special Education Cluster:			
Special Education - Grants to States	84.027	12060-SDE64370-20977	\$ 500,255
Special Education - Preschool Grants	84.173	12060-SDE64370-20983	8,667
Special Education - Grants to States (IDEA, Part B), Recovery Act	84.391	12060-SDE64370-29011	6,685
Special Education - Preschool Grants (IDEA Preschool), Recovery Act	84.392	12060-SDE64370-29012	<u>3,000</u>
			518,607
Career and Technical Education - Basic Grants to States	84.048	12060-SDE64370-20742	15,753
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858	59,539
Education Jobs Fund	84.410	12060-SDE64370-22405	<u>344,103</u>
Total United States Department of Education			<u>1,002,090</u>

(Continued on next page)

**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2012**

<b>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Grantor's Number/ Project Number</b>	<b>Expenditures</b>
<b>United States Department of Health and Human Services</b>			
<i>Passed Through the State of Connecticut Department of Public Health:</i>			
CSBG Cluster:			
Community Services Block Grant	93.569	12060-ECD46350-20730	\$ <u>466,083</u>
<b>United States Department of Homeland Security</b>			
<i>Passed Through the State of Connecticut Department of Emergency Services and Public Protection:</i>			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	12060-DPS32985-21891	713,000
Emergency Management Performance Grants	97.042	12060-DPS32982-21881	<u>4,250</u>
Total United States Department of Homeland Security			<u>717,250</u>
<b>United States Department of Justice</b>			
<i>Passed Through the State of Connecticut Department of Emergency Services and Public Protection:</i>			
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	12060-OPM20350-21676	<u>10,000</u>
<b>United States Department of Transportation</b>			
<i>Passed Through the State of Connecticut Department of Transportation:</i>			
Highway Safety Cluster:			
Alcohol Traffic Safety and Drunk Driving	20.601	12062-DOT57513-22086	<u>20,187</u>

(Continued on next page)



**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2012**

<b>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Grantor's Number/ Project Number</b>	<b>Expenditures</b>
<b>United States Department of Energy</b>			
<i>Passed Through the State of Connecticut</i>			
<i>Department of Energy and Environmental Protection:</i>			
Energy Efficiency and Conservation ARRA	81.128	12060-DEP44720-13008	\$ <u>20,000</u>
<b>Total Federal Awards Expended</b>			\$ <u><u>2,418,006</u></u>

The accompanying notes are an integral part of this schedule

**TOWN OF TOLLAND, CONNECTICUT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2012**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Town of Tolland, Connecticut, under programs of the federal government for the year ended June 30, 2012. The information in the Schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Because the Schedule presents only a selected portion of the operations of the Town of Tolland, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net assets or cash flows of the Town of Tolland, Connecticut.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 - NONCASH AWARDS**

Donated commodities in the amount of \$14,435 are included in the Department of Agriculture's National School Lunch Program, CFDA #10.555. The amount represents the market value of commodities received.

Donated fruits and vegetables in the amount of \$26,999 are included in the Department of Agriculture's Fresh Fruit and Vegetable Program, CFDA #10.582. The amount represents the market value of the fruits and vegetables received.

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## **Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Members of the Town Council  
Town of Tolland, Connecticut

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2012, which collectively comprise the Town of Tolland, Connecticut's basic financial statements, and have issued our report thereon dated December 19, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control over Financial Reporting**

Management of the Town of Tolland, Connecticut, is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Town of Tolland, Connecticut's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Tolland, Connecticut's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Tolland, Connecticut's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Town Council, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 19, 2012

**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2012**

**I. SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ yes X no
- Significant deficiency(ies) identified? \_\_\_\_\_ yes X none reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ yes X no

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? \_\_\_\_\_ yes X no
- Significant deficiency(ies) identified? \_\_\_\_\_ yes X none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? \_\_\_\_\_ yes X no

Identification of major programs:

<u>CFDA #</u>	<u>Name of Federal Program or Cluster</u>
84.410	Education Jobs Fund
93.569	Community Services Block Grant
97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? X yes \_\_\_\_\_ no

**II. FINANCIAL STATEMENT FINDINGS**

No matters were reported.

**III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No matters were reported.

**TOWN OF TOLLAND, CONNECTICUT**

**STATE SINGLE AUDIT REPORT**

**JUNE 30, 2012**

**TOWN OF TOLLAND, CONNECTICUT**

**STATE SINGLE AUDIT REPORT**

**JUNE 30, 2012**

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## **Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program, on Internal Control over Compliance in Accordance with the State Single Audit Act and on the Schedule of Expenditures of State Financial Assistance**

To the Members of the Town Council  
Town of Tolland, Connecticut

### **Compliance**

We have audited the Town of Tolland, Connecticut's compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the Town of Tolland, Connecticut's major state programs for the year ended June 30, 2012. The Town of Tolland, Connecticut's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the Town of Tolland, Connecticut's management. Our responsibility is to express an opinion on the Town of Tolland, Connecticut's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Town of Tolland, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Town of Tolland, Connecticut's compliance with those requirements.

In our opinion, the Town of Tolland, Connecticut, complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2012. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements that is required to be reported in accordance with the State Single Audit Act and that is described in the accompanying schedule of findings and questioned costs as item 2012-1.



## **Internal Control over Compliance**

Management of the Town of Tolland, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered the Town of Tolland, Connecticut's internal control over compliance with the requirements that could have a direct and material effect on a major state program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Tolland, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

## **Schedule of Expenditures of State Financial Assistance**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2012 and have issued our report thereon dated December 19, 2012, which contained unqualified opinions on those financial statements. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the Town of Tolland, Connecticut's financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the financial statements as a whole.

The Town of Tolland, Connecticut's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the Town of Tolland, Connecticut's response, and, accordingly, we express no opinion on the response.

