



Revised 2/7/2019

Revised 2/12/2019

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center

Council Chambers

Tolland, CT 06084

REGULAR MEETING

6:30 – 10:00 P.M. (Please note time change)

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.

2018-2019 GOALS

- *Support and encourage specialized programs that can serve as alternatives to outplacement*
- *Support and encourage the development of tuition programs*
- *Support the implementation of Mastery Learning and Responsive Education initiatives*
- *Support and encourage Curriculum Development, and Teaching & Learning best practice*
- *Engage in the Strategic Prevention Framework*
- *Engage the Superintendent to explore and research shared service opportunities*
- *Engage Town, State, and Federal officials to discuss and advocate for education*
- *Foster the continued development of instructional technology*

AGENDA

February 13, 2019

- A. EXECUTIVE SESSION-FOR THE PURPOSE OF DISCUSSING STUDENT DISCIPLINE AND A PERSONNEL MATTER
- B. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
 - Regular Meeting – January 23, 2019
- 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. CORRESPONDENCE

F. POINTS OF INFORMATION

G. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson and Summer Zahid

H. SUPERINTENDENT'S REPORT

G.1 2019-2020 Budget

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

Town Council Meeting – January 22, 2019

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING – January 23, 2019

Members Present: Ms. Colleen Yudichak, Chair; Ms. Karen Moran, Vice Chair; Ms. Michelle Harrold, Secretary;; Ms. Jane Pasini, Ms. Christina Plourd, Mr. Jeff Schroeder, and Ms. Kate Howard-Bender

Members Absent: Mr. Sam Adlerstein, Mr. Bob Pagoni

Administrators Present: Dr. Walter Willett, Superintendent of Schools

Dr. Willett distributed the following:

- Town of Tolland, Connecticut, Comprehensive Annual Financial Report for the Year Ended June 30, 2018
- Town of Tolland, Connecticut, State Single Audit Report, June 30, 2018

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Yudichak called the meeting to order at 7:33PM. The Pledge of Allegiance was recited. *Madrigal Dinner*, a video from the Tolland Public Schools television series, was presented.

B. APPROVAL OF MINUTES

- Regular Meeting – January 9, 2019
Mr. Schroeder motioned to adopt the minutes of the January 9th meeting. Ms. Moran seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION

Kate Vallo, 80 Tolland Green, thanked the members of the Board for all they do. She inquired if any changes to the proposed class size limits for the 2019/20 budget have been made. If not, she wondered if it might make sense to consider reallocating funds from the proposed interventionists to address the elementary grades which may have class sizes in excess of 24 students. She would like to have interventionists while mitigating the potential problem of new students moving into the district which would bring class sizes to 26 or 27 students. Such class sizes do not match with Tolland's vision for quality.

D. CORRESPONDENCE

- e-mails regarding questions on the budget

E. POINTS OF INFORMATION

Dr. Willett addressed Ms. Vallo's concern. He has had conversations about this with district staff and received feedback that the SRBI/RTI personnel are one of the primary needs at this time. The staff would be utilized as explained in the Superintendent's Proposed Budget so crucial services could be provided. In future years, as the number of kindergarten students entering the school system is reduced, the class sizes will edge down. Dr. Willett's expectation is that the class sizes will not be excessive. The need came down on shoring up the SRBI/RTI program. The Board may choose to make changes but it would compromise SRBI/RTI, one of the major objectives this year.

F. STUDENT REPRESENTATIVES' REPORT – Fisher Thompson & Summer Zahid

- Today was mid-semester day at THS

G. SUPERINTENDENT'S REPORT

G.1. Obsolete and Surplus Equipment

Dr. Willett reviewed attachment G.1.

Mr. Schroeder motioned to move item G.1 to item J.1 for action. Ms. Harrold seconded the motion. All were in favor. Motion carried.

G.2. TMS Partial Roof Replacement Project

Dr. Willett reviewed attachment G.2.

It was noted that this is part of the capital improvement project and bond.

Ms. Pasini motioned to move item G.2 to item J.2 for action. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

G.3. Update on Birch Grove Primary School Foundation

Dr. Willett reviewed attachment G.3.

He explained that the reason for the proposed Press Release is to have the information in a central location in the event of misinformation or hyperbole. If endorsed by the Board, Dr. Willett will begin sending out press releases, as well as information to realtors.

In regard to the timing of requesting emergency status for Birch Grove, Dr. Willett explained that some people are changing positions in the State and he wished to have it submitted. Emergency status has been granted. Dr. Willett recommended that the Tolland Foundation Taskforce (TFT) be created.

