

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
November 12, 2014

VISION STATEMENT

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. RECOGNITION– Girl's Cross Country

C. APPROVAL OF MINUTES

- Regular Meeting – October 22, 2014

D. PUBLIC PARTICIPATION (2 minute limit)

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

E. POINTS OF INFORMATION

F. STUDENT REPRESENTATIVES REPORT – Charles Perosino and Sarah Welch

G. SUPERINTENDENT'S REPORT

H. COMMITTEE & LIAISON REPORTS

I. CHAIRPERSON'S REPORT

J. BOARD ACTION

J.1 Board of Education Meeting Dates - 2015

K. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Meeting – October 28, 2014

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

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

REGULAR MEETING – October 22, 2014

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

Administrators Present: Dr. Thomas McDowell, Interim Superintendent of Schools; Ron Army, Interim Business Manager; Adam Sher, Director of Technology

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES – October 8, 2014 – Regular Meeting

Mr. Clark motioned to accept the minutes of the October 8, 2014 meeting. Mr. Doyle seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Laura Cassenti, 55 Hilltop Road, expressed concern regarding the HVAC system at Birch Grove. Her daughter has epilepsy and when overheated, has seizures. It was too hot in the 1st grade special education room on September 2nd and her daughter had seizures in the room. It was at least 80°. The Board of Education regulations say it should be no higher than 78°. Her daughter stops breathing during seizures and they are life-threatening events. She spoke with Mr. Swanson regarding her HVAC concerns on multiple occasions and nothing was done. Ms. Cassenti asked Dr. McDowell to help her and a sensor was provided to Mr. Swanson so that he could measure the room temperature. She saw him take a measurement and it was higher than what the HVAC system was measuring at that time. She has spoken with members in the community and understands that staff is not allowed to use fans or a/c units because it cuts into the energy savings. She asked if this was true and for any details about the Honeywell agreement if it played a role in this matter. She thanked the Board for its time and consideration.

MJ Vanderpool, 78 Backus Street stated that at one time he went to the office to discuss water bottles. He understands the general concern but has a medical condition and asked if there were specific conditions where an exception could be made. They said it was not their decision or in their power. Due to his medical conditions, his doctor wants him to drink a certain amount of water per day but he would need to be able to drink this during school. He asked if he brought a doctor's note if he could have the water and they told him it was district-wide and they cannot make any exceptions. He asked how these decisions are made.

Michael Ryan Welch, 471 Old Post Road, commented that in the past, students did an agar test. The water fountain was tested and "had a lot of agar" and the "agar festered". He understands that public water fountains are not safe and could lead to disease.

D. POINTS OF INFORMATION

In regard to Ms. Cassenti's concern, Dr. McDowell explained that there are two different topics. If a student has a requirement for a specific degree range, that has been and will continue to be addressed in the classroom. He added that there have been problems at TMS and TIS at the beginning of the school year due to the geothermal project and the AC units not functioning. Mr. Carroll installed portable units in rooms where students required a specific degree range. Fans, power strips, and personal appliances were identified by the building inspector Jim Paquin and Fire Marshall Doug Racicot when they did a walk-through of TIS and TMS on August 24th. These items may not be in the buildings due to fire and safety regulation. This is not related to the Honeywell project. Dr. McDowell spoke with Mr. Swanson regarding the specific requirements for specific students. He also spoke with Mr. Carroll regarding requirements for specific children to meet those needs. Dr. McDowell has not heard anything since then.

Mr. Adlerstein confirmed that any kids with specific needs due to temperature sensitivity will be accommodated. Dr. McDowell noted that this is the expectation and if the requirements are not being met, he certainly wants to know.

In regard to the comments regarding water bottles, Dr. McDowell met with Principal Fox and discussed making certain that the water fountains are clean and another discussion is planned for Friday morning. Dr. McDowell noted that no one would preclude a student who needs to go to the nurse's office every 2nd block to have some water if a note from a medical doctor was presented that specified the need. A brief discussion took place including policy and procedure.

E. STUDENT REPRESENTATIVE REPORT

Mr. Perosino noted that it is Spirit Week at THS which leads up to the Pep Rally and Homecoming Dance. He reviewed the week's dress-up days. The Student Council is using Spirit Week as a platform to promote the food drive that will run until Thanksgiving. He added that the students sat for the PSAT last week.