This report is intended solely for the information and use of management, the Town Council, the Board of Education, others within the entity and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 19, 2012

**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 2012**

<u>State Grantor/Pass-Through Grantor/ Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
<b>Department of Education</b>		
Primary Mental Health	11000-SDE64000-12198	\$ 22,800
Family Resource Centers	11000-SDE64000-16110	92,435
Youth Services Bureau - Enhancement	11000-SDE84000-16201	5,000
Child Nutrition State Matching Grant	11000-SDE64000-16211	10,947
Health Foods Initiative	11000-SDE64370-16212	23,789
Adult Education	11000-SDE64000-17030	9,804
Youth Services Bureau	11000-SDE64000-17052	<u>21,113</u>
Total Department of Education		<u>185,888</u>
<b>Department of Energy and Environmental Protection</b>		
Protected Open Space Watershed Land Acquisition Grant Program	12052-DEP43000-43144	270,000
Nonpoint Source Implementation	12060-DEP43720-20871	<u>6,896</u>
Total Department of Energy and Environmental Protection		<u>276,896</u>
<b>Connecticut State Library</b>		
Grants to Public Libraries	11000-CSL66051-17003	1,237
ConnectiCard Payments	11000-CSL66051-17010	1,091
Historic Documents Preservation Grants	12060-CSL66094-35150	<u>3,500</u>
Total Connecticut State Library		<u>5,828</u>

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**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF  
STATE FINANCIAL ASSISTANCE (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2012**

<u>State Grantor/Pass-Through Grantor/ Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
<b>Office of Policy and Management</b>		
Payment in Lieu of Taxes (PILOT) on State-Owned Property	11000-OPM20600-17004	\$ 53,022
Reimbursement of Property Taxes - Disability Exemption	11000-OPM20600-17011	1,695
Property Tax Relief for Elderly and Totally Disabled Homeowners	11000-OPM20600-17018	65,913
Property Tax Relief for Veterans	11000-OPM20600-17024	7,182
Local Capital Improvement Program	12050-OPM20600-40254	<u>130,287</u>
Total Office of Policy and Management		<u>258,099</u>
<b>Department of Social Services</b>		
Medicaid	11000-DSS60000-16020	<u>7,730</u>
<b>Department of Transportation</b>		
Town Aid Road Grants Transportation Fund	12001-DOT57000-17036	290,000
Bus Operations	12001-DOT57000-12175	<u>19,853</u>
Total Department of Transportation		<u>309,853</u>
<b>Department of Veterans' Affairs</b>		
Headstones	12010-DVA21134-16049	<u>300</u>
<b>Total State Financial Assistance Before Exempt Programs</b>		<u>1,044,594</u>

(Continued on next page)

**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF  
STATE FINANCIAL ASSISTANCE (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2012**

<u>State Grantor/Pass-Through Grantor/ Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
<b>Exempt Programs</b>		
<b>Office of Policy and Management</b>		
Mashantucket Pequot and Mohegan Fund Grant	12009-OPM20600-17005	\$ 44,618
Municipal Revenue Sharing	12060-OPM20600-35458	48,744
Municipal Video Competition	12060-OPM20600-35362	<u>2,225</u>
Total Office of Policy and Management		<u>95,587</u>
<b>Department of Education</b>		
Public School Transportation	11000-SDE64000-17027	140,903
Educational Cost Sharing	11000-SDE64000-17041	10,778,986
Excess Costs Student Based and Equity	11000-SDE64000-17047	<u>1,087,132</u>
Total Department of Education		<u>12,007,021</u>
<b>Department of Public Works</b>		
School Construction Grants	13009-DPW27610-40896	23,833
School Construction Grants	13009-DPW27000-40896	27,804
School Construction Grants	13010-DPW27610-40901	<u>299,343</u>
Total Department of Public Works		<u>350,980</u>
Total Exempt Programs		<u>12,453,588</u>
<b>Total State Financial Assistance</b>		<u>\$ 13,498,182</u>

The accompanying notes are an integral part of this schedule

**TOWN OF TOLLAND, CONNECTICUT  
NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 2012**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of state financial assistance (the Schedule) includes the state grant activity of the Town of Tolland, Connecticut, under programs of the State of Connecticut for the year ended June 30, 2012. Various departments and agencies of the State of Connecticut have provided financial assistance through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. Because the Schedule presents only a selected portion of the operations of the Town of Tolland, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net assets or cash flows of the Town of Tolland, Connecticut.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Town of Tolland, Connecticut, conform to accounting principles generally accepted in the United States of America as applicable to governmental organizations. The information in the Schedule is presented based upon regulations established by the State of Connecticut, Office of Policy and Management.

Expenditures reported on the Schedule are presented on the modified accrual basis of accounting. In accordance with Section 4-236-22 of the Regulations to the State Single Audit Act, certain grants are not dependent on expenditure activity and, accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule.

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## **Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2012, which collectively comprise the Town of Tolland, Connecticut's basic financial statements, and have issued our report thereon dated December 19, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control over Financial Reporting**

Management of the Town of Tolland, Connecticut, is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Town of Tolland, Connecticut's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Tolland, Connecticut's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town of Tolland, Connecticut's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Tolland, Connecticut's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Town Council, the Board of Education, others within the entity and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 19, 2012



**TOWN OF TOLLAND, CONNECTICUT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2012**

**I. SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

Type of auditors' report issued:

Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified? ☐ yes ☒ none reported
- Noncompliance material to financial statements noted? ☐ yes ☒ no

**State Financial Assistance**

Internal control over major programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified? ☐ yes ☒ none reported

Type of auditors' report issued on compliance for major programs:

Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act?

☒ yes ☐ no

- The following schedule reflects the major programs included in the audit:

<u>State Grantor and Program</u>	<u>State Core-CT Number</u>	<u>Expenditures</u>
Department of Energy and Environmental Protection:		
Protected Open Space Watershed Land Acquisition Grant Program	12052-DEP43000-43144	\$ 270,000
Department of Transportation:		
Town Aid Road Grants Transportation Fund	12001-DOT57000-17036	290,000
Office of Policy and Management:		
Local Capital Improvement Program	12050-OPM20600-40254	130,287

- Dollar threshold used to distinguish between type A and type B programs: \$200,000

**II. FINANCIAL STATEMENT FINDINGS**

No matters were reported.

### III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

2012-1

<b>Grantor</b>	Department of Energy and Environmental Protection
<b>Program</b>	Protected Open Space Watershed Land Acquisition Grant
<b>Core-CT Number</b>	12052-DEP43000-43144
<b>Criteria</b>	The State of Connecticut Department of Energy and Environmental Protection requires that within six months after the recording of a permanent conservation easement in the land records, a town must erect a permanent plaque or sign identifying the project area and funding source (program), and that the project is a preserved open space accessible to the public for passive recreation.
<b>Condition</b>	The required sign or plaque has not been erected within six months of the recording of the conservation easement.
<b>Questioned Costs</b>	None reported.
<b>Context</b>	The required sign or plaque has not been erected within the six-month period.
<b>Effect</b>	No effect can be determined.
<b>Cause</b>	The Town of Tolland was unaware of the compliance requirement.
<b>Recommendation</b>	The Town should erect the required sign as soon as the sign is delivered from the third-party vendor.
<b>Management Response and Planned Corrective Action</b>	The client was unaware of the requirement but is currently in the process of ordering the plaque.