A discussion took place.

In regard to the press releases, Ms. Moran recommended that the notifications to the real estate agents be a joint communication from the Board and the Town for the greatest impact. The schools are municipal buildings. Further, she attended last night's Town Council meeting where the Chair inquired if the TFT could have 3 Town Council members, 3 BOE members, and 3 residents in addition to the staff. Dr. Willett would like the BOE and Town Council members to be appointed as soon as possible so matters such as the Press Release may be addressed. It will take time for residents to be selected. After a brief discussion it was determined that the TFT will consist of the following: 3 BOE members, 3 Town Council members, and 3 residents. The Superintendent and Town staff will be on the committee as well.

Dr. Willett stated he will draft a letter to be sent to real estate agents and will send it to the Town Manager for his review and signature so that it will be a unified message. The Press Release will come from the Board and the Town as well. The review of the draft of the Press Release document will be one of the first orders of business for the TFT.

Ms. Yudichak appointed the following Board members to the TFT: Mr. Schroeder, Ms. Harrold, and Mr. Adlerstein. It was noted that if Mr. Adlerstein is not available that Ms. Yudichak would take his position.

G.4. 2019-2020 Budget

Dr. Willett reviewed attachment G.4.

Dr. Willett provided an overview of some of the larger items on the Object Budget Information Page and recommended that the Board schedule an additional meeting to discuss the budget given its timeline. After a brief discussion it was decided that Dr. Willett will ask Ms. Palumbo contact the Board members to determine what dates the greatest number of people can attend and schedule the session.

Object Budget Information explanations

Object Number	Explanation
112	Increases in union contracts
113	Decreased due to changes in the students served by paraprofessionals; some staff members have been hired at a slightly lower rate than those who resigned
115	Lower usage than in past years; use of permanent subs
118	Increases for maintenance and custodial staff
151	Decrease based on the number of athletic coaching positions
197	Based on actuarial study that requires a greater contribution by the Board of Education
202	Rate slightly up based on consultant recommendation 1.9%
209	Decrease in Board side contribution negotiated
221	Based on new hires (system generated)
325	Change in curriculum and additional training for initiatives
330	More students are staying in district
359	Fire system inspection and alarm changes; math online subscriptions
430	Water and sewage rate increases
442	Copier and printer overages, machine replacement
510	Negotiation in process
520	Based on latest quote from the insurance company
535	Anticipated increased costs for advertising and mailing
560/564	LEAP, DSS, DCF out of district placements reduced
561	Increase in transition students (going into adult education)
592	Increased to retain officers (in line with other districts)
611	Curriculum needs
608	Efficient use of supplies
612	Basic usage
620	Anticipated rate increase of 5%
624	Decreased due to price and less consumption
641	Shift to workbooks
660	Software renewal costs
730	One to One Technology initiative; Tolland Business Academy items

Dr. Willett noted that the responses to questions posed by the public have been posted and he is working on posting responses to submissions from general public and Board members.

Ms. Plourd inquired about object number 111 (Budget document, Object Budget Information) and referenced the document on the www.tolland.k12.ct.us, Budget, Budget Documents, Document FY20 SPB line 111 Breakdown. The FY 18/19 adopted budget is \$17,479,377 and it appears the district is going to be approximately \$400K over budget on this item. When comparing to last year, it appears that 17.6 positions have been filled but she is unsure what some of these positions are. She expressed concern that there have been contractual increases of which the Board was not aware. On November 7th, the contractual increase was \$474K and now it is \$1.4M. When asked by the public, Ms. Plourd is unable to explain the change. Dr. Willett will review and share information in more detail. Mr. Schroeder requested that the components of the green cells be listed to help provide clarification.

In regard to object item 730, historically the district has gone over budget on this line and Ms. Plourd inquired if it should be higher. Dr. Willett will review the trend.

Ms. Moran confirmed that the excess cost reimbursement rate of 73% is still the estimate being used.

G.5. Letter to Legislators

Dr. Willett reviewed attachment G.5 including the letter drafted at the Board's request to advocate for its position.

Dr. Willett will prepare the final document on letterhead and prepare it for signature by the Chair and Vice Chair on behalf of the Board.

Ms. Moran attended today's press conference hosted by CT Smart Approaches to Marijuana (CT SAM) and shared information.

