PLEASE NOTE CHANGE IN LOCATION

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

REGULAR MEETING 7:30 – 10:00 P.M.

AGENDA
October 24, 2012

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

October 4, 2012 – Special Meeting
October 10, 2012 – Regular 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. District Student Enrollment – October 1, 2012
F.2. Capital Improvement Plan
F.3. 2013 Board of Education Meeting Dates
F.4. Board Policies
9070 – Board Officers
9130 – Time, Place and Notice of Meetings
9140 – Constructing and Posting of Agenda
9150 – Public Meetings and Executive Session
9160 – Meeting Conduct
9170 – Quorum and Voting Procedures

9180 – Minutes
9190 – Committees

F.5. Status of the Budget – October 18, 2012

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

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

K. POINTS OF INFORMATION

L. CORRESPONDENCE
- Town Council Minutes from October 9, 2012
- Joint Meeting Minutes from October 16, 2012

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

Tolland Board of Education
Special Meeting

Minutes – October 4, 2012

Members Present: Steve Clark, Tom Frattaroli, Karen Kramer, Bob Pagoni, Christine Riley Vincent

Administrators Present: Mr. William D. Guzman, Superintendent of Schools, Mrs. Margot Martello, Assistant Principal Tolland High School

Steve Clark called the meeting to order at 2:39 p.m. in the Board Office located at 51 Tolland Green, Tolland, CT.

Mrs. Kramer motioned and Ms. Riley Vincent seconded to go into executive session and invite the Mr. Guzman, Superintendent, Mrs. Martello, Assistant Principal, Tolland High School, Student A and Student A's mother for the purpose of conducting an expulsion hearing. All in favor. Motion carried.

The Board returned to public session at 3:53 p.m.

Motion
Ms. Riley Vincent motioned that based on the evidence in the record, that Student A be expelled, effective October 12, 2012 and continuing through October 11, 2013, based on his conduct of making false bomb threats or other threats to the safety of students, staff members, and/or other persons on September 25, 2012.

a. During the period of expulsion, the Board will provide Student A with an alternative educational program deemed appropriate by the Administration.

b. During the period of expulsion, Student A will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the exception of his participation in the alternative education program as described in the preceding paragraph.

c. Prior to the start of the 2013/2014 school year, the Superintendent will review Student A's conduct, as well as his attendance and effort level in the alternative education program, for the purpose of determining, in the Superintendent's sole discretion, whether Student A should be readmitted for the start of the 2013/2014 school year.

d. If the Superintendent determines that Student A should be readmitted to school early in accordance with the preceding section, and if Student A

subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Tolland Board of Education, the Superintendent may reinstate Student A's expulsion for the remainder of the expulsion period, through October 11, 2013, without the need for any further proceedings before the Tolland Board of Education.

The motion was seconded by Mr. Pagoni. All in favor. Motion carried.

Ms. Riley Vincent motioned and Mr. Pagoni seconded to adjourn the meeting at 3:55 p.m. All in favor. Motion carried.

Respectfully submitted,

William D. Guzman
Superintendent of Schools

WDG:ca

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

REGULAR MEETING - October 10, 2012

Members Present: Mr. Andy Powell, Chair; Mr. Robert Pagoni, Vice Chair; Ms. Christine Riley Vincent, Secretary; Mr. Steve Clark; Mrs. Karen Kramer, Mr. Thomas Frattaroli, Mr. Frank Tantillo

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
September 27, 2012 – Regular Meeting
Ms. Vincent motioned to approve the minutes of the Regular Meeting on September 27, 2012. Mr. Clark seconded the motion. A discussion took place and the following changes were made: under item G, 3rd sentence from the end should read "United States"; 2nd to the last sentence should read, "Mrs. Kramer inquired if there was a link to the PISA (Program for International Student Assessment) results but was not provided with further information." Based on the amendments to the minutes all were in favor. None opposed. Mr. Powell and Mr. Pagoni abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit)
Samantha Riley, a senior at Tolland High School was asked by Lauren DeBlois, the culinary arts instructor to inform the Board of Education about Restaurant Days presented by the culinary program. Ms. Riley noted that the program has been very successful and extended an invitation to the public to participate. Ms. Riley provided menus to the members of the Board. A three course meal is served at 10:30 AM on Fridays in the dining room and will be offered through January 12th. To make a reservation, interested parties should contact the school at 870-6818 ext. 235.

Gerry Clark, 54 Evergreen Drive spoke in support of the proposed funding for the freshmen boys basketball team. He is hopeful that the Board of Education sees the benefits and approves the proposal.

Mary Ellen Shelton, 8 Leela Way spoke in support of 9th grade boys and girls basketball. She noted that it provided leadership opportunities for the students and hopes the sport can be funded and brought back.

Mr. Frattaroli clarified that the proposal is only for a freshman boys basketball team.

D. POINTS OF INFORMATION
Mrs. Kramer commented that as a point of reference she ran into Mr. Stefan Pryor at a meeting in regards to small business in Tolland. They discussed the Arizona state

statute 43-1089.01 and exchanged business cards. He provided her with the name of a legislative liaison to contact for further information.

E. STUDENT REPRESENTATIVE REPORT

Ms. Lasala noted that the Homecoming Dance was very successful. This is the student council's largest fundraising event of the year and the money collected will be used to help fund other events. The student council is also looking into working with the Leukemia Society and is planning a pink out day where all students would wear pink in support of the cause.

F. SUPERINTENDENT'S REPORT

F.1. Class of 2012 – Graduate Report

Corinne Lorenzet, Tolland High School Guidance Director, presented the Class of 2012 Graduate Report to the Board of Education.

The profile of 2012 is similar to that of 2011 in terms of student plans. Sixty five percent of the students planned on attending 4 year colleges (down 2% from 2011) while 23% (up 4% from 2011) planned on attending 2 year colleges, vocational programs and post-graduate programs.

Ms. Lorenzet noted that families are looking closely at financial obligations which are driving decisions. Nearly 100% of seniors who applied to 4-year schools also applied to at least one state university. Private schools run $40-50K per year as do some public universities outside of CT. She added that with a decrease in the availability of financial aid that families are looking carefully at all options.

A number of students were admitted to the University of Connecticut's Greater Hartford branch and many have opted to attend Manchester Community College for their first two years as well. In both cases students would then look to transfer to UConn Storrs.

In terms of SAT scores, in 2011 there was a very significant increase. Scores in 2012 returned to the norm of where they were during the four years prior to 2011. While it was disappointing to see scores go up 13 points and down 13 points, all scores were well above state and national averages.

Mr. Guzman noted that nationally and statewide SAT scores are trended down for this particular cohort of students. Mr. Pagoni inquired about scores from other towns in CT but Ms. Lorenzet did not have that information available.

In terms of AP testing, ninety one students took AP tests and 99 tests were administered. Eighty seven percent of the students scored a 3.0 or better on a 5.0 scale. Traditionally colleges would look to a 3.0 to award college credit. There was an increase in students taking AP biology and AP English language.

A number of students earned credit in the UConn Early College Experience program. Thirteen students earned 8 credits in physics and 13 students earned 8 credits in chemistry. How those credits are used is dependent on many factors including where they attend school and their major.

A listing of where students were accepted and where they planned to matriculate was provided as well.

Mr. Powell noted that he had recently read an article in the Boston Globe which noted that some high schools are not concentrating as much on AP classes and inquired if that was something happening in CT. Ms. Lorenzet commented that she had not seen that trend locally. She added that the University of Connecticut is interested in having greater participation in its programs. The UConn and AP programs have very different curriculums and certification processes for teachers. Mr. Powell highlighted that savings to parents and students by way of the UConn courses. The approximate cost per credit is $1200 whereas a student pays $115 for a 4 credit course. Students do not pay to take AP courses in Tolland but do pay $87/exam ($89 in 2012).

Mr. Pagoni noted that he had seen a recent article indicating that in order to be admitted to the University of Connecticut that a student had to be in the top 10% of his/her class and asked Ms. Lorenzet for her feedback on this. Ms. Lorenzet believed that this is for out-of-state students and understands that an in-state student could be in the top 15-20% of his/her class if the student's grades were very strong with a solid A average in honors and college prep courses.