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## **Independent Accountant's Report** **on Applying Agreed-Upon Procedures**

William D. Guzman  
Superintendent of Schools  
and Board of Education  
Town of Tolland, Connecticut 06084

We have performed the procedures included in the Connecticut State Department of Education's Review Package, which were agreed to by the State Department of Education (SDE) and the Town of Tolland Board of Education ("LEA"), solely to assist the SDE in evaluating certain school year grant data as printed on SDE's Internet application in connection with education reimbursement claims submitted by the LEA for the year ended June 30, 2012. The school year grant data is reported on the following SDE forms and data systems:

- **Form ED001** *dated October 1, 2012 at 09:26:30 AM*
- **Form ED001 SEDAC-G Data Adjustment Form** *dated October 1, 2012 at 9:56:01 AM*
- **Form ED006S** *dated October 1, 2012 at 11:00:06 AM*
- **PSIS Racial Survey and Detail of Enrollment for Entire District report** *dated October 1, 2012 at 10:28:47 PM*

Management is responsible for the LEA's compliance with the SDE requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the SDE. Consequently, we make no representation regarding the sufficiency of the procedures described in the SDE's Review Package either for the purpose for which this report has been requested or for any other purpose.

As a result of performing the procedures included in the SDE's Review Package, certain matters came to our attention that caused us to believe that adjustments should be recorded to the school year grant data reported on Form ED001, and the ED001 SEDAC-G Data Adjustment Form. The adjustments are incorporated in the following internet application printouts: Form Ed001 *dated December 18, 2012 at 02:35:03 P.M.* and ED001 SEDAC-G Adjustment Form *dated December 17, 2012 at 01:22:27 PM.*

Town of Tolland  
Page Two

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we been able to perform all procedures other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the SDE and the LEA and is not intended to be and should not be used by anyone other than these specified parties.

*Blum, Shapiro & Company, P.C.*

December 18, 2012

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

**FROM: William D. Guzman**

**DATE: January 23, 2013**

**SUBJECT: Insurance Consultant Presentation**

Steve May from Milliman Consultants will be at the Board meeting to present on the medical insurance program and the Eastern Connecticut Health Insurance Program (ECHIP) collaborative. Mr. May will answer questions from the Board members.

WDG:ca

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

**FROM: William D. Guzman**

**DATE: January 23, 2013**

**SUBJECT: Artificial Turf Field Agreement**

Attached is the copy of the proposed Agreement between the Board and the Town for the management, maintenance and operation of the artificial turf at Tolland High School.

This agreement as stipulated is for a fifteen year period with five year renewal terms. Staff has reviewed the document and suggested changes have been incorporated. I have met with the Town Manager to review the document as presented.

The Administration recommends approval.

WDG:ca

## ARTIFICIAL TURF FIELD AGREEMENT

Agreement between the Town of Tolland, (hereinafter called the "Town") and the Town of Tolland Board of Education (herein after called the "Board") made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Whereas the Town has applied for and received \$700,000 in State funding for the construction of lights and artificial turf at the high school stadium field (herein after called the "project"); and

Whereas certain sports clubs have pledged up to an additional \$300,000 to finance the project if needed and to pay the Town back for all costs both principal and interest associated with the borrowing of said funds; and

Whereas the construction of the project is scheduled to commence in the spring of 2013 and be complete by the fall of 2013; and

Whereas the design, bidding, awarding of construction contracts, and oversight of the project will be the responsibility of the Town working with a Building Committee appointed by the Town's Town Council; and

Whereas upon completion of the project the Town will assume responsibility for scheduling, maintaining and overseeing the operation of the field as set forth in this agreement through its Recreation Director reporting to a subcommittee of the Parks and Recreation Advisory Board which shall be appointed by the Town Council for the sole purpose of overseeing the use, maintenance, expenditures and revenues of the operation;

Now therefore, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

1. This agreement shall be for a fifteen year period effective upon completion of the project and may be renewed for successive five year terms at the mutual agreement of the Town and Board thereafter.
2. The Town agrees that it shall perform the following functions:
  - a. Create a master schedule for the use of the field which shall give priority for use to the Board in the fall and spring seasons for the days of Monday thru Friday from 2:30 to 6:00 pm. And on Saturdays from 8:00am. until noon. Provisions will also be made for evening school athletic events. The District Athletic Director will provide the town's designated representative a schedule of fall season events by May 1 and of spring season events by February 1.

- b. Should the Board need additional use of the field for games or in limited cases practices due to inclement weather, then such needs shall be communicated to the Town with at least 24 hours notice. The Town shall not unreasonably deny such request but will have to take into consideration prior commitments made for use of the field.
  - c. The Town shall create and implement a fee schedule for use of the field and lights by outside groups.
  - d. The Town shall market the use of the field for all hours not used by the Board as well as explore opportunities for revenue from sale of advertising space around and within the field with prior approval of the Board.
  - e. The Town shall be responsible for ensuring the maintenance of the field, the emptying of field barrels and recycling bins, and for picking up debris within the field stadium provided that the Board shall be responsible for said functions on a daily basis while they have use of the field including time used for practice and games.
  - f. The Town shall maintain a budget for the field which shall include expenses for such things as part-time help to oversee the use of the field, maintenance costs, administrative overhead, portable toilets, electricity, etc. during times not used by the Board. The Board shall be responsible for such cost during the time of its use. The Town shall also track revenues and use such to pay for the items mentioned herein as well as provide for a sinking fund for future replacement and repair of the facility and to provide a percentage of revenue less expenses including sinking fund payments to a dedicated account within the Board budget which will be used for the sole purpose of reducing any future increases in pay-to-participate fees of the Board and a percentage to offset the cost of Recreation programs for the Town.
  - g. The Town and Board SHALL share GOALS, NETS, AND BENCHES used within the stadium field. The Town and Board shall be responsible for the setup of their own goals, nets and benches.
  - h. The Town may in its sole discretion contract out for the management of the field but will give the Board prior notice and the right to comment on the arrangement contemplated.
  - i. The Town will provide the Board with a year-end total cost for maintaining the school field which is associated with school use by July 15<sup>th</sup> of every year. This cost will include but is not limited to personnel costs, supplies, materials and depreciation of equipment and will be submitted to the State Department of Education as in-kind services.
3. The Board agrees to the following:
- a. It shall primarily use the field for games, but practices will be allowed during the hours reserved for Board use.
  - b. It shall be responsible for ensuring that field barrels are emptied on a daily basis after use by the Board and that any debris in the area is picked up after use.
  - c. It shall be responsible for paying its share of the cost of electricity for the use of lights during the periods of time they have use of the field.
  - d. It shall be responsible for any additional costs associated with major events which they sponsor including but not limited to public safety costs.



- e. It shall notify the Town immediately upon notice of any concerns with the use of the field or lights.
  - f. It shall notify the Town with as much advanced notice as possible of any events at the high school that would impact parking for use of the field by outside groups.
  - g. Board staff shall be required to attend training on proper care and maintenance of artificial turf surfaces.
- 4. During the fall and spring seasons the Town and Board through their respective Recreation Director and Athletic Director shall communicate weekly to update each other on team schedules and clarify any use or maintenance issues.
  - 5. An annual meeting shall be held on or before June 1<sup>st</sup> of each year to review progress and requirements of the field use. Participants will be invited to attend from the youth sports groups, Board, Town, as well as the Chairpersons of the Town Council and Board, Chairperson of the Parks and Recreation Advisory Board, and the subcommittee of the Recreation Board appointed to oversee the operation.