G.6. Board E-mail Update (no attachment)

Dr. Willett explained that due to spamming and inclusion in group chats of the I-all-board list, an online submission form has been posted instead for public communication with the Board. An add-on has been acquired that enables all of the submissions to automatically be forwarded to the Board members.

Dr. Willett noted that the Board members' individual e-mails are still active.

H. COMMITTEE AND LIAISON REPORTS

Town Council – Lisa Hancock explained the TMS roof project and addressed questions; a discussion regarding staggered terms for BOE members took place and was postponed until more information can be gathered; legislators will attend the next Town Council meeting; Joint Meeting of the BOE and the Town Council regarding the budget is scheduled for February 19th; the consultant working on the POCD presented information; economic development was discussed

I. CHAIRPERSON'S REPORT - none

J. BOARD ACTION

J.1 Obsolete and Surplus Equipment

Mr. Schroeder motioned to declare the attached items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040. Ms. Harrold seconded the motion. All were in favor. Motion carried.

J.2. TMS Partial Roof Replacement Project

Mr. Schroeder motioned to approve the Educational Specifications for the TMS Partial Roof Replacement project and to accept and authorize this project to be executed. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

K. PUBLIC PARTICIPATION - none

L. POINTS OF INFORMATION

- Town Council Meeting – January 8, 2019
- Monthly Financial Report (From the January 8, 2019 Board meeting)

Ms. Yudichak commented that her daughter received her THS Course Catalog. She was impressed with its organization, the offerings, and noted that it really does include something for all of the students.

Ms. Moran noted that she attended the Booster Club meeting where they are working to get more involvement from parents. Additionally, Principal Fox reported that the Club received a grant for the Value Up program. Ms. Moran highlighted that Tolland's soccer coach Erin Reed received the New England Coach of the Year Award and was selected as the Regional Coach of the Year as well. Further, 3 of the top 10 students in the Statewide Stock Market Competition were from Tolland.

M. FUTURE

- Dr. Willett will create programs for the Board members annually (this includes school tours)
- Pathways
- 21st Century Learning
- Strategic Prevention Framework
- Mental Health Services
- Budget

N. NEW BUSINESS – none

O. ADJOURNMENT

Mr. Schroeder motioned to adjourn the meeting at 9:12 P.M. Ms. Howard-Bender seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Lisa Pascuzzi
Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JANUARY 22, 2019 – 7:00 PM

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Christine Vincent

MEMBERS ABSENT: Paul Reynolds

OTHERS PRESENT: Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Financial Director; Heidi Samokar, Director of Planning and Development; Don Poland of Goman + York

1. **CALL TO ORDER:** William Eccles called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS/PRESENTATIONS** - None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS**

- 6.1 Consideration of a resolution to create a Conservation Fundraising Account Ordinance.

Michael Wilkinson said the Conservation Commission lacks a mechanism to accept donations or fundraise. At their December 13, 2018 meeting, the Commission voted to forward a proposed ordinance to the Town Council for its consideration. The proposed ordinance will establish a fund that allows the Commission to deposit funds that will carry over year-to-year, outside of the General Fund. The proposed ordinance was modeled on the ordinance that established the Emergency Storm Fund and has been reviewed by the Finance Director.

David Skoczulek moved to open the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

Ben Christensen of 97 Virginia Lane (a member of the Conservation Commission): He is in support of this, and offered to answer any questions the Council members may have.

Ms. Vincent asked who would be monitoring these funds.

Ms. Hancock said Heidi Samokar and herself.

David Skoczulek moved to close the public hearing; Seconded by Christine Vincent. All in favor. None opposed.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council hereby creates a Conservation Fundraising Account Ordinance.

Seconded by Brenda Falusi. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **John Reagan, WPCA:** There are some maintenance items that need attention. The referendum for the Vernon water treatment plant passed last week. **Tammy Nuccio, EHHD:** They passed their budget for the year. They are working with town managers in the EHHD on a joint effort for a Trails Day in June. She thinks Tolland should get involved. They discussed a substance abuse program that occurred with all the Library Directors. She thinks our Library staff should be encouraged to attend the training. **BOE:** They had a workshop. **Brenda Falusi, PZC:** A public hearing was held allowing nonconforming use to change to another nonconforming use by special permit, excluding the RDD. They directed Ms. Samokar to take a look at medical marijuana dispensaries and production, and to come up with some zoning regs for discussion. They looked at allowing a 90 day extension for mylers for the Kent South Subdivision. They also had a presentation on the POCD, which was very informative. The presentation is on-line. **Karen Moran, BOE:** With regard to the Birch Grove foundation issue: Dr. Willett sent an update to Mr. Eccles and Ms. Yudichak. She asked that the update be shared with the other Council members. Willett also has also provided information regarding Birch Grove in the Superintendent's bulletin and via e-blast. It has been determined that the high school is not affected. He is seeking out emergency funding, and has spoken with Legislators. He is recommending that a committee be formed, including himself, some BOE members and Council members. Ms. Moran wants people to know that the building is safe, and it will be monitored on a regular basis. It is not going to fall down in 5 to 10 years. In other news, she advised that this year's Connecticut Stock Market Game produced three Tolland High School students in the top 10. Also, the girl's high school soccer coach, Erin Reed, was selected as coach of the year and regional coach of the year. She provided invitations to the Artists A-W Painting Class – End of Semester Show on January 30th at 4:00 p.m. at Gallery 2.0, Tolland High School.