F. SUPERINTENDENT'S REPORT

F.1 Capital Budget Proposed (2015/2016 – 2019/2020)

Dr. McDowell noted that \$1.6M will be needed for technology as well as funds to maintain and improve facilities. Several projects are big ticket items including the complete renovation of the six science classrooms at TMS for \$1.0M which has been put out to 2016/17. The TIS and TMS roof projects qualify for state funding and have also been put out to 2016/2017. Money is allocated in 2015/2016 for an architectural study. The Board will have to approve the project and send it to the Town Council for approval. From there, an application needs to be submitted to the state by June 30, 2015 to be funded in the next fiscal cycle.

Dr. McDowell reviewed the data presented in the attachment. He noted that in any of the capital plans, if it is not funded in the present year, it needs to be resubmitted in the next 5-year plan. He added that some of the technology will appear in the operating budget for 2015/16. Everything in the capital plan is a need yet some items have higher priorities.

Mr. Adlerstein noted that the capital plan document on the website is a draft and was posted on Monday after Dr. McDowell met with the Town Manager. After an inquiry by Mr. Clark, a discussion regarding whether computers qualify as a capital expenditure

took place. Dr. McDowell noted that the Town Manager agreed that technology could be considered a capital expense. The state recommendation is 6% a year for a board's technology budget in order to maintain the standard. Dr. McDowell asked that the Board approve the 2015/2016 – 2019/2020 capital budget so that he could submit it to the Town Manager. He noted that the capital budget is still a work in progress.

Mr. Doyle thanked Dr. McDowell for putting the plan together. In regard to technology, he asked if the money budgeted for 2015/16 would be sufficient for students to be efficient and be able to make the best use of their class time. Dr. McDowell responded that the money budgeted would address quite a bit of the problem. The \$1.6M will be spread over 5 years but \$297K will provide a significant improvement.

Mr. Frattaroli inquired if the amount budgeted for technology includes professional development. Dr. McDowell responded that some teachers are more adept at specific technology than others and there is some anxiety. Part of professional development is the addressing of technology for all users. The goal is not to create more work for the teachers but for the teachers to be able to access the technology and use it more seamlessly to implement what is needed for the curriculum. This is a work in progress and will be addressed in professional development.

Mr. Doyle requested that Dr. McDowell ask the Town Manager for the timeline so the Board will be able to support the discussion when speaking with the Town Council. He appreciated the presentation and included narrative.

Mr. Clark motioned that item F.1 be moved to item I.6. Ms. Moran seconded the motion. All were in favor. Motion carried.

F.2 2014-2015 Operating Budget Status

Dr. McDowell noted that the numbers could change for the better but at this time they are estimating a surplus of \$1,354. The unanticipated costs are listed in the attached document dated 10/17/2014. Another update will be provided next month.

Mr. Sce inquired about the \$1.4M excess cost. Dr. McDowell explained that it is related to special education and he explained the partial reimbursement that was expected from the state. This was in the original budget. Mr. Clark asked about the additional paraprofessionals that were hired. Dr. McDowell explained that previously, substitutes were used but this was a violation of the paraprofessionals' contract. In turn, 11.5 part time paraprofessionals were hired to satisfy the IEP requirements at Birch Grove. A brief discussion regarding the budget took place.

Item I.5 was addressed and was presented for a first reading. This will be an agenda item for action at the next Board meeting.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – Mr. Doyle noted that a memo was sent to the Board members outlining the cost for Option A of the DRA facility study.

Policy – Ms. Gorsky noted that they met on the 15th and discussed updating policies, bylaw 9130, establishing a new policy for adopting school calendars, and personal technology. There needs to be an update of the Bullying and Safe School Climate plan as well. In addition, they will examine the student handbooks to ensure consistency with the Board policies.

Communications – Ms. Moran noted that they met on the 15th. They discussed communication regarding the transition of the new superintendent, the fall newsletter, and community conversations. Additionally, there will be opportunities for outreach to the community via e-blasts.

Town council – Mr. Adlerstein noted that the Town Council authorized the disposal of the electronic equipment and asked that it be recycled. Mr. Carroll brought it for recycling. Ms. Moran added that the Town Council authorized a bid waiver for the TIS façade.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein explained that during the course of last year, 30 or so projects were identified and many of those are still in process. These included the SRO and all-day kindergarten. The Board will hold a Roles and Responsibilities Workshop for its members. As budget season approaches, it will be important to look at purpose, vision, and goals and prioritize and communicate these to the community.