And it is mutually understood and agreed that this agreement shall be binding upon the parties hereto and upon their respective successors.

Signed in Tolland, Connecticut on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

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

**DATE: January 23, 2013**

**SUBJECT: Status of the Budget – January 10, 2013**

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2012-13 as of January 10, 2013.

The budget for fiscal year 2012-13 (adopted and adjusted) is \$35,702,228.

As of January 10, 2013, expenditures and encumbrances total \$35,250,808 leaving an unexpended balance at this time in the amount of \$451,420.

The difference in the unexpended balance since the November 30, 2012 budget projection is \$404,674.

The following programs had a significant difference since the last projection:

Special Services (131)	\$ 60,004
Interdistrict Programs (133)	119,247
Transportation (701)	30,434
Tech Services (757)	13,709
Utilities – Energy Management (663)	33,750
Staff Services (177)	164,835
Other sundry accounts	<u>(17,305)</u>
Total	\$ 404,674

The change in special services is due to tuition charges (1 anticipated out placement). The Interdistrict and transportation changes are due to final magnet school tuition billings (an increase of 15 students to magnet schools). The transportation changes are for the students who attend the Arts at the Capitol program and also for extra special needs bus runs that have been encumbered. The change to the technology services program consists of an e-rate credit received which helped to offset the encumbrance for the storage area equipment to be purchased.

In the energy budget funds have been set aside to cover costs for the consultant related to the investment grade audit.

Adjustments to the Staff Services account include a reduction to the purchase order for unemployment compensation charges and an encumbrance adjustment for medical payments the Eastern Connecticut Health Insurance Program (ECHIP) due to a change in the payment process.

The energy budget has not yet been adjusted by the energy manager. It is his expectation that he will be able to better project after the February statements are processed as they will contain non-prorated full impact rate increase information.

We have started the process of open purchase order reviews and adjustments to encumbrances will be made accordingly.

The budget continues to be carefully monitored as we progress through the school year.

There are no budget transfers that require Board action at this time.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS  
Business Services  
January 10, 2013  
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	January Budget Transfers	Balance	%
101	Language Arts	\$ 97,960	\$ (178)	\$ 97,782	\$ 68,735	\$ -	\$ 29,047	29.7%
102	Math	\$ 41,263	\$ 178	\$ 41,441	\$ 33,148	\$ -	\$ 8,293	20.0%
103	Social Studies	\$ 18,918	\$ (2,095)	\$ 16,823	\$ 9,998	\$ -	\$ 6,825	40.6%
104	Science	\$ 73,525	\$ (1,665)	\$ 71,860	\$ 38,244	\$ -	\$ 33,616	46.8%
105	Art	\$ 28,992	\$ -	\$ 28,992	\$ 24,991	\$ -	\$ 4,001	13.8%
106	Music	\$ 19,804	\$ -	\$ 19,804	\$ 15,313	\$ -	\$ 4,491	22.7%
107	Physical Education/Health	\$ 13,238	\$ -	\$ 13,238	\$ 11,303	\$ -	\$ 1,935	14.6%
108	World Language	\$ 11,268	\$ -	\$ 11,268	\$ 8,170	\$ -	\$ 3,098	27.5%
109	Family and Consumer Science	\$ 14,917	\$ -	\$ 14,917	\$ 14,322	\$ -	\$ 595	4.0%
110	Technology Education	\$ 36,678	\$ -	\$ 36,678	\$ 33,838	\$ -	\$ 2,840	7.7%
111	Business Education	\$ 6,472	\$ -	\$ 6,472	\$ 6,875	\$ -	\$ (403)	-6.2%
112	Digital Education	\$ 10,083	\$ (90)	\$ 9,993	\$ 7,292	\$ -	\$ 2,701	27.0%
115	TALC	\$ 1,240	\$ -	\$ 1,240	\$ 899	\$ -	\$ 341	27.5%
131	Special Services	\$ 2,291,201	\$ -	\$ 2,291,201	\$ 2,147,437	\$ -	\$ 143,764	6.3%
132	Special Education	\$ 88,051	\$ 6,680	\$ 94,731	\$ 88,945	\$ -	\$ 5,786	6.1%
133	Interdistrict Programs	\$ 146,038	\$ -	\$ 146,038	\$ 154,315	\$ -	\$ (8,277)	-5.7%
134	Student Athletics	\$ 153,677	\$ -	\$ 153,677	\$ 113,527	\$ -	\$ 40,150	26.1%
136	Student Activities	\$ 23,787	\$ -	\$ 23,787	\$ 17,237	\$ -	\$ 6,550	27.5%
142	School Counseling Services	\$ 9,948	\$ (984)	\$ 8,964	\$ 4,620	\$ -	\$ 4,344	48.5%
144	Nursing	\$ 16,561	\$ -	\$ 16,561	\$ 15,732	\$ -	\$ 829	5.0%
145	Library	\$ 16,475	\$ -	\$ 16,475	\$ 14,600	\$ -	\$ 1,875	11.4%
146	Audiovisual	\$ 3,614	\$ -	\$ 3,614	\$ 2,696	\$ -	\$ 918	25.4%
710	Principals' Office	\$ 130,446	\$ (1,785)	\$ 128,661	\$ 82,349	\$ -	\$ 46,312	36.0%
701	Transportation	\$ 2,317,868	\$ -	\$ 2,317,868	\$ 2,369,956	\$ -	\$ (52,088)	-2.2%
755	Superintendent's Office	\$ 18,924	\$ 6,035	\$ 24,959	\$ 21,571	\$ -	\$ 3,388	13.6%
756	Business Services	\$ 191,953	\$ -	\$ 191,953	\$ 190,215	\$ -	\$ 1,738	0.9%
757	Technology Services	\$ 215,116	\$ -	\$ 215,116	\$ 183,027	\$ -	\$ 32,089	14.9%
661	Custodial Services	\$ 219,364	\$ -	\$ 219,364	\$ 193,255	\$ -	\$ 26,109	11.9%
667	Comm/Ins	\$ 195,297	\$ -	\$ 195,297	\$ 199,162	\$ -	\$ (3,865)	-2.0%
663	Utilities-Energy Mgt	\$ 1,383,344	\$ -	\$ 1,383,344	\$ 1,376,676	\$ -	\$ 6,668	0.5%
666	Energy Management	\$ 6,360	\$ -	\$ 6,360	\$ 6,185	\$ -	\$ 175	2.8%
662	Maintenance	\$ 379,772	\$ -	\$ 379,772	\$ 250,847	\$ -	\$ 128,925	33.9%
770	Prog/Prof Development	\$ 67,163	\$ 584	\$ 67,747	\$ 40,724	\$ -	\$ 27,023	39.9%
790	Adult Education	\$ 30,269	\$ -	\$ 30,269	\$ 30,267	\$ -	\$ 2	0.0%
791	Board of Education	\$ 75,921	\$ 11,500	\$ 87,421	\$ 87,795	\$ -	\$ (374)	-0.4%
xxx	Program Total	\$ 8,355,507	\$ 18,180	\$ 8,373,687	\$ 7,864,266	\$ -	\$ 509,421	6.1%