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

8.1 **Plan of Conservation and Development – Economic Development Discussion with Consultant.**

Don Poland of Goman + York provided an update to the Council with the use of a PowerPoint presentation entitled *Tolland Plan of C & D, January 22, 2019*. He said Tolland is a wealthy, educated, creative class community, and we are consumers and a bedroom community. The population in Tolland is about 15,000, and the medium household income is over \$100,000. He reviewed the community survey results. 44% opposed development in the TVA, and 41% strongly or somewhat support development. There is a divide. 60% somewhat agree that Tolland should have a village type area - a town center - a walkable friendly setting with a community gathering spot. This may mean that the location is the issue, not the content. Residents would like to see dining options and shopping areas. A community outreach meeting was also held. A chart was shown outlining how Tolland residents would invest their tax dollars. At the top of the chart was public schools, and economic development came in second. Bottom of the list were historic preservation and agricultural preservation. The Tolland Village area came in at number 4. The next slide outlined questions directed to the Town Council:

~What is your vision for economic development?

~What strategies (programs and policies do you think Tolland should employ to encourage and improve economic development in Tolland?

~Are you willing to build greater capacity for economic development in Tolland? Building capacity means investing more:

Time (allocation of resources)

Energy (increased effort and focus)

Money (increase budget for economic development those community investments that support economic development)

David Skoczulek feels that they should invest in economic development. It will always be a push / pull. Residents leave town to do many different things. Some smart development is needed. He still believes there are some opportunities for the TVA, but someone needs to come in and listen.

Bill Eccles agreed with Mr. Skoczulek. He believes they see a lot a push back from people, but once change occurs, they often like the change. The TVA is a good place for development. The first go around, he felt it was dead on arrival, because of the discussions regarding it being the University Gateway Village.

John Reagan said he would love to see the TVA developed, walking areas, etc. It comes down to what the town can afford. What are Tolland is willing to invest? He agrees with Mr. Skoczulek and Mr. Eccles, but it comes down to what they can afford.

Tammy Nuccio said having been a resident here, she has seen change. The people moving here are looking for it to be like West Hartford. She does not want to be like Vernon or Manchester. When talk about chain restaurants happen you lose her, and probably many of the residents. She would like to see affordable housing options, more businesses, more mom and pop shops. She would like to see graduates return to Tolland. She believes everyone is willing to invest time and energy, but they do need to look at the money.

Mr. Skoczulek added that they should actually point to towns that they are interested in looking like. They need to find good models and follow what they did.

Brenda Falusi said there are a lot of rumors that are hard to get over in this town, for example: drive-thrus are not allowed, and that people think we want to look like West Hartford. Maybe they need to look at where the TVA is proposed and change it. She has asked people what the town is missing, and she has heard clothing stores, a banquet facility, meeting places and teen activities. Diversify housing - There are places for families to move, but nowhere for singles to move. She also believes that Ms. Samokar needs assistance to help build up the economic development. She suggested having a workshop inviting the EDC and business owners.

Ms. Vincent said what she is hearing, and what she is seeing is completely disconnected. She would like to know the number of people moving in and out of Tolland.

Discussion continued on what can be done, and how they envision the new Town Manager assisting them with moving forward.

8.2 Consideration of a resolution to approve the establishment of a School Building Committee for the Tolland Middle School Partial Roof Replacement Project located at One Falcon Way. Tolland, CT.

Mr. Wilkinson said as part of the requirement for the School Construction Grant for the partial roof replacement at the Tolland Middle School, which is part of the \$9.6m bonding, the Town Council must establish a building committee. The Committee will perform duties to approve design, approve any contract, schematics, and specifications with architects, engineers, clerk of the works, contractors, and others to complete the project; approve associated project expenditures, provide timely status updates on the project and other requirements as identified in the resolution. It is requested that the Town Council appoint the following individuals to the Committee:

- Peter Sztaba – District Facilities Director
- Scott Lappen – Town Director of Public Works
- Beverly Bellody – Town Human Services Director

Ms. Vincent asked what section of the roof is partially being replaced, and why isn't the entire roof being replaced?

Mr. Wilkinson will get the information to her.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that the Town Council shall establish a School Building Committee in preparation of conducting school capital projects.

BE IT RESOLVED that the building committee is hereby established as the building committee with regard to the Tolland Middle School Partial Roof Replacement Project at the Tolland Middle School located at One Falcon Way, Tolland, CT.

BE IT RESOLVED that the Town Council hereby authorizes at least the preparation of schematic drawings and outlined specifications for the Tolland Middle School Partial Roof Replacement Project at the Tolland Middle School located at One Falcon Way, Tolland, CT.

BE IT RESOLVED the Town Council authorizes the Tolland Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Tolland Middle School Partial Roof Replacement Project at the Tolland Middle School located at One Falcon Way, Tolland, CT.

Such Building Committee is established as the building committee with regard to the partial roof replacement at Tolland Middle School located at One Falcon Way, Tolland, CT. The Council shall appoint the members of the Committee, designate an initial temporary chairperson and fill any vacancies on the Committee; the Committee shall approve any contracts, schematics, and specifications with architects, engineers, contractors and others for the Tolland Middle School roofing project. The committee will be comprised of Peter Sztaba – District Facilities Director, Scott Lappen – Town Director of Public Works and Beverly Bellody – Town Human Services Director.

BE IT RESOLVED that Committee members shall not receive any compensation for their services. Necessary expenses of the Committee shall be included in the cost of the project. The records of the Committee shall be filed with the Town Clerk and open to public inspection during normal business hours. Upon completion of the project, the Committee shall make a complete report and accounting to the Council and the Town.

BE IT FURTHER RESOLVED that the Committee is vested with the following powers and duties:

- (i) to approve a design (which considers all methods of construction) which is consistent with BOE-approved educational specifications (the "Project");
- (ii) to approve any contract, schematics, and specifications with architects, engineers, clerk of the works, contractors, and others to complete the project;
- (iii) to approve design, construction and other expenditures related to the Project consistent with the Project definition;
- (iv) to choose the officers of the Committee;
- (v) to provide quarterly reports in person to the Town Council on the status of the Project timeline/schedule and financing; and
- (vi) The Committee shall comply with the neutrality provisions as outlined in CGS 9-369b relating to all aspects of the project.

And appoint the following individuals to the Committee:

- **Peter Sztaba – District Facilities Director**
- **Scott Lappen – Town Director of Public Works**
- **Beverly Bellody – Town Human Services Director**

Seconded by Brenda Falusi.

Ms. Nuccio would like them to keep in mind that if they are going to do any additions to the school in the future, that they are not doing something now that will need to be redone.

Mr. Wilkinson will pass her concern along.

All in favor. None opposed.

- 8.3 Consideration of a resolution establishing a process with which to implement staggered terms for the Board of Education.

Mr. Wilkinson said this is part of the Charter changes. This sets-up the staggered terms.

The Council members had a difficult time determining how many people can run, and how they would deal with minority representation.

This item was tabled until an explanation could be provided.

- 8.4 Consideration of a resolution establishing a process with which to implement changes to the effective date of elected municipal officials.

Mr. Wilkinson said the new wording allows for the new members take office on the Tuesday following the election.

David Skoczulek motioned to accept the following resolution:

BE IT RESOLVED that under the authority of §C2-4 of the Charter for the Town of Tolland, currently elected members of the Tolland Town Council, Board of Education, Planning & Zoning Commission and Zoning Board of Appeals with terms expiring the day following the 2019 municipal election, November 6, 2019, shall fill the vacancies in elected office from November 6, 2019 to the Tuesday following the 2019 municipal election, November 12, 2019.

BE IT FURTHER RESOLVED that under the authority of §C2-4 of the Charter for the Town of Tolland, currently elected members of the Planning & Zoning Commission and Zoning Board of Appeals with terms expiring the day after the 2021 municipal election, November 3, 2021, shall fill the vacancies in elected office from the day following the 2021 election until the Tuesday following the 2021 election, November 9, 2021.

Seconded by Christine Vincent. All in favor. None opposed.

- 8.5 Discussion of possible concerns or issues to discuss with State Legislators at the February 12, 2019 Council meeting.

Mr. Wilkinson said they have put together a list of concerns from staff and other sources for the Council's review and discussion prior to the legislative delegation attending the first Council meeting in February. He also mentioned there are items regarding the crumbling foundation issues and unfunded mandates included. He asked the Council members to review the list and add to it if they want. Ms. Nuccio asked for the town staff that provided items to the list be present at the meeting to discuss their concerns. Mr. Wilkinson will check with the staff on their availability. It was also suggested that if residents had any concerns, they e-mail Council members or the Legislators directly.

8.6 Appointments to vacancies on various municipal boards/commissions.

David Skoczulek motioned to:

8.6.a. Reappointment to Tolland Water Commission

Vincent J. Tursi, II, 69 Torry Road, term 01/31/19 – 01/31/23

8.6.b. Appointment to Permanent Celebration Committee

Celeste Senechal, 19 Joe Sabbath Drive, term 11/07/18 – 11/03/21

8.6.c. Appointment to Historic District Commission

Celeste Senechal, 19 Joe Sabbath Drive, term 11/12/18 – 11/12/23

A resignation letter was received from Cassandra Keszler (Alternate, Economic Development Commission).

Seconded by Tammy Nuccio. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** None.

11. **ADOPTION OF MINUTES**

11.1 January 8, 2019 Regular Meeting Minutes: David Skoczulek moved to adopt the minutes; Seconded by Christine Vincent. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

12.1 Annual Report from CCM.

12.2 E-mail from Karen Moran re: adding a one-time recycling/trash pick-up to the schedule that would coincide with the Christmas holiday.

13. **CHAIRMAN'S REPORT:** None.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Nuccio inquired as to what the process is to respond to residents who e-mail Council members. Mr. Eccles said she can respond to them. If she wants to bring it to the Council for discussion, she is welcome to do so. Ms. Vincent also added that the residents can come forward during a council meeting if they have a concern. It was determined that the e-mails will filter through Mr. Eccles, and then he would read them into the record. They would then be passed to the clerk for submission.

Ms. Nuccio encouraged everyone to look at the Superintendent's proposed budget.

Ms. Vincent said they received CRCOG's agenda, and she would like to discuss their priorities. Discussion will occur when Mr. Werbner returns. Ms. Vincent will give Mr. Werbner a heads up about her concerns.

Ms. Falusi is looking to discuss dates for getting the civic organizations in for a meeting, and the EDC and businesses. Mr. Wilkinson will add an item to the next agenda to pick a date for the civic organizations to attend a

Council meeting. Mr. Eccles said they will correspond with the EDC to let them know they would like to see a meeting including businesses, the EDC and Council members occur. If the EDC doesn't meet, or can't arrange for this, the Council will move on it. Mr. Wilkinson will draft a letter to the EDC and run it by the Council members. Brenda Falusi also asked how they will be handling the emergency bill to assist federal employees that was just passed. Mr. Eccles said if staff determines there is a need to do this, they will have a meeting. Ms. Hancock said she has no idea how they would figure out who the federal employees are in town. Mr. Eccles said if they get any phone calls regarding this, to let the Council know. It was determined that before anything happens, the bill needs to be reviewed. A meeting will be held next Tuesday if one is necessary.

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

Karen Moran of 50 Merlot Way: With regard to Birch Grove, she added that Dr. Willett wants to reach out to real estate people in the area, because of the misinformation that is out there. She would like to recommend to the Board that they do some joint communication about that. It is not just a school issue.

Mr. Eccles mentioned that there was a discussion prior about a committee being formed for Birch Grove.

He thought was that it could consist of 3 Council, 3 BOE, 3 Residents and staff as needed.

Ms. Moran will bring this up to the Board tomorrow night.

Ms. Hancock gave an update regarding the TMS roof that she received during the meeting. The TMS has several parts to it. In the past, four parts were done at different times. The part over the auditorium and the hallway near the auditorium was done in 2004. To get the state grant at the fullest percentage, it has to be over 20 years old. All the other parts are over 20 years old, and in order to maximize on the grant return they have to do the other parts, which are due to be replaced. The parts done in 2004 are still in good condition.

16. **ADJOURNMENT:** David Skoczulek moved to adjourn the meeting; Seconded by Tammy Nuccio at 9:32 p.m. All were in favor.

William N. Eccles
Town Council Chair

Michelle A. Finnegan
Town Council Clerk