I. BOARD ACTION

I.1 Obsolete and Surplus Equipment – Food Service

It was noted that a lot of the electrical equipment was replaced with equipment that uses propane and in turn, there is surplus equipment at TMS.

Mr. Frattaroli motioned that the Board of Education declares obsolete the five electrical kitchen items listed on the October 22, 2014 memo as presented in the Board package and turn these items over to the Town Council in accordance with Board of Education Policy 3040. Mr. Clark seconded the motion. All were in favor. Motion carried.

I.2 Cancellation of November 26, 2014 Board of Education Meeting

Ms. Gorsky motioned to cancel the November 26, 2014 meeting of the Board of Education. Mr. Clark seconded the motion. All were in favor. Motion carried.

I.3 Recommendation of Special Meeting – November 19, 2014

Mr. Doyle motioned that the Board of Education schedule a Special Meeting on November 19, 2014 for the purposes of conducting a budget workshop. Ms. Moran seconded the motion. All were in favor. Motion carried. The time and location are TBD.

I.4 Website Task Force Recommendation

Mr. Doyle motioned to recharge the Website Task Force to continue its work from October 22, 2014 through June 30, 2015. Mr. Clark seconded the motion. All were in favor. Motion carried.

I.5 Bylaw 9130 – Time, Place and Notice of Meetings (First Reading) Addressed under item F.2

- I.6 Capital Budget Proposed (2015/2016 – 2019/2020)
Mr. Doyle motioned that the Board direct the Superintendent to present the Capital Budget to the Town Manager as presented this evening. Ms. Moran seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council Meeting – October 14, 2014

M. FUTURE AGENDA ITEMS

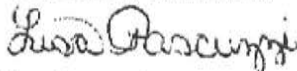
- Bylaw 9130
- Budget Process
- Proposed operating budget 2015/16

N. PROPOSED EXECUTIVE SESSION

- N.1 Purpose of discussing Superintendent of Schools contract
Mr. Clark motioned that the Board go into executive session at 9:07 PM for the purpose of discussion the Superintendent of Schools contract and invited Dr. McDowell to attend. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

O. ADJOURNMENT

Respectfully submitted,



Lisa Pascuzzi
Clerk

Town Council Chambers
October 22, 2014
7:30 p.m



2014 DECA Club

Board of Education

WHAT'S



- Capital improvement plan
- Financial reporting
- Plan for website improvements
- Transition with Dr. Willett
- Assessment | Set the Table

BOE Meeting Ground rules

Set direction, with a sense of urgency
Move efficiently and effectively to decisions & actions

BOE Members	Supporting behavior
1. Purposeful	Work of <i>ensuring higher levels of student achievement for each individual academically, socially and emotionally in preparation for a 21st Century World</i>
2. Intentional	Discussion is related to mission
3. Directional	Discussion is focused on decisions / actions
4. Aligned	Interaction is a model for our students and reflects the values of this community
Presenters	(anyone providing expert information)
1. Directional	Presentation focused on decisions / actions. Answer, "Why is this important?"
2. Clear / Concise	Presentation of most relevant information in time allotted. Information in advance, include additional information if applicable.



Agenda

- A. CALL TO ORDER | B. APPROVAL OF MINUTES - October 22, 2014
- C. PUBLIC PARTICIPATION | D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT - Sarah Welch and Charles Perosino
- F. SUPERINTENDENT'S REPORT - Dr. McDowell
 - F.1 Capital Budget Proposed (2015/2016-2019/2020)
 - F.2 2014 - 2015 Operating Budget Status
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
 - I.1 Obsolete and Surplus Equipment - Food Service
 - I.2 Cancellation of November 26, 2014 Board of Education Meeting
 - I.3 Recommendation of Special Meeting - November 19, 2014
 - I.4 Website Task Force Recommendation
 - I.5 Bylaw 9130-Time, Place and Notice of Meetings (First Reading)
- J. PUBLIC PARTICIPATION (2 minute limit, comment on these agenda items) | K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - Town Council Meeting - October 14, 2014
- M. FUTURE AGENDA ITEMS | N. PROPOSED EXECUTIVE SESSION
- O. ADJOURNMENT



Public Participation

2 min :-)

Please speak your mind

J.1

TO: Members of the Board of Education

FROM: Dr. Thomas Y. McDowell

DATE: November 12, 2014

SUBJECT: Board of Education Meeting Dates – 2015

Attached please find the recommended Board of Education meeting dates for calendar year 2015. The calendar includes dates for proposed meetings on the second and fourth Wednesday of the month.