TOLLAND PUBLIC SCHOOLS  
 Business Services  
 January 10, 2013  
 Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	January Budget Transfers	Balance	%
177	Staff Services - Other	\$ 1,141,474	\$ 6,529	\$ 1,148,003	\$ 1,148,760	\$ -	\$ (757)	-0.1%
177	Staff Services - Health Insurance	\$ 4,592,232	\$ 8,030	\$ 4,600,262	\$ 4,709,728	\$ -	\$ (109,466)	-2.4%
178	Certified Regular Ed	\$ 13,044,049	\$ 3,028	\$ 13,047,077	\$ 13,015,766	\$ -	\$ 31,311	0.2%
179	Certified Special Ed	\$ 2,732,975	\$ -	\$ 2,732,975	\$ 2,703,819	\$ -	\$ 29,156	1.1%
180	Non-Certified	\$ 1,212,738	\$ -	\$ 1,212,738	\$ 1,265,954	\$ -	\$ (53,216)	-4.4%
181	Building Operations	\$ 902,310	\$ (60,850)	\$ 841,460	\$ 818,974	\$ -	\$ 22,486	2.7%
182	Building Maintenance	\$ 176,911	\$ -	\$ 176,911	\$ 170,861	\$ -	\$ 6,050	3.4%
183	BOE Clerk	\$ 1,095	\$ 2,257	\$ 3,352	\$ 3,250	\$ -	\$ 102	3.0%
184	Business Services	\$ 292,814	\$ -	\$ 292,814	\$ 292,685	\$ -	\$ 129	0.0%
185	Superintendent's Office	\$ 274,641	\$ (3,290)	\$ 271,351	\$ 271,650	\$ -	\$ (299)	-0.1%
186	Principals' Office	\$ 1,525,238	\$ (5,496)	\$ 1,519,742	\$ 1,510,149	\$ -	\$ 9,593	0.6%
187	Substitutes	\$ 364,736	\$ -	\$ 364,736	\$ 364,736	\$ -	\$ -	0.0%
188	Systemwide Services	\$ 1,085,508	\$ 31,612	\$ 1,117,120	\$ 1,110,210	\$ -	\$ 6,910	0.6%
xxx	<b>Personnel Total</b>	<b>\$ 27,346,721</b>	<b>\$ (18,180)</b>	<b>\$ 27,328,541</b>	<b>\$ 27,386,542</b>	<b>\$ -</b>	<b>\$ (58,001)</b>	<b>-0.2%</b>
xxx	<b>Original Appropriation Total</b>	<b>\$ 35,702,228</b>	<b>\$ -</b>	<b>\$ 35,702,228</b>	<b>\$ 35,250,808</b>	<b>\$ -</b>	<b>\$ 451 420</b>	<b>1.3%</b>
<b><u>Additional Appropriations:</u></b>								
179	Medicaid Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
xxx	<b>Addt'l Appropriations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
xxx	<b>Grand Total</b>	<b>\$ 35,702,228</b>	<b>\$ -</b>	<b>\$ 35,702,228</b>	<b>\$ 35,250,808</b>	<b>\$ -</b>	<b>\$ 451 420</b>	<b>1.3%</b>



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www.CIRMA.org

January 1, 2013

Mr. William Guzman  
Superintendent of Schools  
Tolland Board of Education  
51 Tolland Green  
Tolland, CT 06084

Re: **2013 CIRMA Risk Management Achievement Award Recipient**

Dear Superintendent Guzman:

***We are very pleased to inform you that the Tolland Public Schools has been selected as a 2013 CIRMA Risk Management Achievement Award Recipient!***

CIRMA recognizes Tolland Public Schools and its Safety Committee for their innovative approach to reduce slip/fall incidents. Prompted by high losses totaling \$173,080 in 2010/11, driven primarily by slip/fall incidents caused by walking on ice and snow, the Safety Committee developed and implemented the innovative "Clear Path" program. Using email communications and strategically placed signage, "Clear Path" notifies employees which paths had been cleared of snow and ice to reduce the potential for employee injuries. No slip and fall incidents have occurred since the implementation of this initiative. ***For this achievement, CIRMA recognizes Tolland Public Schools in the category New and Innovative Risk Management Initiatives.***

We invite you to join us at CIRMA's Annual Meeting on January 25, 2013 when the 2013 Risk Management Achievement Award Recipients will be announced. A separate Awards ceremony will be held later in the spring for all Award Recipients, and more details will follow as we get closer to the date.

We are proud that CIRMA is a collaborative organization, where members can continually improve their risk management skills and knowledge. The Risk Management Achievement Award provides a wonderful opportunity for other CIRMA members to learn from your successes. Your award is testament to your dedication to improving safety, lowering losses, and ultimately saving taxpayer dollars.

Please join us at CIRMA's Annual Meeting on January 25, 2013. If you have questions about your Risk Management Achievement Award, please contact your CIRMA Risk Management Consultant, Joey Barbera, at 203.946-3745. And again, congratulations on your achievement!

Best regards,

Bruce A. Wollschlager  
Chief Executive Officer & President

David Demchak  
Senior Vice President

cc: Jane Neel, School Business Manager  
Matt Lipp, CIRMA Senior Risk Management Consultant  
Terry Perry, CIRMA Senior Underwriter

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM JANUARY 8, 2013 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Jan Rubino and Benjamin Stanford

**MEMBERS ABSENT:** Mark Gill

**OTHERS PRESENT:** Steven Werbner, Town Manager; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Michael Wilkinson, Director of Administration Services; Chris White, District Technology Specialist; State Senator Tony Guglielmo; State Representative Bryan Hurlburt; Representative Tim Ackert; Robert Labanara, Connecticut Conference of Municipalities (CCM); Barry Bernabe, Webster Bank

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 Consideration of a resolution making an appropriation of \$50,000 from the Capital Improvement Unallocated Fund to Sewer Operating Fund to cover the cost of repairs for the failing Gerber Road Pump Station.