Mr. Pagoni asked Ms. Lorenzet to provide information on the high school's online courses and student participation in the program. Ms. Lorenzet noted that last year two students took AP French online and both received a 3.0 or better on the exam. These programs are paid for by the Board of Education. She added that many other students utilize the online courses for credit recovery, often in lieu of summer school and those programs are student-funded. Mr. Pagoni inquired about how the online courses are advertised to students. Ms. Lorenzet noted that the programs were not advertised for two reasons. First, the school was unaware of what funding would be available for the 2012/2013 school year and second, it had not yet been determined which courses would be offered and where they would fit into the curriculum. Mr. Pagoni would like this to be something examined in the spring so students could consider it for the fall. A number of broader issues that need to be addressed regarding this were briefly noted by Ms. Lorenzet.

In terms of students' preparedness for college-level work, Dr. Eidson read a letter from Manchester Community College regarding Tolland students who took the Accuplacer exam. The letter congratulated Tolland on its students' results. Of the students who go to Manchester Community College in the articulated program and take the exam, 85% scored well enough on the exam to receive credit for MAT138 and that this was "head and shoulders above other schools".

Further, Ms. Lorenzet addressed a question that Mr. Guzman posed to her regarding if Tolland's students go on to college and take remedial or college-level courses. Ms. Lorenzet explained that she spoke with representatives from UConn, Eastern CT State University and Manchester Community College. Ms. Lorenzet stated that there are no remedial courses at UConn; if a student does not have the credentials that show that he or she can do the work then the student is not accepted. This is often the case at four year universities however programs are offered to support students if the student feels he or she has a weakness. At Eastern Connecticut State there is a cutoff in terms of SAT scores. If a student does not have a score of 450 then he is advised to take a community college course over the summer to prepare him for college-level work. Once this is complete, the student will be admitted as a full time student. The school provides additional resources to assist those students who wish to solidify their skills. Last year,

37 students were admitted and 6 were offered additional assistance. At Manchester Community College, the Accuplacer is used to determine if students may go directly to college-level work. Last year, 61% of Tolland students tested into college-level work in English and 65% tested into Math. For the overall population, 55% test into English and 54% test into Math.

Ms. Vincent asked Ms. Lorenzet to discuss college retention. Ms. Lorenzet did not have this information and added that this would require a long term alumni survey in order to gather such data. Mr. Guzman will investigate if there are programs that offer this as a service to school districts.

Ms. Lorenzet was posed with a question regarding the English college preparation program. She worked with Ms. Ivy Morrison, the Language Arts curriculum liaison for the High School and provided an overview. In 9th grade, over the course of the year there are three levels: standard, college prep and honors. At the standard level there are standard level books with high interest whereas the college prep level books are more challenging and at a more moderate pace and at the honors level the pace is significantly greater as is the volume. In terms of volume students read the following: 12 books for honors, 6 for college prep and 5 for the standard level. Some books are the same. In terms of homework per night, honors students are assigned 20 pages, college prep students 10-15 pages and at the standard level students are assigned 8-10 pages. By the 11th grade, honors students read 30-35 pages per night and students in college prep read 20-25 pages. In writing, at the standard level, students are presented with several models and in college prep a student is provided with a single model which he is expected to utilize. At the honors level, models are not provided as it is expected that students have a grasp on which model is most appropriate for a particular assignment. A brief review of vocabulary study and writing was presented as well.

Dr. Eidson added that at the national level the complexity of the texts which students are reading has gone gradually down and as part of the new common core curriculum they are trying to increase the complexity which includes quantitative and qualitative measures. Mrs. Kramer inquired who was making these determinations in terms of the analysis and who is identifying the Lexile measures. Dr. Eidson responded that there are literally hundreds of groups reviewing the material and categorizing it.

Ms. Vincent expressed some concern given the volume of reading assigned in high school and what is expected of them in college based on feedback from her college students.

G. COMMITTEE & LIAISON REPORTS

Finance & Facilities Committee – None

Policy Committee

Ms. Vincent noted that the committee is looking at bylaws 9100-9190. Bylaws 9130, 9140, 9150, and 9160 will be on the next agenda for a first read.

Negotiation Committee – None

EASTCONN Liaison Report – None

Town Council Liaison

Mr. Clark noted that the joint energy meeting will be held on Tuesday at the Fire Training Center and reminded the Board of Education that the Community Conversation hour will be held on October 27th, 8-9PM in the Big Y food court.

Great Path Academy Liaison - None

H. CHAIRPERSON'S REPORT

Mr. Powell referenced the upcoming energy meeting. This is to determine what to do going forward with the performance management program and looking at the future from cost and strategic standpoints particularly in terms of emergency planning. Ideally, this program will assist in funding the latter. Further it shows the forward-thinking necessary for the Board of Education to be good steward to the environment and financial resources. The Board looks forward to collaboration with the Town Council to bring the Town's resources together. He added that looking at the installation of the artificial turf is another way to provide services and additional resources in an economically responsible manner.

An open conversation on the budget and the budget process will be held on October 17th. This will be the first informal and informative discussion and will have a light agenda. It will be held at the high school and is open to the community. The Board of Education is reaching out for involvement from the Town's residents to discuss how to best serve students and the community at large. The meeting is sponsored by the Board of Education and invitations have gone out to the Town Council and other organizations. Further, information on the meeting has been sent to the Patch, the Journal Inquirer, and the Hartford Courant. Information is also posted on the Town and Board of Education websites.

Mr. Powell attended the CABE (Connecticut Association of Boards of Education) chairmen's meetings. A lot of interesting conversations have been taking place regarding the core curriculum and the governor's initiatives. Specifically, concern has been expressed regarding the impact of some items on school districts which do not receive significant state funding. If resources are not provided many of the mandates will become burdensome.

I. BOARD ACTION

I1. Freshman Boys Basketball – Proposal

The Chair entertained a motion to approve the proposal for a freshman boys basketball team for the 2012/2013 school year. Mr. Frattaroli motioned to accept the proposal as presented. Mr. Tantillo seconded the motion. A discussion took place.

Ms. Vincent noted that in as much as she wishes to support sports, after hearing from Ms. Lorenzet about the inability to offer online courses due to lack of funding she has some concern regarding spending $3k to help defray the cost of sports in general. Mr. Guzman explained that Ms. Lorenzet's comments referred to last spring when adjustments had to be made to the budget. At that time, after reviewing the accounts and the initial impact of the program, it was determined that based on the number of courses that could be offered and the number of students it could impact, the account was kept intact. The funds for the freshman boys basketball program were not in the budget but can be accounted for via the custodial salary account based upon projected savings as outlined in attachment I1. The decision to support a freshman boys basketball team was made based on stated interest. Ms. Vincent noted that there needs

to be a balance between academic and athletic programs. Mr. Guzman responded that if there was an academic interest such as a group who wished to have an astronomy club then the Board of Education would see a memo on such an item.

Mr. Pagoni, while supportive of the program, noted that some of the taxpayers will express concern regarding the Board of Education spending of the funds. Mr. Tantillo noted that the money is already in the budget and is not a transfer since it is below the threshold which would require the Board of Education's approval. Mr. Clark commented that last spring the Board of Education fixed the amount of money that it would spend on sports and academics. He added that every year additional money if found to spend on sports but not on academics and that some sports programs which were eliminated have found their way back. Mr. Guzman responded that when a teacher or paraprofessional has been needed due to an increase in enrollment that he has approached the Board to request the new position and recommended funding. His duty is to find funds in other accounts to accommodate his recommendations to the Board. Mr. Clark responded that an instance such as needing an additional teacher was based on contracts. Mr. Clark then inquired if there were other programs in Town in which a 9th grade boy who wished to play basketball could participate. He would like to see the $3k spent perhaps on additional help in reading or math.

Mr. Powell inquired if there are other programs available in Town. Mr. Cox, the Tolland High School athletic director, responded that what someone would receive in a Parks and Recreation program versus what they would gain in the proposed interscholastic high school program would be vastly different and could not be compared.

All were in favor. Mr. Clark opposed. Ms. Vincent abstained. Motion carried.

I2. Tolland High School – Artificial Turf Project

Mr. Pagoni motioned to accept the superintendent's proposal for the approval of an artificial turf field at the High School should sufficient funds be secured. Mr. Frattaroli seconded the motion. A discussion took place.

Mr. Clark inquired as to the status of the STEAP grant. Mr. Guzman has not yet received any additional information. Mr. Clark asked if there was any additional feedback from local sports medicine people or orthopedists available. Mr. Cox spoke with the orthopedic surgeon, Dr. Dan Veltri who is present at the high school's football games. While he believed that in a perfect world, grass fields are ideal, artificial turf is safer. Mr. Cox noted that the previous study presented was an American study although published by the British Journal of Medicine. Mr. Clark noted that if the STEAP grant does not come through that this becomes a moot point and inquired about the urgency of approving the project. Additionally he believes the additional time could be used to gather further opinions.

Mr. Guzman recommended that the Board of Education edit the resolution to approve the installation of artificial turf on a conditional basis dependent on 100% funding from sources other than the Board of Education. This would tell the Town Manager of its intent if funding is realized. Ms. Vincent would like to see a cost analysis which would include installation and design figures. Mrs. Kramer added that a financial impact statement is needed. Mr. Frattaroli inquired if the lighting is part of this. Mr. Guzman

responded that it is not; it is part of a capital improvement plan that was approved in 2011.

Mr. Powell noted that is a fantastic opportunity for the Town and an opportunity to generate revenue. Financial information, an understanding of maintenance and how revenue would be addressed are all items that still need to be addressed.

Mr. Pagoni withdrew the motion. He added that he wishes to see the economic issues associated with the project. Mr. Guzman will bring the financial data to the Board of Education.

I3. Board Policies

9010 – Role of Board Members
9020 – Transaction of Business
9030 – Formulation, Adoption, Amendment or Deletion of Policies
9040 – Formulation, Adoption, Amendment or Deletions of Bylaws
9050 – Formulation, Adoption, Amendment or Deletions of Administrative Regulations
9085 – Official Duties – Vice-Chairperson
9090 – Official Duties – Secretary

Ms. Vincent motioned to adopt the policy changes as a whole. Mr. Pagoni seconded the motion. All were in favor. Motion carries.

J. PUBLIC PARTICIPATION (2 minute limit) - None

K. POINTS OF INFORMATION

Mrs. Kramer expressed an anecdotal, personal view related to SAT scores. Her family was looking at relocating to Glastonbury and after analysis determined that Tolland is approximately 40% more efficient in producing an SAT score vs. Glastonbury.

Mr. Powell congratulated Mr. Tantillo for being selected to be the state Veteran's Parade Marshall and thanked him for his dedication in keeping citizens safe.

Mr. Powell expressed thanks for the professionalism of rescue services – police, fire and the school administration for their response to a family incident. He encouraged everyone to take a moment to discuss safety with their children.

L. CORRESPONDENCE

- Town Council Minutes from September 24, 2012 Special Meeting
- Correspondence from EASTCONN
- Letter from a family thanking the Board of Education for its efforts to lower the athletics participation fee

M. FUTURE AGENDA ITEMS

1. Capital Improvement Plan
2. Student Enrollment
3. Policies
4. List of Board of Education 2013 meeting dates
5. Status of the Budget
6. Strategic Plan

7. Artificial Turf Financing

Mr. Guzman added that he will bring the policy committee a copy of the current online course review policy to its next meeting.

Mr. Pagoni asked Mr. Guzman to review how students are identified who may need assistance or intervention. Mr. Guzman explained that there are teams of teachers who review students who are recommended to them to determine the needs of a student and to develop a plan of action. This is aside from the identification process for a child who may need special education services.

N. EXECUTIVE SESSION

Mr. Clark motioned to go into executive session at 9:20 P.M. to discuss confidential attorney-client communications and personnel matters at and invite Mr. Guzman and Attorney Gary Brochu to participate. Ms. Vincent seconded the motion. All were in favor. Motion carried.

The Board returned to public session at 9:48 P.M.

Ms. Vincent motioned and Mr. Clark seconded to authorize the Superintendent of Schools to execute the separation agreement between the Board of Education and Steve Tonzier. All in favor. Motion carried.

Mr. Pagoni motioned and Ms. Vincent seconded to go into executive session at 9:50 P.M. to discuss a personnel matter.

The Board returned to public session at 9:54 P.M.

O. Adjournment

Mr. Pagoni motioned and Ms. Vincent seconded to adjourn the meeting at 9:56 p.m. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

F.1.

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

FROM: **William D. Guzman**

DATE: **October 24, 2012**

SUBJECT: **District Student Enrollment – October 1, 2012**

Listed below in Columns 1 and 2 are student enrollments for 2010-11 and 2011-12 school years. Column 3 is the October 1, 2012 enrollment for the current 2012-13 school year as reported to the SDE. For your information, Column 4 lists the projected enrollments as developed by the New England School Development Council last year for the 2012-13 school year. Column 5 indicates the difference between the actual enrollments for the last school year (2011-12) (Column 2) and the current school year (2012-13) (Column 3).

	Column 1	Column 2	Column 3	Column 4	Column 5
GRADE	**ACTUAL 2010-11**	**ACTUAL 2011-12**	**ACTUAL 2012-13**	**PROJECTED 2012-13**	**DIFFERENCE**
Pre-K	41	48	48	49	0
Kindergarten	191	171	160	193	(11)
1st Grade	202	195	178	174	(17)
2nd Grade	223	202	196	197	(6)
Birch Grove TOTAL	**657**	**616**	**582**	**613**	**(34)**
3rd Grade	244	224	201	202	(23)
4th Grade	221	244	221	220	(23)
5th Grade	242	223	244	242	+21
Tolland Intermediate School TOTAL	**707**	**691**	**666**	**664**	**(25)**
6th Grade	246	246	212	223	(34)
7th Grade	256	243	241	243	(2)
8th Grade	248	251	235	237	(16)
Tolland Middle TOTAL	**750**	**740**	**688**	**703**	**(52)**
9th Grade	240	223	219	232	(4)
10th Grade	247	228	208	213	(20)
11th Grade	232	249	231	226	(18)
12th Grade	221	230	246	236	+16
Tolland High TOTAL	**940**	**930**	**904**	**907**	**(26)**
TOTAL ENROLLMENT	**3,054**	**2,977**	**2,840**	**2,887**	**(137)**

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

FROM: **William D. Guzman**

DATE: **October 24, 2012**

SUBJECT: **Capital Improvement Plan – 2013/2018**

Attached is a spreadsheet outlining the proposed project for the five year Capital Improvement Plan (2013/2018).

The proposed projects include upgrades to facilities, equipment and vehicles. Please note that some project coasts have been updated to reflect more up to date estimates. These projects include:

2013 – 2014

Vehicle

- **Replacement of Jeep for Maintenance Department**
  Current SUV – 1996 Jeep Grand Cherokee with 183,300 miles
New 2013 Ford Cargo Van E-250 with bins and ladder rack - **$25,500**

Cost to repair truck $900-$1,888 (poor gas mileage, body rusting out due to road salt, some major repairs needed)

Intermediate School

- **Skylight Replacement:**
  Replace all 8 gym roof area skylights installed in 1973 - **$18,000**

Note: In order to save money in 1991, the Town opted not to replace 15 year old skylights. They have been repaired a number of times and the weather seals are "shot". The light area has been reduced due to repairs and plastic area is cracked and crazed due to age. No company wants to take the units apart for fear that the large plastic lens will break.

Annual Cost to repair $300 to $500

- **Parking Lot/Loading Area Paving and Entrance Sidewalk - $65,855**

Loading Area – 5,584 sq. ft. plus 60 running feet of curbing The original 1975 Asphalt Loading/Parking area with entrance to TIS basement needs to be replaced. The heavy

truck traffic (garbage trucks and tractor trailers) has created large ruts and drainage problems.

Some areas of the sidewalk entrance area (1970) and other areas have been repaired more than once. The snowstorm of 2011 has made things worse in regards to "tripping issues", Handicap access.

- **Install 14 KW Propane Type Emergency Generator**

The sole purpose of the generator will be to protect the Internet Server room and all of the associated equipment with it (Roof Top AC Unit, TMS Telephone system) at TIS The room on the 2nd floor of TIS has become the center Computer Hub for TIS and shared functions with the town hall.