TOLLAND BOARD OF EDUCATION

2015 Meeting Dates

January 14

January 28

February 11

February 25

March 11

March 25

April 8

April 22

May 13

May 27

June 10

June 24

July 8*

July 22*

August 12

August 26

September 9

September 24 (Thursday, Due to Yom Kippur)

October 14

October 28

November 10 (Tuesday, Due to Veteran's Day)

November 25*

December 9

December 23*

Meetings with an asterisk have traditionally been cancelled

**All meetings will be at Hicks Municipal Center – Council Chambers except November 10,
that meeting will be at Tolland High School library.**

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM OCTOBER 28, 2014 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; George Baker, Vice-Chair; Richard Field; Paul Krasusky; Jan Rubino and Ben Stanford

MEMBERS ABSENT: William Eccles

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Director of Human Services; Lisa Hancock, Director of Finance and Records; Peter DeBiasi, President/CEO of The ACCESS Agency, Inc.; David Berto, President of Housing Enterprises, Inc.

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):*

Al Krause, Commander of VFW (Post 241): He would like to see if the exemption could be raised for Veterans. Currently, the town is at \$3,000. He knows that Stafford is at \$4,000, and the State is at \$6,000. It has been \$3,000 for 40+ years. Can we help the Veterans out?

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

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Karen Moran, BOE: the 5 year Capital Improvement Plan was submitted to the Town Manager. George Baker, PZC: they approved open-space on Old Kent; they discussed the HUD proposal, which was tabled as they would like to get more information; enforcement of sign regulations is going to be looked at. Jan Rubino, BOE: The student rep spoke about Spirit Week, they are doing a food drive until Thanksgiving; the \$1.6m capital budget was submitted; the temporary Superintendent spoke of the procedure to replace certain roofs; there are obsolete kitchen appliances that have been replaced, can those items be sold? *Mr. Werbner said that is not allowed, and they have already communicated this.* Ms. Rubino continued by saying the BOE has canceled their November 26th meeting, and have added November 19th to their schedule for a joint workshop with the Council. They also requested that the Website Task Force be continued, effective October 22, 2014 through June, 2015. Mr. Krasusky reported that the TMS Principal Selection Committee is in the process of being formed.

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

8.1 Discussion of Parker School Elderly Housing Project.

Mr. Werbner said as the Town Council is aware we are working with the Access Agency to convert a portion of the former Parker School into 37 units of elderly housing. They have reached the point where they have a design, and site recommendations and improvements associated with the project. The town is working on other site improvements associated with the schools. They are working closely with the ACCESS Agency in terms of molding together the two designs to ensure the proper flow of traffic. The designs were provided to the Council prior to the meeting.

Peter DeBiasi, President/CEO of The ACCESS Agency spoke. The units will be one and two bedrooms, and referred the Council to the summary that they have been provided. He clarified that this is not a HUD project. It is a State funded program, through the State of Connecticut Department of Housing Competitive Housing Assistance for Multifamily Properties 6 ("CHAMP 6"). The only reason they have gotten this far is because the State of Connecticut provided a pre-development loan. The application is due December 3, 2014. The Department of Housing will announce the awards for these applications in approximately 3 to 4 months. Construction could begin as early as late summer to early fall. They have been told that the project has promise; although that is certainly no guarantee they will get the funding. It is very competitive. They are excited and are looking forward to the project. The town will continue to own the property and lease the property to ACCESS for the development of the property for its intended use. For the Application, they need a lease option, which will say if ACCESS receives the funding, then the town will lease the property to ACCESS. They will get them a lease option to review. The traffic flow was a concern. Ms. Bellody was a strong advocate for getting that taken care of. The drawings in the packet outline the solutions to reroute traffic. The Rec Center will continue to be used by the town, at least for the short term.

David Berto said this is very competitive, since there is limited funding with the State. They are working closely with the town to make sure everything is in good shape for December 3rd. They will need to show the PZC supports this project, and have the strongest application possible, because everyone else will be submitting as well. He believes the best thing that the town can do right now is to really concentrate their efforts on the design of the front part of the property. Mr. Werbner said they have been working on that. At this point, everyone is in agreement; it just needs some fine tuning. The proposed lease will be before the Council at the November 12th meeting.

Mr. Scavone asked when they would hear about the funding. They said it would be at least 6 months. They are hoping to complete the project by early 2016. This housing is not specifically for Tolland residents. All interested parties will need to submit an application when the time comes. The applications are considered as they are received.