Mr. Werbner read from his summary: The Gerber Road Pump Station which services approximately 70% of the Town's Water Pollution Control needs is failing and is in emergent need of repairs. The system is now required to be pumped out twice per month at a cost of \$1,500. There are insufficient funds within the WPCA budget to continue covering these pumping costs and the system has to be repaired in order to reduce these costs. The WPCA has insufficient reserves to pay for this emergency repair and is requesting financial assistance from the Town. Our consulting Engineer (CME) in coordination with Water Planet solicited bids to rehabilitate the Gerber Road Pump Station. The anticipated cost of this repair is \$50,000. The Unallocated Capital Improvement Fund currently has unrestricted funds in amount of \$64,256 available to cover this cost. This will however leave the capital fund with limited unrestricted dollars for any other future unanticipated capital need. This appropriation will allow the transfer of funds of \$50,000 from Capital Improvements Fund-Unallocated Capital Account #20700072-777400 to the Sewer Operating Fund-Capital Improvements Account #60500060-755300. The Sewer Operating fund previously expended \$6,800 for the Phase II Facility Plan for Willie Circle which should have been funded by Town resources. This appropriation will assist with the reimbursement of the impact on the fund for those expenditures as well as providing the funds necessary to address this emergency situation. Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2012-2013 fiscal year a public

hearing must precede action on this item. The Town Council voted on December 11, 2012 to set tonight's public hearing.

Rick Field moved to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution: 6 in favor, 0 opposed.

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

Mr. Belsito asked if anyone has gone back to see where the film / coating problem is coming from. Mr. Werbner said it is still under investigation, but as of now there is no known source.

John Zevetchin, WPCA, said there are three major contributors into that system. One has been eliminated, and the other two have been sent notification seeking permission to review the premises. It is an ongoing process. Regardless, the pumps in place now are general pumps, not grinder pumps. They are original to the system and worn out. They are ready to be replaced. If they don't change them, they will have to have continuous pump-outs.

Rick Field read the following resolution:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that it hereby approves an appropriation of \$50,000 from the Capital Improvements Unallocated Capital Fund to the Sewer Operating Fund.

Seconded by Josh Freeman. All in favor. None opposed.

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

**7a.1. Report from the Technology Task Force:**

Mr. Freeman spoke on this item, and advised he is currently chairing this task force with Andy Powell. They have been working on identifying technology related items that need to be addressed within the town and BOE, so that they can drive cost savings, but also increase efficiency and the level of service that the residents receive. The main focus has been identifying the present state of affairs in terms of technology (internet, phones, services, etc.) A seven (7) page report was provided to the Council, summarizing their recommendations. The five initial recommendations are:

1. The town requires an increased level of IT support, including strategic IT advice and planning.
2. The town needs a redundant, secure network.
3. Critical facilities should be power redundant.
4. The town needs an improved telephony solution (related to Recommendation 2).
5. Review and maintain a technology related business continuity plan for emergency preparedness.

He asked that the Council members review the rest of the report on their own, and introduced the members present at the meeting: Nick Cook, Julie Kirk, John Livingston and Andy Powell. Their work was instrumental in developing these recommendations, and they have all agreed to continue on.

Mr. Scavone commended the task force for the work that they have done. It was enlightening and also discouraging. There are items that cannot be ignored. Mr. Scavone asked what their first priority would be. Mr. Freeman said items #1 and #2. He advised that when dealing with IT, you get what you pay for. There needs to be an investment, and it will pay us back. Mr. Scavone asked if significant dollars would be saved if we consolidated the town, BOE and fire. Mr. Freeman said they've looked into this, but he doesn't believe



this could be done in year one. If you have a network you can share services. The Resident Troopers office would be able to have access, and then a security system could be networked from municipal, BOE, public safety. There are cost savings, but it's a long term vision. Mr. Freeman would like them to seriously consider investing in the network. Mr. Werbner said he needs to sit down with representatives of the task force to discuss the funding of this and how it can be incorporated into the budget.

**7b. REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Belsito commented on the EDC meeting: Dunkin Donuts is on the agenda for a drive-thru; Super Cuts is coming to Tolland; and the upscale pizza parlor is on its way. Jan Rubino commented on the BOE meeting: they discussed an upgrade to the district surveillance system; they passed the ESCO for Honeywell and Celtic; they waived the policy regarding purchasing heating oil, with the caveat that the Superintendent solicit three quotes and execute a contract with the lowest bid; and Birch Grove participated in the Cool Schools segment which will air on WFSB on January 11<sup>th</sup>, starting at 5:00 a.m.

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

**8.1 Discussion on legislative concerns with State legislators and representatives from the Connecticut Conference of Municipalities (CCM).**

Robert Labanara from Connecticut Conference of Municipalities (CCM) handed out CCM's 2013 State Legislative Priorities to the Council members. He said a lot of the charges are the same this year. They are looking at a \$1B+ budget, and have their work cut out for them. The Nutmeg Network is one of the top priorities. They are fighting hard to get connectivity to that. He mentioned cuts in municipal aid equals higher property taxes. He is proud and honored to be working on our behalf.

State Senator Tony Guglielmo began by saying that he attended a meeting today regarding gun control at the Public Safety headquarters in Middletown. They are looking to get recommendations on the table by the end of February. He commented that the economy is sluggish and so is the recovery. This is a problem, but we need to plug along. The situation is not getting better, it is getting worse. There was a \$1.3B tax increase the last time. They are running out of options as to how this is going to get handled.

State Representative Bryan Hurlburt began by thanking Mr. Labanara for his work. He commented that we are still in a struggling economy. Jobs are the number one priority. He said we are not the only state. Most states are still struggling. He spoke of regionalization. He believes it shows that we are trying to be creative with monies received. Gun related issues will be a major focus and rightly so. He referred to an e-mail that Mr. Werbner sent to them regarding gun permitting, and said his recommendations were valid. They need to go back and look at different ways to do more with less. They need to look at the services that need to be delivered and deliver them differently. They need to work on a jobs plan. Regarding Tolland's issues, they are trying to help; municipal aid did not get cut, although it didn't get raised last year. He considers that a victory. Nancy Wyman has consistently fought for grants for the community, and he commented that Mr. Werbner does a great job communicating with them.

Representative Tim Ackert introduced himself. He currently lives in Coventry. He said that Tolland probably has one of the stronger contingencies in the State with Tony, Bryan, Nancy and himself. If Tolland isn't heard, he can't believe there is any other town that would have a stronger voice. The budget cannot be put on the back burner. The focus has to be our fiscal responsibility.

Mr. Field said he doesn't envy their jobs this year. From a town standpoint, he would like help in education and safety. We need help with the resident troopers. He commented that when they come up with all the bills and have all these great ideas on stuff to do, if they can't pay for it, don't push it on us. If it isn't necessary, please don't give us mandates you can't pay for and we can't.

Mr. Belsito said the state mandates are killing us. They need to start looking at those. Binding arbitration has brought us to our knees.