Approximate cost for all Electrical equipment, propane equipment and installation - **$11,520**

Middle School

- **Gym Door Removal**

  Remove hydraulically/chain operated large bi-folding gym door (installed 1966). Note: (20'H x 88"L) replace with electric operated "row down curtain". Parts are hard to find or need to be custom made for this door and down time is very disruptive for teaching - **$60,000**

  Gym door repair costs run $1,500 – $3,000 a year.

- **Install 14 KW Propane Type Emergency Generator**

  The sole purpose of the generator will be to protect the Internet Server room and all of the associated equipment with it (Roof Top AC Unit, TMS Telephone system) at TMS.

  Approximate cost for all Electrical equipment, propane equipment and installation - **$11,520**

High School

- **Install Front Entrance Cantilever Roof Ice Melting Equipment**

  During the snow storm of 2010/1, 8' of snow fell on the Cantilever Roof over the front entrance and foyer to the THS. This caused 5 of the 8 front entry doors to be jammed shut due to snow loads. The snow came from the two high roofs above

Cantilever Roof. The 2" to 3" stones (Roof Ballast will have to be moved to make way for the 912 sq. ft. ice melting cable and then be reinstalled over the cable.

Approximate cost for all equipment and installation - **$25,255**

2014 – 2015

Parker Memorial

- **Oil Tank Removal**

Removal of 6,000 gallon 24 year old underground (emptied of oil in 9-10). Steel oil tank and in ground transfer pump pit, removal, soil test of area, disposal, backfill and repaving of area - **$18,000**

Tank was emptied of all product (3,000 gallons of old oil), tank cleaned inside by Tri-S Environmental Co. 1,000 gallons of water will be added to empty tank for ballast.

- **Replace 1963 Roof over Main Building**

A new 30,644 sq. ft. roof is needed at PMS. Numerous leaks in classrooms and mold is becoming a problem.

Cost of new roof estimated	$552,000
Architectural fees	18,500
Hazmat investigation fees (roof cuts)	2,000
Other cost	2,800
Approximate cost	**$575,300**

- **Demolition of Portable Classroom - $15,000**

The 1994 1,080 sq. ft. wooden portable classroom has been closed for some time (6/2009). The gutters are falling off and the outside walls are in poor condition.

1. Demolition of existing portable structure
2. Load out and dispose of demolition material to a licensed offsite facility
3. Removal of concrete footings
4. Fill in area and grade off

- **Boiler Replacement - $625,000**

Removal of the boiler, hear exchanger, pumps and piping and replaced with H.B. Smith boiler

Intermediate School

- **Gym Door Removal**

Remove large b-folding gym door (installed 1973) and replace with electric "role down curtain". Parts are hard to find or need to be custom made for this door and we also have had to restrict usage. **$54,000**

Gym door repair costs run $1,500 - $3,000 a year

- **Remove and Replace Asbestos Floor Tile - $414,000**

Gray floor tile 12"x12" in the main building 1st and 2nd floor has been tested by Fuss &O'Neill (EnvirorScience LLC) on 9/14/11 and found to contain asbestos. The floor mastic is negative.

Removal of Tile:

Main Building, 1st and 2nd Floor

1. Removal of asbestos floor tile
2. Moving company
3. Installation of new floor tile
4. Project planning/bid specs and state approval
5. Contingency

Please Note: Yellow floor tile 12'x12" in the new addition 1st and 2nd floor has been tested and was found NOT to contain asbestos, but the floor mastic is positive for asbestos containing materials. The science wing is not included at this time but will be used for a staging area for furniture and equipment for this project

Middle School

- Modular Classroom 1 and 2 Roof Replacement - **$18,500**

Yearly repair cost $300 to $800

2015 – 2016

Middle School

- **Replace 90 Old Locker Fronts - $15,310**

Replace with new double tier "front only" to match existing lockers that were installed throughout the building in the 1990's.

Install with recessed combination locker set with master key entry.

Birch Grove

- **Hire engineer to redesign existing classroom HVAC duct work- $10,000** This is needed to resolve the ongoing vibration/sound problem created by units within the 2nd floor classroom of the new 2003 addition.

- **Phase I of Parking Lot Repaving - $100,000**

District Wide

- **Install 45 KW 3 Phase Propane Type Emergency Generator at Board Office**

This 3 Phase generator is large enough for entire building. (excluding air conditioning).

Approximate cost for all Electrical equipment, propane equipment and installation - **$26,250**

- **HVAC Replacement Study - $25,000**

Inventory and replacement study of HVAC units in all school buildings.

2016 – 2017

Birch Grove

- **Phase II of Parking Lot Repaving - $100,000**

Middle School

- **Install air conditioning in the Library, guidance and Front Office Area - $60,500**

2017 – 2018

High School

- **Resurface All Weather Track**

Estimated cost based on Urethane RE-Coat Bid is **$94,000**

The window air conditioner units in use today are 4-8 years old. Replacement cost $300 to $800 each (depending on location) and there is no air conditioning in the library on the 2nd floor.

FIVE YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2013-2014 THROUGH 2017-2018

PROJECT SUMMARY DESCRIPTIONS	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
TOWN ADMINISTRATION					
Replacement of Light Duty Vehicles	27,877	27,877	25,906	21,789	
Board of Education Vehicles	~~20000~~ 25,500				
Tolland green Routes 195 and 74 Corridor Improvements	250,000	0	2,800,000		
BOARD OF EDUCATION					
Parker Memorial School					
Roof Replacement		575,300			
Demolish Portable Classroom		15,000			
Boiler		625,000			
Tolland Intermediate School					
Replacement and Removal of Asbestos Floor Tile	~~414,000~~	414,000			
Skylight Replacement	18,000				
Gym Door Removal	~~54,000~~	54,000			
LOADING/PARKING AREA PAVING & SIDEWALK ENTRANCE	65,855				
EMERGENCY GENERATOR	11,520				
Tolland Middle School					
Gym Door Removal	60,000				
Roof Replacement on Modular Classroom		18,500			
Replacement of Locker Fronts			15,310		
Library/Guidance/Office HVAC				60,500	
EMERGENCY GENERATOR	11,520				
Birch Grove Primary School					
Parking Lot Paving			100,000	100,000	
REDESIGN DUCT WORK - SECOND FLOOR			10,000		
Tolland High School					
Track Resurfacing				~~70,000~~	94,000
Lights for Stadium Field					
ROOF ICE MELTING EQUIPMENT	25,255				
District Wide					
HVAC Replacement Study			25,000		
EMERGENCY GENERATOR - BOARD OFFICE			26,250		

F.3.

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

FROM: **William D. Guzman**

DATE: **October 24, 2012**

SUBJECT: **Board of Education Meeting Dates – 2013**

Attached please find the recommended Board of Education meeting dates for calendar year 2013. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

TOLLAND BOARD OF EDUCATION

2013 Meeting Dates

Hicks Municipal Center Council Chamber or **Tolland High School Library Media Center

7:30 p.m.

January	9
	23
February	13
	27
March	13
	27
April	10
	24
May	8
	22
June	12
	26
July	10*
	24*
August	14*
	28
September	11
	25
October	9
	23
November	13
	27*
December	11
	25*

*Meetings followed by an asterisk have previously been cancelled because of past practice and could potentially be cancelled. Final determination will be made closer to the date.

TO: **Members of Board of Education**

FROM: **William D. Guzman**

DATE: **October 24, 2012**

SUBJECT: **Board Policies**

9070 – Board Officers
9130 – Time, Place and Notice of Meetings
9140 – Constructing and Posting of Agenda
9150 – Public Meetings and Executive Session
9160 – Meeting Conduct
9170 – Quorum and Voting Procedures
9180 – Minutes
9190 - Committees

Attached please find the above referenced Board Policies.

These Policies were reviewed by the Policy Committee on October 10 and October 19, 2012.

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

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Board Officers

Number: 9070
Bylaws

Approved: 12/12/01
REVISED:

Officers – The Officers of the Board of Education shall be the Chairperson, the Vice-Chairperson and the Secretary.

Election of Board Officers – An organizational meeting shall be held at the first regular **BOARD OF EDUCATION** meeting scheduled in November, following the **TOWN MUNICIPAL** election **[**to elect Board Officers**]**. The meeting shall be called to order by the Superintendent of Schools. The Board shall proceed to elect a Chairperson, **WHO SHALL THEN PRESIDE OVER THE MEETING AND CONTINUE THE ELECTION OF THE** Vice-Chairperson and Secretary. Election shall be by **MAJORITY** vote of all members present.

Term of Office – Officers shall serve for a two (2) year period, until the next biennial election**, [**or**]** until resignation**, OR REMOVAL BY A MAJORITY OF THE BOARD**.

Officer Vacancy – If at any time, there is a vacancy of any officer position, the Board shall, at their next regular meeting, elect a successor. If the Board is unable to elect any officer, the matter shall be tabled until the next regular meeting. **[**If at that time, the Board is still unable to elect any officer, the matter shall be referred to the Town Council.**]**

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY — REGARDING: Time, Place and Notice of Meetings

Number: 9130
Bylaws

Approved: 10/9/02
Revised: 1/14/09
REVISED:

1. Regular Meetings

   A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

   B. In compliance with the General Statutes of the State of Connecticut, the **[**Chairperson**]** **SUPERINTENDENT OF SCHOOLS, ON BEHALF OF THE BOARD OF EDUCATION** shall file this calendar with the Town Clerk by November 30.

   C. Normally the Board shall schedule regular meetings on the second and fourth Wednesday of each month of the year.

   D. If at any point in the meeting the Board of Education should not retain a quorum, then the Chairperson of the Board **[**will**]** **MAY** adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

   E. Pending minutes of regular board meetings will be posted on the school district website within 48 hours of the meeting.

2. Special Meetings

   A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.

   B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member

and to the Town Clerk, twenty-four (24) hours before the time stated for the meeting to convene.

C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 10:OO p.m. unless extended [to a time certain] by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in Council Chambers of the Hicks Municipal Building, unless otherwise ordered by the Board.

B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:
Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
1-228 Adjournment of meetings. Notice.
1-229 Continued hearings. Notice.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
7-3 Warning of Town and other meetings.
7-4 Record of warning.
10-218 Officers. Meetings.
P.A. 08-3 Special Session (June 11) – Comprehensive Ethics Reform

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY — REGARDING: Construction and Posting of Agenda

Number: 9140
Bylaws

Approved: 10/9/02
REVISED:

The Superintendent of Schools, in consultation with the Board chairperson, shall prepare an agenda for each meeting. Any Board member may request an item be placed on the agenda through the superintendent 72 hours prior to the legally required posting of the agenda.

The agenda and supporting materials shall be distributed to Board members prior to the board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, **THE BOARD OF EDUCATION WEBSITE,** and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board members present and voting.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY — REGARDING: Public Meetings and Executive Session

Number: 9150
Bylaws

Approved: 2/28/01
REVISED:

1. Public Meetings

   A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-18a(e).

   B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for **[**executive**]** **ADMINISTRATIVE** level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

   A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.

   B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the

Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

(1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

(2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.

(3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

(4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.

(5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

(6) NO VOTES FOR ACTION MAY BE TAKEN IN EXECUTIVE SESSION.

Legal References:

Connecticut General Statutes

1-200	Definitions (Public Agency; Meetings; Person; Public Record; Executive Session)
1-210	Access to public record. Exempt records.
1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
19a-342	Smoking prohibited in certain places. Signs required. Penalty.
1-231	Executive sessions.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Meeting Conduct

Number: 9160
Bylaws

Approved: 10/9/02
Revised: 6/25/08
REVISED:

1. Meeting Conduct

A. Meetings of the Board of Education shall be conducted by the Chairperson**, OR ALTERNATE IN HIS OR HER ABSENCE,** in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.

B. All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.

C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking **IS PROHIBITED.**

[A. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.**]**

3. Procedures for Telephonic Participation

A. Board members may participate in meeting telephonically under the conditions set forth herein. When such conditions are met, any board member participating telephonically shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wished to attend the meeting must be located where the greatest number of Board of Education members are located;

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting telephonically, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board Member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

4. Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

(1) Two (2) minutes may be allotted to each speaker**.[**and a maximum of 30 minutes for Public Participation.**]** The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

(3) No boisterous conduct **OR PROFANE LANGUAGE** shall be permitted at any Board of Education meeting. Persistence in boisterous conduct **OR PROFANE LANGUAGE** shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

(4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

1-200	Definitions
1-206	Denial of access of public records of meeting. Notice. Appeal.
1-225	Meetings of government agencies to be public.
1-232	Conduct of meetings. (re: disturbances)
1-206	Denial of access of public records or meeting. Notice. Appeal.

Freedom Of Information Commission Advisory Opinion #41 (April 9, 1980)

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY — REGARDING: Quorum and Voting Procedures

Number: 9170
Bylaws

Approved: 2/28/01
REVISED:

1. Quorum:

   A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.

2. Voting Procedures:

   A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.

   B. Members may vote for themselves for any office or other position.

   C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.

   D. A member may abstain from voting**. [**(with the knowledge that the effect is the same as if he/she had voted on the prevailing side).**]**

   E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.

   F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Minutes

Number: 9180
Bylaws

Approved: 2//28/01
Revised: 3/11/09
REVISED:

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.

2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.

3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.

4. The minutes shall include the following:

   A. The time, place and date of each meeting.
   B. The names of those members in attendance.
   C. The disposition of all matters on which action was recommended.
   D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
   E. All decisions concerning future meetings and agendas.
   F. By request, a brief statement **[**of**]** **BY** a Board member may be included.
   G. PUBLIC COMMENTS.

5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's website, if available within seven days of the date of the meeting to which they refer.

Legal Reference:

Connecticut General Statutes
1-225 Meetings of government agencies to be public.
Recording of votes.

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Committees

Number: 9190
Bylaws

Approved: 10/9/02
REVISED:

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems may be created by vote of the Board.

   A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.

   B. All special committee reports affected Board policy shall be submitted in writing.

2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.

3. The Superintendent shall notify all Board members of committee meetings.

4. Standing Committees

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

   [1.**] A.** Be established through action of the Board of Education;

   [2.**] B.** have their members appointed by the Board Chairperson;

   [3.**] C.** be informed in writing at the time of committee formation of

committee purpose, functions, and duties;

[4.**]** **D.** make recommendations for board action, but it may not act for the board except in those instances where authority to act has been specifically delegated to the committee by the board;

[5. be dissolved at the end of the board's year or at any time by a vote of the board.**]**

E. THE STANDING COMMITTEES OF THE BOARD OF EDUCATION ARE:

1. **CONTRACT NEGOTIATIONS**
2. **POLICY**
3. **FINANCE AND FACILITIES**

4. Contract Negotiations Committee - **CHARGED WITH CONTRACT NEGOTIATIONS WITH THE VARIOUS DISTRICT BARGAINING UNITS AND RECOMMENDING CONTRACTUAL AMENDMENTS TO THE BOARD OF EDUCATION.**

1.0 Service on the negotiations committee

1.1 Board members shall not serve on the negotiations committee if a member of their immediate family (spouse, parents, children) is a member of a Connecticut organization with whom the board negotiates or if there is an appearance of a conflict of interest.

1.2 All negotiations committee members are required to disclose to the chair if their status changes in regards to section 1.1.

2.0 Disclosure

2.1 All board members shall disclose immediate (spouse, parents, children) family memberships in any organization with whom the board negotiates. These disclosures shall be recorded in the meeting minutes of the second meeting of the board and updated as necessary when the status changes. Board members are encouraged to withdraw themselves from contract ratification votes if a conflict of interest exists.

6. POLICY COMMITTEE - CHARGED WITH REVIEWING, DEVELOPING AND RECOMMENDING AMENDMENTS TO EXISTING POLICIES AND ADOPTING NEW POLICIES.

7. FINANCE AND FACILITIES COMMITTEE - CHARGED WITH REVIEWING FISCAL, OPERATIONAL AND FACILITY RELATED MATTERS AS MAY COME TO THE COMMITTEE FROM TIME TO TIME.

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

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

F.5.

TO: **Members of Board of Education**

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

DATE: **October 24, 2012**

SUBJECT: **Status of the Budget – October 18, 2012**

In accordance with Board of Education policy 3010, attached please find the status report of the budget for fiscal year 2012-13 as of October 18, 2012.

The budget for fiscal year 2012-13 is $35,702,228. The current adjusted budget is $35,702,228.

As of October 18, 2012, expenditures and encumbrances total $34,100,161 leaving an unexpended balance at this time in the amount of $1,602,067.

Special Services, program 131, which includes the tuition costs for outplaced students currently reflects an estimated 70% reimbursement of these costs from the Excess Costs and Agency Placement Grant. This number will be adjusted as we receive more information from the state. Based on students needs, special education transportation has also increased.

It is currently estimated that expenses in extra hours in the amount of $27,922 for additional services are required for special needs students. These hours vary as the specific needs of the children change during the school year.

Special education grant funds may also be reduced and if this occurs, the costs will need to be covered through adjustments if the Board accounts. Budget impact will be finalized once the grant is finalized.

The $40,000 in funds that were expected for equipment purchases in the Technology Services program (757) through the Property Tax Relief Grant will not be realized. Therefore, a potential shortfall is imminent in this program.

There are no budget transfers requiring Board of Education approval at this time.

WDG/JAN:ca

TOLLAND PUBLIC SCHOOLS
Business Services
October 18, 2012
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	October Budget Transfers	Balance	%
101	Language Arts	$ 97,960	$ (178)	$ 97,782	$ 61,614	$ -	$ 36,168	37.0%
102	Math	$ 41,263	$ 178	$ 41,441	$ 29,756	$ -	$ 11,685	28.2%
103	Social Studies	$ 18,918	$ -	$ 18,918	$ 4,354	$ -	$ 14,564	77.0%
104	Science	$ 73,525	$ (1,665)	$ 71,860	$ 29,512	$ -	$ 42,348	58.9%
105	Art	$ 28,992	$ -	$ 28,992	$ 24,375	$ -	$ 4,617	15.9%
106	Music	$ 19,804	$ -	$ 19,804	$ 11,918	$ -	$ 7,886	39.8%
107	Physical Education	$ 13,238	$ -	$ 13,238	$ 7,798	$ -	$ 5,440	41.1%
108	World Language	$ 11,268	$ -	$ 11,268	$ 7,735	$ -	$ 3,533	31.4%
109	Family and Consumer Science	$ 14,917	$ -	$ 14,917	$ 13,825	$ -	$ 1,092	7.3%
110	Technology Education	$ 36,678	$ -	$ 36,678	$ 31,088	$ -	$ 5,590	15.2%
111	Business Education	$ 6,472	$ -	$ 6,472	$ 6,947	$ -	$ (475)	-7.3%
112	Computer Education	$ 10,083	$ -	$ 10,083	$ 3,608	$ -	$ 6,475	64.2%
114	Skills for Adolescence	$ -	$ -	$ -	$ -	$ -	$ -	100.0%
115	TALC	$ 1,240	$ -	$ 1,240	$ 915	$ -	$ 325	26.2%
131	Special Services	$ 2,291,201	$ -	$ 2,291,201	$ 1,445,576	$ -	$ 845,625	36.9%
132	Special Education	$ 88,051	$ -	$ 88,051	$ 85,738	$ -	$ 2,313	2.6%
133	Interdistrict Programs	$ 146,038	$ -	$ 146,038	$ 31,568	$ -	$ 114,470	78.4%
134	Student Athletics	$ 153,677	$ -	$ 153,677	$ 103,919	$ -	$ 49,758	32.4%
136	Student Activities	$ 23,787	$ -	$ 23,787	$ 16,250	$ -	$ 7,537	31.7%
142	Guidance Services	$ 9,948	$ -	$ 9,948	$ 4,658	$ -	$ 5,290	53.2%
144	Nursing	$ 16,561	$ -	$ 16,561	$ 14,681	$ -	$ 1,880	11.4%
145	Library	$ 16,475	$ -	$ 16,475	$ 12,368	$ -	$ 4,107	24.9%
146	Audiovisual	$ 3,614	$ -	$ 3,614	$ 2,696	$ -	$ 918	25.4%
710	Principals' Office	$ 130,446	$ (4,620)	$ 125,826	$ 56,313	$ -	$ 69,513	55.2%
701	Transportation	$ 2,317,868	$ -	$ 2,317,868	$ 2,343,320	$ -	$ (25,452)	-1.1%
755	Superintendent's Office	$ 18,924	$ 6,035	$ 24,959	$ 17,356	$ -	$ 7,603	30.5%
756	Business Office	$ 191,953	$ -	$ 191,953	$ 170,323	$ -	$ 21,630	11.3%
757	Technology Services	$ 215,116	$ -	$ 215,116	$ 162,083	$ -	$ 53,033	24.7%
661	Custodial Services	$ 219,364	$ -	$ 219,364	$ 182,734	$ -	$ 36,630	16.7%
667	Comm/Ins	$ 195,297	$ -	$ 195,297	$ 199,114	$ -	$ (3,817)	-2.0%
663	Utilities-Energy Mgt	$ 1,383,344	$ -	$ 1,383,344	$ 1,342,926	$ -	$ 40,418	2.9%
666	Energy Management	$ 6,360	$ -	$ 6,360	$ 6,655	$ -	$ (295)	-4.6%
662	Maintenance	$ 379,772	$ -	$ 379,772	$ 191,312	$ -	$ 188,460	49.6%
770	Prog/Prof Development	$ 67,163	$ 250	$ 67,413	$ 28,797	$ -	$ 38,616	57.3%
790	Adult Education	$ 30,269	$ -	$ 30,269	$ 30,267	$ -	$ 2	0.0%
791	Board of Education	$ 75,921	$ -	$ 75,921	$ 87,353	$ 11,500	$ 68	0.1%
xxx	**Program Total**	$ 8,355,507	$ -	$ 8,355,507	$ 6,769,452	$ 11,500	$ 1,597,555	19.1%

TOLLAND PUBLIC SCHOOLS
Business Services
October 18, 2012
Fiscal Year 2012-13 Expenditure Report

Program #	Program Description	Original Budget	Budget Transfers	Adjusted Budget	Expenses/ Encumbrances Y - T - D	October Budget Transfers	Balance	%
177	Staff Services - Other	$ 1,141,474	$ -	$ 1,141,474	$ 1,350,952	$ 6,530	$ (202,948)	-17.8%
177	Staff Services - Health Insurance	$ 4,592,232	$ -	$ 4,592,232	$ 4,348,545	$ -	$ 243,687	5.3%
178	Certified Regular Ed	$ 13,044,049	$ 3,028	$ 13,047,077	$ 13,071,891	$ -	$ (24,814)	-0.2%
179	Certified Special Ed	$ 2,732,975	$ -	$ 2,732,975	$ 2,713,841	$ -	$ 19,134	0.7%
180	Non-Certified	$ 1,212,738	$ -	$ 1,212,738	$ 1,297,044	$ -	$ (84,306)	-7.0%
181	Building Operations	$ 902,310	$ (3,028)	$ 899,282	$ 844,396	$ (11,500)	$ 43,386	4.8%
182	Building Maintenance	$ 176,911	$ -	$ 176,911	$ 170,860	$ -	$ 6,051	3.4%
183	BOE Clerk	$ 1,095	$ 2,037	$ 3,132	$ 3,132	$ -	$ -	0.0%
184	Business Services	$ 292,814	$ -	$ 292,814	$ 292,814	$ -	$ -	0.0%
185	Superintendent's Office	$ 274,641	$ (2,037)	$ 272,604	$ 271,350	$ (1,254)	$ -	0.0%
186	Principals' Office	$ 1,525,238	$ -	$ 1,525,238	$ 1,519,962	$ (5,276)	$ -	0.0%
187	Substitutes	$ 364,736	$ -	$ 364,736	$ 364,736	$ -	$ -	0.0%
188	Systemwide Services	$ 1,085,508	$ -	$ 1,085,508	$ 1,081,186	$ -	$ 4,322	0.4%
xxx	**Personnel Total**	$ 27,346,721	$ -	$ 27,346,721	$ 27,330,709	$ (11,500)	$ 4,512	0.0%
xxx	**Original Appropriation Total**	$ 35,702,228	$ -	$ 35,702,228	$ 34,100,161	$ -	$ 1,602,067	4.5%
	Additional Appropriations:							
179	Medicaid Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	0.0%
xxx	**Addt'l Appropriations Total**	$ -	$ -	$ -	$ -	$ -	$ -	0.0%
xxx	**Grand Total**	$ 35,702,228	$ -	$ 35,702,228	$ 34,100,161	$ -	$ 1,602,067	4.5%

MEETING MINUTES

TOLLAND TOWN COUNCIL
FIRE TRAINING CENTER
191 MERROW ROAD, TOLLAND
OCTOBER 9, 2012 – 7:30 P.M.

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

MEMBERS ABSENT: Jan Rubino

OTHERS PRESENT: Michael Wilkinson, Director of Administrative Services; Linda Byam, President of the Tolland Public Library Foundation's Board of Directors; Lisa Hancock, Director of Finance and Records; Barbara Pettijohn, Director, Library Services; John Littell, Public Safety/Fire Chief

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:** Certificates of Recognition and Thanks for Banner Water and CNC Software, Inc. for their donations to the 300th Anniversary Event.

Since one of the recipients was delayed in getting to the meeting, Mr. Scavone suggested delaying this item. The Council members agreed.

Celeste Senechal and Kathy Bach were present on behalf of the Permanent Celebration Committee and the Tolland Historical Society. Ms. Senechal said that Banner Water and CNC Software have signed on to be the first major sponsors of Tolland's 300th Anniversary Celebration in 2015. They thanked them for their support.

Mr. Scavone presented a certificate to Beth Banning of Banner Water:

CERTIFICATE OF RECOGNITION
AND THANKS
PRESENTED TO
BANNER WATER

On this 9th day of October, 2012
For their generous donation of $10,000, making them the first "Tolland Green" level sponsor of the Tolland 300th Anniversary Celebration

Ms. Banning said they want to be involved in the Community and support the town as much as they can.

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Mr. Scavone read the certificate for CNC Software (a representative from CNC was not present):

CERTIFICATE OF RECOGNITION
AND THANKS
PRESENTED TO
CNC SOFTWARE, INC.

On this 9th day of October, 2012
For their generous donation of $5,000, making them the first "Settlers Rock" level sponsor of the Tolland 300th Anniversary Celebration

5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

5.1 Discussion of the status of the Campbell property review.

Mr. Field read the following statement:

> The Council would like to thank the Campbell family members, neighbors to the property and residents interested in the future of Peaceful Valley for your patience while the Town Council works through the many complex issues associated with this matter. When the request was first brought to our attention about transferring the farm lease previously approved with Bea Campbell to her son, Jeff, little did we know about the concerns with the deed such as the continued rights the Campbell property had to water and septic fields on our property, and the fact that electricity for the barn comes from the Campbell property. We were unaware of the poor drafting of the deed done some ten years ago, which provided for exclusions from conservation easements for a portion of the property, yet left uncertainties as to who held the conservation easement from which the exclusion was carved out. Having only recently seen the document from Farm Land Trust, most of us had concerns with portions of the document presented. Finally, based on the discussion over the last few months, while the Campbell property is now in the forefront of everyone's mind about encouraging and assisting in the continuation of farming on the land, there are other property's in town which would also fall into this category. The idea of forming an agricultural committee similar to that formed by Ellington, Mansfield and Coventry would be good to investigate. So, where are we now? The Town Attorney and Town Manager are continuing to talk to Jeff Campbell about concerns with the deed. The Town Attorney is researching the possibility of removing the exclusion for athletic use that currently exists in the deed for a portion of the property. We feel the formation of an agricultural committee has merit; however, time is needed as to how it should be set up. At this time, while we appreciate the cooperation of the Farm Land Trust, the protection of the property for agricultural purposes seems to be able to be accomplished without the town giving up its rights to the property. Lastly, we all seem in agreement that we want to maintain some form of farming on the property. At this time, more questions have to be resolved and processes put in place before we could go to some public process to farm the land. We are working to put in processes over time that will ensure that this continues at this site as well as other sites in town suitable for farming. As soon as the discussions previously mentioned are completed, the results will be brought to this Council for consideration. We will also be discussing the formation of an agricultural committee on an upcoming agenda. We again thank you all for the input you have provided on this issue.

Roseanne Gottier, Conserving Tolland, of 120 Bald Hill Road – She has mixed feelings with having an Agricultural Committee. Most towns let people involved with farming town owned land have a relationship with the town manager's office, and they work independently once they know the rules. It is difficult to have a committee supervise a farmer's work. She asked Mr. Field to repeat what he said about

the Farm Land Trust. She asked if that meant by working with the CT Farm Land Trust they think the town would have to give up their rights to the property.

Mr. Field said yes, in some ways.

Giselle Broderick, Conserving Tolland, of 143 Old Post Road – Her husband painted this property in 2003. That painting was reprinted and it adorns a lot of homes in Tolland. It has come to represent what Tolland used to be and our heritage. She thanked the Council for considering this carefully. She asks that it be kept agricultural and in the hands of someone that knows how to preserve that land, how to run it, and how to keep it 'as-is'. That property has come to symbolize something special to her and many people in town.

Mr. Scavone said the Council is not interested in disturbing what is there, or the intention of Bea Campbell. They are trying to make the best of the hornets' nest that is there. They want to fix it right for perpetuity. There is a lot more than meets the eye. It's not just about making a decision, as they had originally thought. The Council appreciates their patience as they walk through the mine field of the documents.

Mr. Field said if it is done properly now, hopefully another Council won't be sitting here doing this again.

Bob Thiesing of 6 Weigel Valley Drive – He asked if the town retained ownership of the property, will it also retain the expenses for the property? Or, if you turned it over to the Conserving Tolland, you may not have the expenses.

Mr. Gill said they still would be responsible for the expenses.
Giselle Broderick, Conserving Tolland – clarified that it wouldn't be transferred to Conserving Tolland. Conserving Tolland does not own land and does not do that.

Mr. Thiesing is in support of the property remaining farmland. He also asked how big the new recycling containers are.

Mr. Gill said the containers will be the same size as the normal trash cans.

Michael Berstene of 9 Island Lane – He thanked the Council for their thoughtful and thorough consideration of this matter.

Bill Schamback of 5 Amelia Lane – He asked when the Campbell property will be on the Agenda again for consideration.

Mr. Field does not want to put a time limit on it. Although, the Council will do it as judiciously as possible, while still making sure they get everything right. They will not let it drag out forever.

Mr. Schamback thanked the Council for their consideration and thoughtfulness. It is best to be prudent he said.

Mr. Gill added that the property is being maintained while this is occurring.

6. **PUBLIC HEARING ITEMS:** None.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Mr. Clark updated that that BOE meeting is tomorrow night at the THS. Mr. Scavone added that on 10/16 there is a joint meeting with the BOE re: ESCO selection; on 10/27 there is BOE/TC hour @ 8:00 a.m. in the food court at Big Y; on 10/17 there is a BOE Community Conversation at THS @ 7:00 a.m.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Stanford updated the Energy and Facilities Task Force: They will make a presentation on October 16th with their recommendation as to how to proceed with the selection of an Energy Performance Contractor. Mr. Belsito updated on EDC: The new

Savings Institute building is going forward, and will be designed like a barn; Subway and Papa T's remodeling is underway; Richard Lee brought in a concept plan for 48 units on a 10 acre site on Tolland Turnpike; they are moving along with a grant request for the Main Street Investment Fund Grant; and they are still working on the EDC website.

Mr. Freeman said the Tech Task Force is hoping to get beyond a draft stage of an actual plan to bring to the Council of short and long term priorities. They are going to start with the top five items.

The Certificates of Recognition and Thanks were given at this time (back up to Item #4).

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

8.1 Annual meeting of the Tolland Public Library Foundation Inc. to discuss Foundation Directors, **2012** accomplishments, **2013** goals and **2013** approved budget as well as an overview of the Foundation activities over the past year.

Lynda Baum spoke and introduced members present at the meeting.

They have two terms expiring this year. Both members have requested re-appointment. They continue to have a full board.

They have had a very productive year.

2012 accomplishments:
~Developed the "Year of the Young Adult";
~Purchased a Multimedia System;
~Purchased materials to provide an "Armchair Traveler" section to the library;
~Held an Open-House;
~Developed a plan to increase the awareness of the organization and the materials it provides;
~Held a second season of the Eaton-Dimock-King Author's series;
~On-line reference tools were funded;
~Increased publicity and awareness of the Foundation as a United Way recipient;
~Continued to work with Apex Investment Services; and
~Grants to the library.

Goals for 2013:
~Focus on grants;
~Develop a technology strategy;
~Continue to improve public and business awareness;
~Develop a Planned Giving Policy; and
~Resume efforts to gain formal recognition by more CT employers / corporations to facilitate Tolland resident employee matching gifts.

Their budget was also provided.

8.2 Appointments to vacancies on various municipal boards/commissions: None.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Wilkinson mentioned the electronic recycling day on October 20th at the Tolland Middle School, 9 a.m. – 12 p.m.

11. **ADOPTION OF MINUTES**

11.1 September 24, 2012 Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:**

12.1 Resignation of William Pakulis from the Tolland Water Commission;
12.2 Letter from Andy Powell re: Budget Conversation on October 17th;
12.3 Local Hero & BOE member, Frank Tantillo, will be honored at the Veteran's Parade on November 4th in Hartford;
12.4 South Windsor Council members want to be like Tolland in their budget approach;
12.5 Letter from Steve Dube re: repealing the Firearms Ordinance passed by the previous Council. Mr. Scavone has asked that information on this be compiled. The other members were in agreement that further discussion should occur.

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

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

15. **EXECUTIVE SESSION**

Richard Field motioned to go into Executive Session at 8:16 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Ben Stanford. All in favor. None opposed.

15.1 Executive Session for the performance review of the Town Manager.

16. **ADJOURNMENT:** Josh Freeman moved to adjourn the meeting; Seconded by Richard Field at 9:45 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

BOARD OF EDUCTION / TOWN COUNCIL
JOINT MEETING

FIRE TRAINING CENTER
191 MERROW ROAD, TOLLAND

OCTOBER 16, 2012 – 7:00 P.M.

MEMBERS PRESENT: Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill and Jan Rubino

MEMBERS ABSENT: Jack Scavone and Benjamin Stanford

BOARD OF EDUCATION MEMBERS PRESENT: Andy Powell, Chairman; Robert Pagoni, Vice-Chair; Gayle Block; E. Steve Clark; Karen Kramer and Frank Tantillo

BOARD OF EDUCATION MEMBERS ABSENT: Thomas Frattaroli and Christine Riley Vincent

OTHERS PRESENT: Steven Werbner, Town Manager; William Guzman, Superintendent of Schools; Beverly Bellody, Human Services; Chris White; Paul Reynolds, Tolland Energy Task Force; Paul Popinchalk, Celtic Energy

1. **CALL TO ORDER:** Steven Werbner called the meeting to order at 7:02 p.m.

2. **DISCUSSION OF SELECTION OF AN ESCO**

Paul Reynolds of the Energy Task Force gave a presentation with the use of a PowerPoint. Tonight, they are going to discuss an Energy Service Contract ("ESCO"). There had been presentations early on about getting involved in an ESCO. An ESCO is a way of doing facilities improvements to the town.
~The improvements are funded through energy savings, and most projects associated with the program create energy savings to fund the overall program (guaranteed energy savings);
~It has a positive cash flow from the very beginning, so it is actually self-funding;
~They typically run is a 20 year project term – at the end of the term, you have all the facilities improvements and positive cash flow from the energy savings;
~It is made up of various projects with both short and long term payback periods;
~An energy savings baseline needs to be determined and a monitoring program needs to be setup to track the savings and method for adjusting.

Mr. Reynolds provided the history of the process that has brought him before the Council and BOE:
~January 2012: with the Municipal Quickspend Energy Efficiency Program Grant Application;
~February 2012: Celtic Energy ("Celtic") began involvement and helped in developing a RFP to hire an ESCO;
~March 2012: Celtic held a kick off meeting and the Energy Task Force membership expanded;
~May 2012: RFP's were issued seeking companies to perform a sample evaluation of town facilities, covered a cross section of typical town facilities, compared proposals on a cross section of energy cost measure ("ECM") and audit process;
~May-June 2012: ESCO audits and proposals completed;
~June 2012: Tolland Energy & Facilities Task Force established and kick off meeting held;

~August 2012: ESCO proposals were reviewed (approximately 6-8 were received) and interviews were held with Johnson & Honeywell; and
~September 2012: Reference Checks were performed on Johnson & Honeywell.

As of now, there are a number of steps to go through for approvals and reviews. If this moves forward, the ESCO's are going to put in a lot of work to create a proposal and put a solid package together. The next step is to look at an Investment Grade Audit ("IGA"). Tonight, they are just reviewing the evaluation process; seeing where they are at and what they are going to do. The Committee believes going with an ESCO is the way to go; although, if it were to go forward, it would need to go through to full implementation. The commitment to proceed with an IGA is $50 – 60k, plus Celtic Energy's fee of an additional $75,000. Depending upon what ECM's are taken, this could be a $10-15m project.

The Committee, Council and BOE would need to decide what package they would like to look at. The Committee has reviewed an initial proposal that has a 24 year payback. Some projects may have different paybacks though. There are also different opportunities with regard to funding since we are a municipality. They would want to roll all the costs into the package. There could be huge opportunities for savings: lights, electric heat in the schools, etc. These companies have done thousands of projects all over, so they know what they are looking for. They would need to determine what items they would want to include in the package; review the package with the Council and BOE for approval; negotiate the contract; the Council and BOE to review and approve the contract; sign the contract, start the projects, set baselines and monitor ECM. The ESCO guarantees the savings. If the savings don't come in, and the baseline hasn't changed, they owe us the difference.

Paul Popinchalk, Celtic Energy, added that the baseline is what you are currently spending for energy for the buildings, which for the BOE and town facilities is approximately $1.5m per year for utilities. If you tightened up the buildings, it will change the savings potential, but the ESCO's will rely on weather normalization also. The project is a guaranteed project. It is not uncommon to save 10 – 20%. The Town of Colchester has been through this process and they chose Honeywell to work with. They set a cap of 15 years on their program, and Honeywell identified almost $6m of projects. In order to cash flow that project to the 15 year limit, they ended up with a $4m project.

Mr. Reynolds said one of the advantages of working with an ESCO is that they know all the programs. They work with them day in and day out. They would also go out and do all the financing if that is what we wanted.

Mr. Reynolds wants to have the Council and BOE say they really want to go ahead with this. If it is decided to move forward, they would bring in the ESCO to explain their study and what their process will be. If we go down this path, it will be a 20 year commitment.

A question and answer period took place, and Mr. Popinchalk discussed cost avoidance versus real savings.

Mr. Werbner added that if the BOE and Council would like to proceed, the negotiations of the contract and the baseline are significant. He mentioned a project that took place some years ago, were the whole project stopped because of the inability to come to an agreement on the baseline. There are substantial negotiations that do take place, which he believes would be good to go through with the selected recommended vendor at this point. If you can't get through the process, there is no use in meeting with Honeywell (the recommended vendor by the Energy & Facilities Task Force). Mr. Werbner also said they need to consider the project manager concept. They do not have the ability, nor does he believe the BOE does, to do 20-25 building at the same time (supervise, keep track, etc.). Also, if we are on a unified platform and we are using standard equipment, maybe a shared facilities manager who is in charge of this moving forward for the next 20 years might be a good idea. There is a substantial preventative maintenance component that will most likely be tied into this.

Mr. Werbner asked if there was a time frame that is currently being operated under. Mr. Reynolds said that he believes the proposals have technically expired, but most likely can be extended.

It was determined that both the Council and the BOE would like to meet with Honeywell to review its' proposal. A future date and time will be determined to have Honeywell present to the Council and BOE.

3. **ADJOURNMENT:** Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 8:13 p.m. All were in favor.

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Steven Werbner, Town Manager

Michelle A. Finnegan
Town Council Clerk