Mr. Scavone thanked them for their work. Mr. DeBiasi said the Tolland staff has been excellent to work with and thanked them for their work.

8.2 Presentation of the Town's Financial Results, Accomplishments & Economic Update.

Mr. Werbner said they recently have gone through a detailed bond review process that included presentations. As a result of that process, they prepared a tremendous amount of information. There is so much good stuff that is happening on a regular basis with our economic status, finances and administration that sometimes it is hard to capture. This is an area where you are graded by independent, very detailed, very concerned rating agencies. For them to give the highest stamp of approval is certainly something that we are very proud of.

Ms. Hancock gave a presentation to the Council with the use of a PowerPoint entitled: Town of Tolland Financial Results, Accomplishments & Economic Update. In part, her presentation contained the following:

- The Reserve/Fund Balance Policy sets a range from 8 to 17% of the General Fund operating budget for its overall fund balance level with a range of 8 to 15% as a range for unassigned fund balance. The Town Council has been extremely cautious about the use of fund balance reflecting their collective desire to insure that the Town maintains a prudent level of financial reserves as evidenced by the continued rise in fund balance levels over the last several years from 8.2% in 2003 to a projected figure of over 14% in 2013. Any projected use of fund balance over the last two years has been substantially negated by excess revenue primarily in the area of tax revenue exceeding estimates and for additional bond premium received.
- For fiscal year 2014-15 we did program the use of \$259,000 of fund balance as another financing source to be used to offset capital and debt interest expense as required under IRS laws for the use of the bond premium received.

Ms. Hancock reviewed the following slides:

-Statement of Revenues & Expenditures, Budget and Actual – General Fund for the Period Ended September 30, 2014

-Overview of the results of operations for general fund for fiscal year 2013/2014:

- The Town of Tolland is in the process of closing its fiscal year with an estimated surplus of \$294,256 resulting from strong tax collection, other higher than anticipated revenues and lower than budgeted expenditures.
- Tax collections remained strong showing the strong commitment by residents to meet their tax obligation.
- Prior year taxes, interest and liens surpassed their budgets by \$87,782 or 130.8% of the budget.
- Charges for current services exceeded budget expectations by \$83,999 primarily due to increased activity for building permits, higher Town Clerk fees and unanticipated tuition.
- State grant revenue had an excess of \$173,845.
- Investment income exceeded the budget by \$36,549.
- Other revenues exceeded the budget by \$64,440. \$47,526 mainly resulted from a reimbursement for a prior year expenditure made out of the General Fund for the new Energy Performance project (Honeywell).

The expenditures are estimated to be under budget by \$111,368, with \$75,217 of those savings resulting from the remaining balance from the Board of Education. The remaining savings of \$36,151 are mainly due to savings from employee attrition and payroll savings.

TO SUMMARIZE: Consistent healthy tax collections and additional unanticipated revenues coupled with savings in expenditures are expected to produce a surplus which will keep a healthy and rising budgetary fund balance which is estimated at 15.8% above the current level of 14%. In addition to a healthy General Fund balance, the Town has maintained Capital Non-Recurring Fund which reached \$769,032 at the end of this fiscal year. This fund is used to supplement capital projects on a pay-as you go basis.

Ms. Hancock updating on the Economic Development, some of which are included below:

- Groundbreaking for a free standing bank branch in our Gateway Design District across from the Fieldstone Commons development.
- Residential construction has also picked up with an increasing number of single family houses and a pending 87 unit multi-family development.
- Fieldstone Commons is completely rented out and now consists of 120,000 square feet of retail businesses anchored by the Big Y food store. In the vicinity of Fieldstone Commons is the Rockville Bank building

which now contains in one third of the building the bank and the remainder leased to ECHN for medical offices.