Mr. Werbner commented that we have, through CCM, lobbied for small changes in some programs. We need an adjustment to the prevailing wage. If it is not going to be done in these times, when will it? One simple thing would be to allow for the posting of some of the advertising to the internet. That is a relatively simple thing to do, absent the strong lobbies of the newspaper associations. That could save us \$10,000 - \$30,000 a year. More people are reading our webpage, than the daily newspaper. With regard to jobs, we, in the rural areas, need continued help with the infrastructure development. In terms of the schools, safety is important. Our BOE determined that as part of the teacher evaluation process they had to invest in a position in order to be able to carry through the evaluation process for the teachers, costing \$40,000 – 60,000 on a yearly basis. This is an unfunded mandate. Mr. Werbner commented that he would rather see that money put towards school safety concerns, rather than how you conduct teacher evaluations. He is not trying to diminish that, but in terms of value and importance of one versus the other, he thinks school safety is more important. He would like to see the school resource officer reinstated. Any grants for enhancing the school safety would be good. Anything that we can do collectively to address transportation, ex: commuter bus should be done.

Mr. Powell commented that he supports Mr. Werbner's point. The BOE calculated that the position would take 3,000 hours of administrative time, just for the teacher evaluation component. They have to reply to this. They cannot cover a mandate. There isn't even a set date in terms of when it is coming in. From their standpoint, they needed to do it.

Mr. Field and Mr. Scavone both thanked them all for their services and for coming out tonight.

#### 8.2 Debt Management Plan Presentation by Barry Bernabe of Webster Bank.

Mr. Werbner said the Debt Management Plan is something that is prepared annually at this point in time. It is based upon the submitted Capital Plan that he gives the Council by the charter date of the end of December. Included in his five (5) year Capital Plan are a series potential projects that may have debt financing associated with them, and we asked the financial managers to incorporate that plan as if it was adopted in full and carried out in full, and what would be the financial impact to our existing debt service if it was incorporated. Also, if it was financially feasible if the Council and the Community wanted to do it in its entirety, which never really happens in reality. He advised that two of the projects contained in the plan are improvements to the Library and relocation and rebuild of the central fire station and the public safety training facility and EOC.

Mr. Bernabe, Webster Bank, provided a handout, which he reviewed with the members. The Capital Improvement Program totals \$15.3M. This \$15.3M can be borrowed on a basis that will not have a material impact on the town's debt service. As we are all aware, interest rates are very low for short and long term. The Town of Tolland is rated AA+ (Fitch) and AA (S&P). What the town is doing is very positive. There are four categories for the rating assessment: Management Practices, Economic & Demographic Characteristics, Financial Management and Debt Management. Charts were discussed showing the existing and proposed debt service. Mr. Bernabe outlined that because the town's existing debt is dropping off, the low interest rate environment, and the high bond rating we have, the new debt will remain relatively level going forward.

In summary,

- Interest rates are low;
- The town has an above average bond rating;
- The town has detailed policies for Fund Balance, Debt and CIP;

- The town's existing debt service amortizes aggressively;
- This aggressive debt amortization will help mitigate the impact of the proposed new debt; and
- Structured appropriately - the town's CIP totaling about \$15.3 million will not have a material impact on the town's debt service budget.

Mr. Bernarbe closed by saying you can stop and put the brakes on, but over time, it comes back to kick you harder. The town can keep borrowing money to invest in the community.

Mr. Belsito thinks we should put the "stop" on now. He realizes we can't do what we want in the next three years, but after 5 years believes we'd be able to do whatever we want. Mr. Werbner said it sounds good, but in practice it is difficult to carry out. With the cost of inflation, you wouldn't be able to save enough.

Mr. Scavone reminded that this is just a "what if". It merely is showing what the impact would be.

#### 8.3 Discussion of involvement with the Energy Task Force and the investment grade process.

Mr. Werbner advised that the contracts with Celtic and Honeywell have been signed. They should start to move forward in the next couple of weeks. Mr. Werbner suggests a committee be formed to work with them to assist with both Celtic and Honeywell regarding any of the suggestion they may have pertaining to the audit process and recommendations that they may have. He is thinking of having representatives from both the BOE and town staff, some from the Energy Task Force, and maybe a representative from both the Council and BOE.

Mr. Stanford said it sounds like a great idea and he recommends that the Energy and Facilities Task Force take a look at the plan the town now has, and suggests that the BOE does the same. It may give an idea of where we are and where we need to go.

It was determined that 7 – 9 volunteers would be needed. Mark Summers and Paul Reynolds volunteered. Mr. Summers will see if another person from the existing Task Force is interested. Ben Stanford from the Council volunteered. Mr. Powell will get the name of a volunteer BOE representative.

#### 8.4 Consideration of a resolution to approve the Becker Conservation Area Management Plan approved by the Conservation Commission on December 13, 2012 and discussion of management oversight of the Crystal Peat and Humus Open Space on Cook Road.

Lois Query, Vice Chair of Conservation Commission, Gene Koss, Richard Merritt and Dorothy Mickiewicz were present for this item. Ms. Query said this will be the gateway to work towards the goal of a continuous path along the Willimantic River. Ms. Query showed various maps and provided some background. The Conservation Commission was formed in 2000, and the Becker property was the first property that they walked. They offered the property at that time, but they had no money. So now, they are getting back to Becker. It is a great little piece in the plan to preserve all of the land along the Willimantic River.

Rick Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached "Becker Conservation Area Management Plan" as approved by the Conservation Commission on December 13, 2012.

Seconded by Jan Rubino. All in favor. None opposed.

Ms. Mickiewicz added that once the Crystal Peat and Humus Open Space are transferred to the town, they will be managing it and will prepare a management plan.

- 8.5 Consideration of a resolution making an appropriation of \$54,990 for the BOE District Wide Security Upgrades project to be funded by the reallocation of funds from various BOE capital accounts. The District Wide Security Upgrades project consists of security improvements to the Tolland Schools. The Town will set a public hearing thereon for January 22, 2013.

Mr. Werbner commented that there has been discussion regarding upgrading security at our schools. We have money that got returned to us from CIRMA (\$27,634). As discussions were taking place, the Newtown crisis occurred. It was determined that unused money would be allocated into making security changes. Over the last two weeks, the schools have been reviewed for safety recommendations. We are in the process of compiling spreadsheets of the recommendations. A prioritization will take place. This \$54,000 will be used to address the most important needs. This allocation will allow these funds be put into one account. The improvements will most likely come back at more than \$54,000. It is his hope that any savings will be used to address these security concerns. He added that we will also look to the state for any grants that might become available.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on January 22, 2013 at 7:30 p.m. in Tolland Town Council Chambers:

**NOW, THEREFORE, BE IT RESOLVED** by the Tolland Town Council that an appropriation of \$54,990 be made to the District Wide Security Upgrades account #20100572-755496 to be funded by the reallocation of funds from the following BOE capital accounts:

BOE Unallocated Capital	Account #20100572-755495	\$27,634
TIS Sidewalk Paving Project	Account #20100272-755485	\$ 1,962
Dist. Wide HVAC Upgrade Analysis	Account #20100572-755491	\$10,000
TMS Track Resurfacing (2012-13	Account #20100372-755488	<u>\$15,394</u>
Capital Projects Bond Resolution)		
	Total	\$54,990

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Tolland Town Council that the Resolution of the Town Council for Various Capital Projects, 2012-2013, adopted on July 10, 2012 (the "2012-2013 Resolution"), is hereby amended as follows:

(i) Section (1) of the 2012-2013 Resolution is hereby amended by striking the clause, "and (vi) the sum of \$115,000 for the cost of the pavement resurfacing, sealing, repair and replacement of the track located at Tolland Middle School (the "Track Resurfacing Project," together with the Road Pavement Project, the Parking Lot Pavement Project, the Drainage Replacement Project, the Facilities Study Project, the Stadium Lights Project, collectively, the "Projects")." and inserting the clause "(vi) the sum of \$99,606 for the cost of the pavement resurfacing, sealing, repair and replacement of the track located at Tolland Middle School (the "Track Resurfacing Project"), and (vii) the sum of \$15,394 for the cost of security improvements to the Tolland schools (the "District Wide Security Upgrades", and together with the Road Pavement Project, the Parking Lot Pavement Project, the Drainage Replacement Project, the Facilities Study Project, the Stadium Lights Project, and the Track Resurfacing Project, the "Projects")."

(ii) Section (2) of the 2012-2013 Resolution is hereby amended by striking the clause, "and to finance said appropriation for the Track Resurfacing Project, the Town issue bonds or notes in an amount not to exceed \$115,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project)." and inserting the clause "to finance

said appropriation for the Track Resurfacing Project, the Town issue bonds or notes in an amount not to exceed \$99,606 (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 District Wide Security Upgrades, the Town issue bonds or notes in an amount not to exceed \$15,394 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project)."

(iii) Section (7) of the 2012-2013 Resolution regarding the official intent of the Town under Treasury Regulations Section 1.150-2 shall be applicable to the appropriation and authorization as amended by this resolution, as of the date of adoption of this resolution.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Tolland Town Council that:

(i) Unexpended bond proceeds in the amount of \$15,394 issued for the Track Resurfacing Project, as part of the Town's \$1,460,000 General Obligation Bonds, Issue of 2012, Series A, are hereby transferred to the District Wide Security Upgrades project.

(ii) The amount of bonds remaining authorized and unissued for the Track Resurfacing Project and the District Wide Security Upgrades after the transfer herein shall be zero dollars (\$0.00).

Seconded by Jan Rubino. Jack Scavone; Richard Field; Sam Belsito; Joshua Freeman and Jan Rubino were in favor. Benjamin Stanford was opposed.

8.6 Appointments to vacancies on various municipal boards/commissions.

Jan Rubino motioned to appoint **Michele May**, **Linda Palmer** and **Debra Campbell** to the Agriculture Exploratory Subcommittee; and

Ben Stanford motioned to appoint **Beth Whitman** and **Marie Sauve** to the Ethics Commission and motioned to re-appoint of **Daniela M. Titterton** and **Katherine Farrish** to the Tolland Public Library Foundation, Inc.

All were 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** A written report was provided to the members. Mr. Werbner advised that we are out to bid for the Cross Farms concession stand; the town is in receipt of 7 proposals for IT; and the first meeting of the building committee for the field and lighting project will be on January 16<sup>th</sup> @ 6:30 p.m.

11. **ADOPTION OF MINUTES**

- 11.1 December 11, 2012 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:**

- 12.1 Invitation from Boy Scout Troop 2;

- 12.2 Letter from Bill O'Keefe re: structural and procedural changes to minimize risk and reduce potential harm to the students and faculty of the Birch Grove Elementary School was read by Mr. Field.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Belsito said he received another e-mail from Mary Kay Peck regarding the bid for the generators. Mr. Werbner said all the documents have been submitted to the town attorney, and they are currently awaiting a response before responding back.

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

**Andy Powell of 21 Clearbrook Drive (as a citizen and BOE Chairman)** - He applauded those involved in working on the safety of this town. He believes the Council, BOE and public safety has done some good work in making our facilities and procedures more resilient. He commented that they are in partnership with this, and that they are doing a better job working together, especially at a time when the citizens need them the most.

15. **EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 9:26 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Josh Freeman. All in favor. None opposed.

- 15.1 Executive Session for discussion with the Town Attorney on possible lease of Town land.

16. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Sam Belsito at 10:06 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk

Print

February 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 28	29	30 Half Day of School - K-12 Teacher Inservice	31	Feb 1	2	3
4	5	6	7 5th Grade - Esteem Day	8	9	10
11	12	13 Coffee with the Principals	14 5th Grade - Esteem Day Snow Date	15	16	17
18 No School - Mid Winter Break	19 No School - Mid Winter Break	20	21	22 Sports Team Day	23	24
25	26	27	28	Mar 1 Grade Level Color Day	2	3

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February 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 28 Falcon News Club TMS News & Media Club Art Club <i>More events...</i>	29 Yearbook Club Meeting Cheerleading Practice Basketball Game vs. TEMS, Girls Home, Boys Away	30 Early Dismissal (Teacher In-Service)	31 Principal's Advisory Group Meetings Math Olympiad Meeting <i>More events...</i>	Feb 1	2	3
4 Falcon News Club TMS News & Media Club Art Club Cheerleading Practice	5 Yearbook Club Meeting TMS Service Corps Basketball Game vs. Windsor Locks, Boys Home, Girls Away	6 Breakfast with the Principal	7 Math Olympiad Meeting	8	9	10
11 Student Government Meeting Falcon News Club TMS News & Media Club Art Club	12 Yearbook Club Meeting Cheerleading Practice <i>More events...</i>	13	14 Math Olympiad Meeting	15	16	17
18 President's Day - No School	19 Winter Break - No School	20	21 Principal's Advisory Group Meetings Math Olympiad Meeting	22	23	24
25 Falcon News Club TMS News & Media Club Art Club	26 Yearbook Club Meeting	27	28 Math Olympiad Meeting	Mar 1	2	3

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February 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 28	29 Orientation & Course Fair	30 Half Day Session - In-Service	31	Feb 1	2	3
4	5	6	7 2nd Semester Open House	8	9 ACT	10
11 Booster Club Meeting	12	13	14	15	16	17
18 Winter Break - No School	19 Winter Break - No School	20	21	22 Winter Dance	23	24
25	26	27	28	Mar 1 Dodgeball Tournament	2	3

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