- The Plaza next to Fieldstone Commons (Meeting House Commons) has leased 13,000 square feet to Cardio Express, two restaurants, a nail salon, Verizon wireless zone, a medical office, frozen yogurt shop, Savings Institute Bank, Chiropractor's Office and is moving forward to fill the remaining few spaces with compatible retail establishments.
- On Route 195, the main access way to UCONN the Town has adopted the Technology Campus Zone that will attract business that will benefit from the knowledge resources of the university. Over 400,000 square feet of building have been conceptually identified as possible for the area.
- The Planning and Zoning Commission has adopted regulations in the Tolland Village Area a planned Transit Oriented Development. One developer is anxious to begin work on a hotel, a restaurant and on a residential component which would consist of 200 dwelling units. The Town, in anticipation of this development, is identifying grant funding to construct a connector road through the area as well as a grant for a traffic light and road improvements necessary on Route 195 to accommodate potential development in the area.
- Completed the process of working with the EDC to update the Town's Economic Development Stakeholders' Report which is the Town's five year guideline for economic growth within the community.
- Infrastructure construction has commenced for a 14 lot single-family subdivision and 1,300' of new Town road located off of Old Kent Road South.
- A new business, Waste Water Facilities will occupy a building in our industrial park and will add about \$100,000 of revenue to our sewer fund annually.
- We have a significant amount of small building and renovations taking place in the community.

A lot of the developments in town are starting to fill up, especially the Fieldstone Commons area, the Big Y area and the plaza where the Tavern is housed. A lot of good things are happening.

With regard to Significant Accomplishments, some that have occurred are:

- Prepared a Town budget during a period of time of continued economic concern at the State and National level which has resulted in most state aid being level funded.
- The Town on its first submittal was able to achieve the GFOA budget award recognizing the presentation and content of the Town budget. We have continued to receive the award for five years through the FY 2014/2015 budget document.
- The Town also has received the GFOA award for Excellence in Financial Reporting for 22 consecutive years and we will be once again submitting the FY 2013/2014 CAFR for the award process.
- Implemented a new Post Issuance Tax Compliance Policy in 2012 and have reviewed and updated each year since.
- The Town Council's appointed Energy Task Force continues to look at ways of reducing the Town's costs for fuel and electricity.
- The Town received in 2011 a \$200,000 STEAP grant to construct sewers up Rt. 195 in the Technology Campus Zone which was completed within budget.
- The Town Council approved an ordinance to establish an Emergency Storm Reserve Fund. The balance in that Fund currently is \$158,023.

The Technology Committee has a major undertaking with regard to the fiber project for the town. Doug Racicot has been a very important part of that whole process.

The Council thanked Ms. Hancock for her work.

8.3 Discussion of STEAP Grant Application.

Mr. Werbner said as the Town Council is aware it is our intent to file an application for STEAP grant funds in the amount of \$500,000 for expansion of the highway garage. This grant source can only be used for capital projects and there is a deadline date for the application of November 28, 2014. It our plan to have on the November 12 agenda the resolutions required for the grant. The need for improvements at this facility is threefold. First there is not enough room to properly store our rolling stock. A consultant several years ago estimated we are losing an hour at the start of the work day and a hour at the close of business trying to maneuver all trucks in and out of the under sized facility. In addition not all of our rolling stock can fit into the current garage. Secondly we have environmental concerns at the site because we are not tied into the water and sewer system.

We are continuing to finalize numbers for the expansion project. At this time the grant funds would cover a building with dimensions of approximately 180x80 or 14,400 sq. ft. The current size of the building is 75x60 or 4500 sq. ft. The current structure would be demolished by Town forces. Included in the cost would be the heating and associated electrical requirements. In addition to the grant funds we will need in next year's capital budget to program \$500,000 for costs associated with providing water and sewer which is approximately \$200,000 and providing a wash bay and separating systems at a cost of \$300,000. In year three of the capital budget we would program \$100,000 which would allow for the build out of the lockers, showers and rest area.

At this time, I have not seen the capital budget requests but to minimize the impact of these expenses in addition to the grant funds I would consider in the next fiscal year using the some \$400,000 we normally program on an annual basis for road improvements for this purpose instead. We would still have for road improvements \$1m from our five year program and TAR money in the amount of approximately \$300,000. Once again by using state funds we have the potential of offsetting a substantial portion of the cost of making much needed facility improvements at the highway garage site.

The STEAP Grant would most likely not be awarded until October of next year.

- 8.4 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.

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. Werbner said they learned today that they did get the Knofla Open-Space Grant. They did meet with the state officials today, and they are finalizing design, going out to bid and will be ready to start construction in late Spring / early Summer for the Exit 68 / Route 195 widening project to Goose Lane.

11. **ADOPTION OF MINUTES**

- 11.1 October 14, 2014 Regular Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed.

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

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

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

15. EXECUTIVE SESSION

George Baker motioned to go into Executive Session at 8:27 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Jan Rubino. All in favor. None opposed.

15.1 Personnel matters.

16. ADJOURNMENT: Rick Field moved to adjourn the meeting; Seconded by George Baker at 8:47 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk