

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

Meeting is In-Person for those who wish to attend and will also be offered through Zoom for those who wish to attend remotely

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.

BOE GOALS

- Ensure the completion and implementation of the Portrait of a Graduate Report.
- Foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and leads to individual student success.
- Assess our district needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.
- Nurture and support an inclusive community where every person, regardless of their identity, is acknowledged and respected. This will ensure that Tolland students have the necessary resources to thrive at school, in the community, and in our diverse world.

REGULAR MEETING

7:00 PM

AGENDA
January 12, 2022

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZlZ1F1K21XZz09>

Meeting ID: 863 5844 1213

Passcode: 5FgfFH

Dial by your location
+1 929 436 2866 US (New York)
Meeting ID: 863 5844 1213
Passcode: 582724

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZlZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- December 8, 2021

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 – Emily Pereira and Nathalie Mitchell

H. SUPERINTENDENT'S REPORT

H.1 Monthly Financial Report

H.2 Superintendent's Proposed Budget (no enclosure – provided in meeting)

H.3 Coronavirus Efforts-District Plan Review & Update

https://docs.google.com/document/d/1-75IRyZQgngjyPmZpjAohsJEpNadHj6--ggyt0fi8_4/edit?usp=sharing

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

K.1 Coronavirus Relief Fund

L. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

M. POINTS OF INFORMATION

Tolland Town Council - Special-December 2, 2021

Tolland Town Council - Special- December 7, 2021

Tolland Town Council - December 14, 2021

Tolland Town Council - Special-December 15, 2021

Tolland Town Council - December 28, 2021

N. FUTURE

O. NEW BUSINESS

P. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Zoom or In-Person Meeting

REGULAR MEETING – December 8, 2021

Members Present: Ashley Lundgren, Chair; Sofia Shaikh, Vice Chair; Jacob Marie, Secretary; Jennifer Gallichant, Christine Griffin, Tony Holt, Dana Philbin, Christina Plourd, Jayden Regisford
Members Absent: None
Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:03 PM. The Pledge of Allegiance was recited.

B. APPROVAL OF AGENDA – n/a

C. APPROVAL OF MINUTES

- November 17, 2021

Mr. Marie motioned to approve the minutes of the November 17, 2021 meeting.

Mr. Holt seconded the motion.

Changes: Ms. Shaikh noted that her name is spelled incorrectly in the minutes.

All were in favor of the minutes as amended with the spelling correction. Motion passed unanimously.

D. PUBLIC PARTICIPATION (2-minute limit)

Rebecca Risley of 103 Mountain Spring Road asked if there was a social media policy for BOE members. She noted Ms. Plourd shared a political cartoon and it is important when Board members are speaking that they make the distinction as to whether they are speaking as a Board member or a private citizen. She discussed how the issue was handled and said there is still continued miscommunication and a need to have a policy around these kinds of issues.

E. CORRESPONDENCE

Mr. Marie reported that the Board received six emails:

1. An email asking why the Tolland BOE did not get a chance to vote on the Covid vaccine clinics when other BOEs did weigh in on the issue.
2. An email requesting information regarding Birch Grove's crumbling foundation for a research project.
3. An email requesting that the town prepare a long term maintenance plan for the turf field paired with a short term bonding request. The author stresses that the Board should not need to pay for the field.
4. An email asking to pay for the turf field replacement via short term bonds rather than grants.

5. An email stating that bonding for the turf field would be fiscally irresponsible given the short life span of the field. The author urges the town and the board to set aside money each year to pay for the field in full when the time comes.
6. An email advocating for the use of political cartoons and urging the Curriculum Committee to take the side of the teachers when reviewing associated controversies. The author argues that it is not the role of Board members to have a say in curriculum.

F. POINTS OF INFORMATION

- Ms. Griffin asked if there will be anymore Covid clinics on school grounds during school hours. As Finance and Facilities Chair, she said she was also disappointed with the joint meeting with the Town Council. The Town Council bonded for the upcoming turf field and she said they didn't talk about the plan. She said she wrote to the Town Council and Mr. Jones replied. It was clear he had a different expectation of what the meeting was about. She said it would be good for the Board of Education to connect with the Town Council again.
- Mr. Holt responded to the question from Rebecca Risley. He said the Board does not have a social media policy, but they do have several that discuss communications.
- Ms. Plourd thanked Ms. Lundgren and Mr. Willett for allowing her to speak with their lawyer. She said she was told she did nothing wrong. She added, however, that she will not text anymore in the future as it had caused her negative repercussions. She is on the Policy Committee and said she would doubt they would implement a social media policy. She also said she wants the Board to recognize a responsible way to keep the turf field by paying for it up front.
- Mr. Regisford said when he left the joint meeting with the Town Council, he did not know what the next steps would be. He said he agreed with the other feelings being heard tonight about the joint meeting. He added that he felt social media policies are worth investigating.
- Ms. Lundgren said the capital bonding was definitely new, and it would have been better to have had a meeting on this in May with experts there who could help decide whether to go with grass or turf. She said she doesn't know what they will be paying or bonding for. She said they need to keep the door open on discussions for bonding. The Town Council still has to decide what goes in—grass or turf—and unfortunately the BOE does not have a say. She said now that the elections are over and they have new members, they need to get the new members up to speed on this issue.
- Dr. Willett noted that the Chair had tried to set up a meeting earlier, and he gave his kudos to staff for working hard to answer all the questions that were presented to them. As for vaccine clinics, he said there are typically two clinics per vaccine administration, but he does not anticipate having any more, unless it is for booster shots for staff.
Dr. Willett said the Screen to Stay program has been very effective in keeping kids in class, even though it takes a time (about 2.5 hours) to process each student. He said if it is an outside of school situation, then they have to apply quarantines. He said the complexity has greatly increased and there were 42 kids that were identified

yesterday. Most are able to stay in school. He said he expects to see more positives. Dr. Willett said vaccines make the impact of the virus more in line with a cold, and that is why they should expect to see a policy shift over the next two to three months. There are not as many hospitalizations for vaccinated individuals and he expects the trend to be to start treating it more like seasonal illness like the flu.

- Ms. Philbin said, regarding the turf field bonding, a lot of stakeholders did not uphold their end of the bargain and no one talked about that. She expressed concern that this could happen again. She said they could be using those monies for other programs. She wished it was a more fluid conversation. She also said she was pleased that it is on the capital request for the 2022-23 year. Regarding Ms. Risley's comments, Ms. Philbin said she understands the importance of freedom of speech, but feels they could look at an ethics policy or code of conduct. They need to have structure and to determine what is appropriate.
- Ms. Lundgren noted the Ethics Commission isn't just monetary.
- Mr. Holt said they have a civility policy and other policies that might provide guidelines.
- Ms. Plourd said when the Ethics Commission came up a few years ago, it was noted that you can file a complaint. She said she represents a wide array of constituents and everyone has a right to be heard.
- Mr. Marie clarified that when he discussed the turf field, he was saying that they should look into opportunities to fund it. However, he said they need a plan in place that doesn't necessarily rely on getting money from the state.
- Ms. Gallichant said she is seeing a lot of school safety issues in the news and said she is curious what Tolland makes public about how they deal with safety and if they will be discussing this. Dr. Willett said there is a plan for every school district, but they don't publish it. It has all the protocols and he can present it to the BOE or individual members but not in a public session. He said they have a lot more technology now so they are a lot safer than they were some years ago. Ms. Gallichant said she has also seen a lot in the news about mental health and asked if they can discuss that also. Dr. Willett said they absolutely can. He said they have a lot of mental health resources such as social workers and counselors but one obstacle for parents and families is finding specialists when they need them.
- Ms. Griffin asked if they are finished with FOIA requests. Dr. Willett said no, they have many and they are ongoing.
- Ms. Lundgren noted for Board members that January 5, 2022 is the confirmed date for the FOIA meeting at Tolland High School.

G. STUDENT REPRESENTATIVES REPORT – Emily Pereira and Nathalie Mitchell

Ms. Pereira and Ms. Mitchell reported that their recent food drive raised \$200 and that during Covid, the Student Council sent out letters for this. They also discussed the

upcoming PJ Day on Friday, December 10 for the benefit of CT Children's Hospital. Kids pay \$1 and get to wear their pajamas to school that day. According to Dr. Willett, the statewide program has raised \$86,000 to \$88,000 to date.

H. SUPERINTENDENT'S REPORT

H.1 Monthly Financial Report

Dr. Willett reviewed the December 1, 2021 letter from Mark McLaughlin, Business Director and his attached financial report. The line items show the approved budget, five months of expenses, encumbrances and available balances as generated through the financial software. The budget balance is \$753K (1.85% of the current budget) and will be converted to encumbrances or expenditures over the next several months.

Dr. Willett said salaries are running over budget, but will be backfilled when they receive their grant monies. The substitute teacher line item is in good shape. He said staff is getting hit by their children being impacted by Covid, and that will result in them needing to take time off and the need for more substitutes. He said Pay to Play is not fully collected so when it is, it will balance out. He said he encourages those who are thinking about retiring to announce their decisions early so they can better budget. He noted that Birch Grove Primary School is no longer modular so they should expect to start seeing full building costs. Transportation costs are up due mostly to special education routes. Tuition is running over, and this number is somewhat impacted by Covid. Textbooks are not fully expended and that is what they should expect at this time of year.

Ms. Philbin suggested Dr. Willett explain for new members of the Board how encumbrances work. Dr. Willett said that encumbering funds is a way of saying that certain funds are set aside for a specific purpose. It's an accounting practice that basically sets funds aside for expected costs. Ms. Griffin further said they are expenses that they know are coming, but they haven't been invoiced for them yet. Ms. Philbin said she was looking at salaries and subs and asked what will happen with salaries—will they flatten out? Dr. Willett said the number is negative right now because they don't have some of the monies yet that they will be getting from grants.

H.2 Tuition Rates

Dr. Willett reviewed rates. Because of the pandemic, he said some information has been harder to obtain, and this is just a posting out to the BOE and the public what their rates are. Most expenditures for districts are in this range. He said they don't have a lot of students tuitioning in.

Mr. Regisford asked if there is any program that alleviates some of the costs for out-of-town families that have had a student in the Tolland school system for years. Dr. Willett said there are some programs that have their own payment structures so the situation is many-layered. Mr. Regisford also asked why there are different price points for the various schools in town. Dr. Willett said it is based on the resources the students use and that older students typically use more resources.

H.3 Refresher and Overview of Board of Education District Goals

Dr. Willett noted that the Board's goals are at the top of each agenda and he reviewed the four of them. They will have a workshop retreat where the Board will look at them as a foundation for where they want to go from here. They will also look at traditional District Goals and Discuss Portrait of a Graduate, which aims to ensure all students that graduate from Tolland schools have a functional mastery of critical and creative thinking, effective independent and collaborative work, innovative problem solving, and effective communication. They will discuss teacher goals as well as applying flexibilities to administrator goals. Dr. Willett said Tolland is under Connecticut's flexibility plan and at least half of that plan involves family engagement.

H.4 Budget Considerations

Dr. Willett explained that in early January he provides the Superintendent's proposed budget and working through it will require a heavy lift. He discussed the kinds of things that will be coming up, which can be talked about further in the Finance and Facilities Committee meetings. He discussed some of the various positions that are being requested by departments but are not yet included in any budget, including paraprofessionals, intervention support, library support, academic lab, a technology teacher, and a social studies teacher. He noted in regard to social studies that a new class has been added and social studies classes are already on the large side. He said he also sees a real need for another facilities worker.

Dr. Willett said the average cost for a teacher at Master's Level 3 is about \$50K to \$52K per teacher. He said math is up by 119 percent but most of this is restoring investments they made last year that reduced last year's budget. ELA is up 37 percent and Special Education is up 50 percent. He said at the high school, 80 percent of what they are asking for is recovery items and this had been projected. Dr. Willett said what they have to consider this year are the things that are on their radar in terms of staff. There will be classes lost if they do not hire another social studies teacher.

Dr. Willett said the purpose of the program budget data presented is to give the Board a sense of where they are right now in terms of what has been requested. He said he would also be looking for some efficiencies such as:

- Grant opportunities - they write a lot of them.
- Program innovations.
- Any and all redundancies.
- Personnel opportunities – encouraging teachers considering retiring to let the district know before the budgeting process is complete.
- Insurance considerations – Dr. Willett noted that rates may be favorable right now as people are still putting off surgeries and procedures due to Covid.

Ms. Lundgren asked if Literacy How was to be sunsetted and when. Dr. Willett said Literacy How has been very helpful in preventing the district from incurring other problems. He said it is not really possible to determine exactly when a program will end but the cost of this program will eventually be reduced or eliminated.

Mr. Holt asked how they forecast these temporary programs. Dr. Willett said they have to demonstrate how they have developed skills and competencies in students. He said if they don't have these programs, then students won't perform as well and they will end

up paying out more elsewhere down the road. He explained that programs are based on literature and research developed at a given time but over time those programs will be updated or replaced. There is no such thing as a program existing in perpetuity. Dr. Willett said this program has been on the Board's radar. It is a program where when the reason for it no longer exists, it will go, and they must rely on their educational professionals to tell them when a program is no longer needed.

Dr. Willett explained that he has two considerations in his job. The first is always the students, and the second is that if he feels the school system will pay a higher cost not to have a particular program, then he will recommend keeping it. Part of his job is to help the Board avoid certain pitfalls.

Ms. Lundgren asked if there is a way to advertise for more parent volunteers. Dr. Willett said he would not recommend it right now as volunteers tend to be sporadic and not consistent. Ms. Lundgren asked also about the positions on the list that he reviewed. Dr. Willett said these requested positions, if included, would be additions to the budget. He said Tolland and other districts are challenged by the job market and staffing right now.

Ms. Philbin noted that the pre-investments that need to be restored will increase the budget. Dr. Willett said the hope is that some other adjustments will make the impact on the budget a little less. Ms. Philbin discussed Literacy How. She said what she is hearing from the discussion is that programs like this one continually evolve and will require either more teacher training or to be replaced with new programs. Dr. Willett said these new programs do get better and that they also have to deal with the fact that the state now requires them to carry new programs they never had to before that eats into their budget. This will be further discussed in the Finance and Facility Committee meetings.

Ms. Griffin noted the next Finance and Facilities Committee meeting is on January 19th. She asked Dr. Willett when he will be presenting his budget. Dr. Willett said that would be in the second week of January, likely January 12.

Mr. Regisford asked what Dr. Willett meant by the need for a Facilities person. Dr. Willett said they need one badly, usually this is a person that has, for example, some electrician skills and master key training, or other training. They do a lot of work in house which saves money for the district and they have been relying on three people for a long time and, in his opinion, they are overwhelmed. Mr. Regisford also asked what happens when staff do not provide an early heads up that they plan to retire. Dr. Willett said they can lose the opportunity to make an adjustment to salaries which can impact the budget both end of the year roll over, and into the next year. If they know ahead of time that someone will be retiring they can make budget adjustments and decisions based on that information.

Ms. Plourd noted that the budget workshop scheduled with the administrators comes after the Superintendent's proposed budget. She suggested instead of holding a community workshop that they have the administrators attend a Board meeting to provide input. Dr. Willett agreed it would be a good model. He said it would be good for the public as well as they would get a better understanding about the budget. He said it

encourages interaction. He said the way they do things now evolved as a mechanism for the Board to be transparent with the public.

Ms. Griffin agreed that having a meeting with the Board and Administrators first would be preferable. Dr. Willett said the rotation activity gives the public trust. He also noted that a lot of questions asked by BOE members have enough detail that they are handled in a BOE Q&A document. He recommended doing some kind of hybrid meeting where there would be a one-hour special session with the Board from 6:00 to 7:00 PM, followed by a 7:00 to 9:00 PM meeting with the public. Ms. Lundgren said she liked the hybrid idea, although she preferred the Board have more than an hour with administrators. Mr. Regisford said he wanted to be sure they take into consideration that their administrators also have a lot of meetings.

Ms. Plourd said she would just want to make sure the meeting is more relevant for the Board and they can ask all the questions they need to, but to set it up so that the meeting is transparent for the public. Dr. Willett suggested a meeting split into two sections, one a special session with the Board followed by a workshop with breakout sessions. Ms. Griffin discussed doing the Finance and Facilities meeting on January 19 from 5:00 PM to 6:00 PM.

I. COMMITTEE & LIAISON REPORTS

- Policy – Mr. Holt provided an update.
- Mental Health Task Force – Mr. Marie provided an update. He said the initial recommendation going to the Town Council will be to bring in a prevention coordinator to assist with mental health and substance abuse. They also plan to talk to the Recreation Department Director about the viability of a Youth Center.
- Curriculum – Mr. Marie provided an update. Changes include the addition of African American and Latino History classes. They are continuing to roll out the Bridges math program. They will be bringing younger social studies curriculum up to date. They also had a discussion about political cartoons, the purpose and best practices.
- Birch Grove Primary School – no report.

J. CHAIRPERSON'S REPORT

Ms. Lundgren wished Board members a happy holiday season and encouraged them to rest up as a busy budget season is just around the corner.

K. BOARD ACTION – none

L. PUBLIC PARTICIPATION (2-minute limit)

Kate Vallo of 80 Tolland Green thanked Dr. Willett for supporting the public's participation in the budget sessions.

M. EXECUTIVE SESSION – DISCUSSION CONCERNING ATTORNEY CLIENT COMMUNICATION RELATED TO BOARD'S ROLE IN ADDRESSING PERSONNEL MATTERS

For those attending the meeting virtually, it was explained that they would now be moved into a virtual waiting room. The student representatives were allowed to leave the meeting.

December 8, 2021 – Board of Education

Mr. Marie made a motion at 9:20 PM to move into Executive Session inviting Dr. Willett to attend for a discussion concerning attorney client communication related to the Board's role in addressing personnel matters. The motion was seconded by Ms. Shaikh. All were in favor. Motion passed.

N. POINTS OF INFORMATION

Tolland Town Council – November 23, 2021

Tolland Town Council/Board of Education Joint Meeting – November 29, 2021

O. FUTURE – no discussion

P. NEW BUSINESS – none

Q. ADJOURNMENT

*Mr. Marie made a motion to adjourn the meeting at 9:59 PM.
The motion was seconded by Mr. Regisford.
All were in favor. Motion passed.*

Respectfully submitted,

Annie Gentile
Clerk (substitute)

TO: Board of Education

H.1

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: Monthly Financial Report for December 2021

Date: January 3, 2021

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the FY 2021-2022 fiscal year. The month of December 2021 is the 6th month of the 2021-2022 fiscal year. The monthly financials for this school year may look a little different as we come out of a COVID pandemic year. The attached report is only a temporary financial snapshot identifying six months of activity. As with any financial report that is generated, not all purchase orders have been created, not all materials purchased and not all staff hired. This year's financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 6 months of expenses, encumbrances and available balances as generated through the financial software.

This report has many line items such as salaries, health insurance, FICA/Medicaid & Social Security, retirements, legal and audit services, utilities, tuition, transportation, textbooks, professional services etc. that have not all been fully encumbered or spent. This is normal for this time of year. The budget balance of \$278k will be converted to encumbrances or expenditures over the next several of months.

The attached December 2021 financial report shows an available balance of \$278,423 or .68% of the BOE's current budget. As previously stated, these amounts, encumbrances and balances will change over the next several months. It is extremely important to understand that this available balance is a normal occurrence. Currently the timing of budget spending, needs of the students and expense patterns are cyclical in nature. Health Insurances will only be fully booked after teachers return to school, substitute expenses start in September, special education student tuitions will continue to increase, transportation routes have not been fully booked or adjusted, and instructional supplies will be spent as needed for the balance of the year. Some line items cannot be encumbered and will always have available balances such as substitutes, overtime, course reimbursement, consultants, unemployment compensation, workers compensation, and severance.

In a typical year, the budget is built 18-20 months from implementation, based on the best know data and assumptions from the town, state of Ct, grants, interest rates, market conditions, contacts, negotiations, Department of Ed. Mandates, and professional services etc.

The Budget for FY21-22 was Town Council approved for \$40,819,289 or \$801,999 more than FY21. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any balances may be returned to the town or the BOE will request to transfer the balance to the Educational Reserve Fund after final approval. It is anticipated that the district will receive the first excess cost payment in February 2022 from the state.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 7/1/2021

To Date: 12/31/2021

Fiscal Year: 2021-2022

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$23,366,979.52	\$10,092,525.14	\$10,092,525.14	\$13,274,454.38	\$13,487,881.83	(\$213,427.45)	-0.91%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$124,255.57	\$124,255.57	\$242,972.43	\$40,950.00	\$202,022.43	55.01%
0100.0000.130.00.000.1	Overtime	\$218,871.00	\$138,180.94	\$138,180.94	\$80,690.06	\$2,104.96	\$78,585.10	35.90%
0100.0000.150.00.000.1	Stipends	\$394,028.03	\$138,884.42	\$138,884.42	\$255,143.61	\$314,532.70	(\$59,389.09)	-15.07%
0100.0000.190.00.000.1	Pension/Severance	\$160,374.00	\$8,484.92	\$8,484.92	\$151,889.08	\$0.00	\$151,889.08	94.71%
0100.0000.200.00.000.1	Employee Benefits	\$513,000.00	\$257,424.88	\$257,424.88	\$255,575.12	\$222,931.24	\$32,643.88	6.36%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,303,181.00	\$2,743,360.43	\$2,743,360.43	\$2,559,820.57	\$2,503,638.59	\$56,181.98	1.06%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$729,822.57	\$304,391.11	\$304,391.11	\$425,431.46	\$366,668.12	\$58,763.34	8.05%
0100.0000.240.00.000.1	Retirement (ICMA)	\$258,273.09	\$120,928.33	\$120,928.33	\$137,344.76	\$128,630.18	\$8,714.58	3.37%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,471.00	\$0.00	\$0.00	\$56,471.00	\$0.00	\$56,471.00	100.00%
0100.0000.270.00.000.1	Workers' Compensation	\$278,892.00	\$202,315.80	\$202,315.80	\$76,576.20	\$67,440.12	\$9,136.08	3.28%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$57,788.41	\$30,514.67	\$30,514.67	\$27,273.74	\$632.60	\$26,641.14	46.10%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$13,650.00	\$13,650.00	\$51,630.00	\$0.00	\$51,630.00	79.09%
0100.0000.320.00.000.1	Prof Educ Svcs	\$305,191.00	\$122,729.53	\$122,729.53	\$182,461.47	\$246,587.98	(\$64,126.51)	-21.01%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$7,666.69	\$7,666.69	\$26,815.31	\$9,295.05	\$17,520.26	50.81%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$213,145.00	\$92,326.16	\$92,326.16	\$120,818.84	\$76,498.29	\$44,320.55	20.79%
0100.0000.350.00.000.1	Tech Services	\$530,180.72	\$307,037.52	\$307,037.52	\$223,143.20	\$117,800.10	\$105,343.10	19.87%
0100.0000.410.00.000.1	Sewer/Water	\$35,465.00	\$35,307.00	\$35,307.00	\$158.00	\$0.00	\$158.00	0.45%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$136,558.00	\$65,991.23	\$65,991.23	\$70,566.77	\$78,930.18	(\$8,363.41)	-6.12%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$251,980.00	\$63,321.58	\$63,321.58	\$188,668.42	\$34,104.05	\$154,564.37	61.34%
0100.0000.440.00.000.1	Rentals	\$172,885.00	\$67,720.70	\$67,720.70	\$105,164.30	\$91,834.30	\$13,330.00	7.71%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,621,994.00	\$805,356.78	\$805,356.78	\$1,816,637.22	\$2,150,044.54	(\$333,407.32)	-12.72%
0100.0000.520.00.000.1	Property/Liability Insurance	\$233,202.00	\$169,757.50	\$169,757.50	\$63,444.50	\$45,350.00	\$18,094.50	7.76%
0100.0000.530.00.000.1	Telephone/ Postage	\$84,788.00	\$44,643.89	\$44,643.89	\$40,144.11	\$21,883.00	\$18,261.11	21.54%
0100.0000.540.00.000.1	Advertising	\$26,500.00	\$7,117.70	\$7,117.70	\$19,382.30	\$15,834.20	\$3,548.10	13.39%
0100.0000.550.00.000.1	Printing and Binding	\$19,947.00	\$2,318.85	\$2,318.85	\$17,628.15	\$6,421.21	\$11,206.94	56.18%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,601,733.00	\$932,909.74	\$932,909.74	\$668,823.26	\$1,280,992.58	(\$612,169.32)	-38.22%
0100.0000.580.00.000.1	Travel and Conference	\$30,675.00	\$6,595.28	\$6,595.28	\$24,079.72	\$2,300.00	\$21,779.72	71.00%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$16,624.58	\$16,624.58	\$75,369.42	\$0.00	\$75,369.42	81.93%
0100.0000.600.00.000.1	General Supplies	\$165,553.00	\$75,752.78	\$75,752.78	\$89,800.22	\$51,534.99	\$38,265.23	23.11%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$276,312.88	\$88,594.43	\$88,594.43	\$187,718.45	\$73,556.77	\$114,161.68	41.32%
0100.0000.620.00.000.1	Energy	\$1,672,270.00	\$1,505,112.34	\$1,505,112.34	\$167,157.66	\$170,526.49	(\$3,368.83)	-0.20%
0100.0000.640.00.000.1	Textbooks	\$189,074.62	\$120,122.24	\$120,122.24	\$68,952.38	\$18,579.45	\$50,372.93	26.64%
0100.0000.650.00.000.1	Films and Videos Supl	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
0100.0000.660.00.000.1	Computer Software	\$48,794.24	\$49,160.30	\$49,160.30	(\$366.06)	\$0.00	(\$366.06)	-0.75%
0100.0000.690.00.000.1	Misc Supplies	\$56,478.21	\$9,814.15	\$9,814.15	\$46,664.06	\$8,599.44	\$38,064.62	67.40%
0100.0000.730.00.000.1	Equip Instruct - New	\$136,640.89	\$31,908.52	\$31,908.52	\$104,732.37	\$44,415.69	\$60,316.68	44.14%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$61,897.00	\$45,546.01	\$45,546.01	\$16,350.99	\$7,945.88	\$8,405.11	13.58%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$1,356.60	\$1,356.60	(\$1,356.60)	\$2,713.00	(\$4,069.60)	0.00%
Grand Total:		\$40,819,289.18	\$18,849,708.31	\$18,849,708.31	\$21,969,580.87	\$21,691,157.53	\$278,423.34	0.68%

End of Report

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Coronavirus Relief Fund

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: January 12, 2022

ITEM SUMMARY:

- 11-29-2021 Town Council and Board of Education joint meeting partially to discuss the CRF
- A one-page summary was provided regarding end of year funds and the intended use of CRF funds should the fund continue.
- The one-page summary articulated the CRF funds would be used for staff (salaries) for an Extended School Year (summer) school July 5 through August 5, 2022, and Associate Educators.
- The Town Council (TC) set a 12/28/2021 public hearing for the CRF. Some of the TC members suggested the addition of the following language (as section "E"):

E. Any remaining funds at year-end shall be used for COVID related expenses incurred out of the General Fund budget.

- What does the language change mean if approved?
 - Any remaining BOE funds *in the BOE budget* at the *end* of a fiscal year would go *first* to *replenish* the CRF in the Town General Fund budget, presumably up to the amount utilized.
 - The majority of the funds would be utilized in the 2022-2023 budget as they are requested for the 2022 Extended School Year (summer) school for general education students – therefore the fund would be most useful if renewed for two years.
 - Under the language change (E) funds would be restored to the CRF from the BOE end of year funds *before* other options could be executed, such as allocation to the Educational Reserve Fund.

Possible Actions:

- Motion to authorize the superintendent to communicate to the Town Council Chair that the Board of Education has no objection to the new language "E" being added to the Coronavirus Relief Fund language.
- Motion to authorize the superintendent to communicate to the Town Council Chair that the Board of Education endorses the renewal of the Coronavirus Relief Fund in its original form prior to and excluding the addition of E.
- Motion to authorize the superintendent to request that, given funds were made available due to services that were *not* provided to TPS children in special education, transportation, staff, and energy/building use during the pandemic in 2020-2021, resulting in end of year funds rolled-over to the General Fund; that those funds, up to \$273,090, be provided as a supplemental appropriation to the Board of Education out of the Town General Fund to provide students additional pandemic support for fiscal year 2022-2023 in the form of an Extended School Year (summer) program July 5 to August 5, 2022 open to all general education students.

SUPPORTING MATERIALS ATTACHED:

https://drive.google.com/file/d/13n82_vyEhxZKk2gmi1XNgiB9gFHCx1on/view?usp=sharing

Purpose of the Agreement

I. Contributions

Contributions to the fund shall be received from:

- A.** Moneys received by the Town from government grants, FEMA payments or payments received from the State CRF fund for reimbursement of COVID related costs from a prior year.
- B.** Special appropriations made from savings resulting from the Board of Education budget at June 30, 2020, designated for the purpose of using those savings by the Board of Education, after the completion of the audit and emergency appropriations consistent with the Town Charter.

II. Custody of fund; investments

The fund shall be in the custody of the Treasurer of the Town of Tolland and all or any part of the moneys in said fund may, from time to time, be invested in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the general fund and become a part thereof. The moneys so invested shall at all times be subject to withdrawal for use as provided within this agreement.

III. Use of moneys from fund

- A.** COVID-related activities.
 - (1) Moneys paid to this BOE CRF shall be used by the Superintendent of Schools or designee for non-budgeted COVID related activities and for those COVID related activities that exceed available resources, provided that all such expenditures shall first be presented to and approved by the Board of Education.
- B.** Moneys in the fund may be used to provide matching funds for related programs, if required, by any grants received from the State of Connecticut or federal emergency management programs.
- C.** In the event that the fund is no longer required, the Town Council agrees to transfer the remaining amount up to the amount that was not transferred to the Education Reserve fund for the fiscal year ending June 30, 2020 allocation. The total ERF allowable amount for June 30, 2020 was \$399,756. The amount allocated by Town Council for that period is to be determined in April, 2021. Any difference between that April, 2021 allocation to the Education Reserve fund and the allowable amount of \$399,756 will be eligible to be transferred to the Education Reserve fund upon closeout of this fund. Any remaining balance will revert back to the General Fund – Unassigned Fund Balance.
- D.** The funds which remain at the close of each fiscal year within the BOE COVID Relief Fund shall remain in the fund balance of said fund and shall not, therefore, be lapsed to the balance of the general fund until such time that the fund is no longer required. The Town Treasurer/Director of Finance shall exercise control over the investment of funds and administration of the fund will be by the Board of Education in accordance with their duties under the Town Charter or School Policies.

IV. Duration of Agreement

The status of this agreement and fund shall be reviewed by the Board of Education and Town Council annually between June 1st and September 1st for the purpose of determining its continuation or termination.

MINUTES

TOWN MANAGER SEARCH PUBLIC FORUM TOLLAND TOWN COUNCIL HYBRID MEETING 6TH FLOOR COUNCIL CHAMBERS OR ZOOM DECEMBER 2, 2021 – 6:30 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Brenda Falusi (via Zoom), Sami Khan (arrived at 6:36PM), Lou Luba (arrived at 7:00PM via Zoom), Tammy Nuccio, Colleen Yudichak

Members Absent:

Also Present: Mike Wilkinson, Director, Administrative Services; Doug Thomas, Strategic Government Resources (via Zoom)

1. Call to Order: The Chair called the meeting to order at 6:30PM.
2. Introduction by Doug Thomas from Strategic Government Resources

Mr. Thomas reviewed the following presentation:

Tolland, CT Town Manager Search Overview & Community Forum, December 2, 2021

- SGR Background
 - Meet Your Recruiter, SGR Executive Vice President Doug Thomas
 - SGR's 5 Keys to a Successful Search
 - SGR – SGR has a strong understanding of Tolland from the previous Town Manager Recruitment
 - SGR's Strong Local Government Presence & National Footprint for Recruitment Services
 - SGR's Typical Source of Semifinalists
 - The Importance of Social Media Marketing
 - SGR Project Methodology
 - Advance Input & Feedback
 - Questions for the Community
 - Thank you for your participation
3. Questions/input from residents on what qualities they are looking for in a new Town Manager (3-minute limit)

Christina Plourd, 101 Metcalf Road, commented on the past town manager search, that he left the position so soon, and that someone is needed who is not so involved in the politics of the town and someone who knows how tough it is to be a town employee in Tolland. The person should be financially responsible avoiding bonding when possible and should mitigate use of the fund balance. They should set up the town for success no matter who is in the elected seats. There should be transparency and community involvement as well as a good relationship with the superintendent. She added that perhaps the person should live in Tolland as well. *Mr. Thomas responded that he captured her input. He explained that the average tenure is 5-7 years and does not know that the search went bad last time. Nationally, it was a unique opportunity for newly placed managers given that COVID hit shortly thereafter. They have seen a number of people reconsider what they were doing, and the previous manager accepted an assistant town manager position, as he was in the past, with a larger town.*

Kenneth Trice, 53 Doe Run, asked Mr. Thomas if he is looking for a manager or a leader. *Mr. Thomas responded that the feedback they are receiving will develop the profile of the person they are seeking. This includes not only hard skills such as financial acumen and understanding municipal budgets but also the traits and characteristics of the ideal candidate. There are managers who are by the book managers and others who are strong in management as well as visionary in leadership and outgoing. Every community has a right manager candidate – the question is pairing what the community, the elected officials, and town staff are looking for with the traits of the candidates applying for the position. It is difficult to be an effective manager if one is not a good leader because the person has to lead the organization, be engaged with elected officials and community stakeholders, and be involved with controversial issues trying to find common ground using skills, abilities, training and expertise. Thus, it is symbiotic. One must be a good manager/administrator as well as a leader. The Council and the community decide on the type of manager they want to hire. Mr. Thomas explained that he does not make that selection but helps guide them and find candidates that best meet the goals and expectations.* Mr. Trice commented that he believes there is a difference between being a manager and a leader and Mr. Thomas articulated that the person they are seeking could be a combination of the two. It is a strategic position. *Mr. Thomas explained that it is somewhat of a misnomer to say “manager” because management skills are a component of the job, but it is much more than that.*

***Mr. Thomas posed the following question: What are the greatest selling points about living, working, and raising a family in Tolland?

Sophia Johnson, 48 Crystal Lake Road, commented that she had the opportunity to be a new resident. While looking for someplace to live during COVID, everyone was home, engaging, and outside. While driving around town, she made eye contact with people and they said, “hello”. It was outstanding to see how everyone was outside and like a Rockwell moment. She visited a number of communities and even with COVID winding down, the engagement still exists. Tolland is an incredible community. Ms. Johnson explained that nothing is perfect, but Tolland is perfect enough. She compared Tolland to the town where she used to live where 111 people lost their jobs and on social media there was a lack of compassion. She explained that as a new resident she has had to rely on the community in numerous ways and the compassion has been outstanding. It makes Tolland a unique place and it deserves the best. People are passionate about what they believe, and she loves it. Regarding the town manager who left, her concern is that one may not understand or appreciate the town without having lived in it. Tolland is a community that represents what should be a benchmark across the country. People should be happy to be home. Peace, quiet, and hospitality are what make Tolland special. Tolland cares about things that affect the community and people are not afraid to voice their concerns. Residents are inclusive, loving, and passionate. She feels fortunate to be in the community.

Bob Rubino, 296 Weigold, commented that he was looking for an opportunity to provide input on the selection criteria. *Mr. Thomas presented the complete list of questions including ones which reference Mr. Rubino’s comment.* Mr. Rubino explained that he sees this as a virtual sticky note exercise where people would offer their top 3 items and they would be rolled into what the profile of the candidate may look like. He believes the town manager is the single most important person in town who sets the tone of the community. The person’s tenure, hopefully, is longer than that of any councilperson or council majority. Selecting a town manager who fits with a particular majority’s philosophy is a fool’s errand. The person needs to be apolitical. Mr. Rubino noted that he wrote this sentiment to the Council. His 3 most important criteria are: emotional intelligence, mentorship, and regional reach and influence. Emotional intelligence – town manager is someone who should be able to lead with professional expertise while being able to walk in other people’s shoes as a bit of an empath. He has seen the pendulum swing between a minion of the council and a secretive autocrat across 4 town managers. The minion tends not

to last long or be a good manager of direct reports while the autocrat will not politically survive because he serves at the pleasure of the council. In terms of mentorship, he means one who is a force multiplier of excellence not only of staff but also the council. A trusted and respected partner in mentoring a council or leading a municipality. Mr. Rubino commented that when looking at 21 Tolland Green, half of the town manager's direct reports are looking at retirement. They need a town manager who can mentor, coach, and develop the resources as part of a succession plan or recruit, rebuild, and rekindle an effective town staff. Lastly, when speaking of regional reach and influence he referenced Mr. Werbner and the crumbling foundation issue. He worked with neighboring municipalities to bring the critical political mass to get attention. He did the same when it came to the idea of eliminating local tax on private vehicles. Mr. Rubino believes Tolland will be faced with issues that need regional solutions and they need to find someone with charisma and charm, the town will face unsustainable issues.

Mr. Luba noted a point of order. The agenda notes discussions should be about 3 minutes. He is not trying to limit anyone but considering about 45 people are online, so they can get to everyone, he asked that the Chair and Mr. Thomas be mindful of the 3-minute limit. Mr. Jones noted that this is a good point. There is a 3-minutes limit, so everyone has an opportunity to speak, and he asked that people be mindful of this.

Kate Vallo commented that she adds 3 cheers for emotional intelligence. She explained that what brought her family to town was a combination of an excellent school system and high-quality education with caring professionals. The schools are great and have some of the best teachers and administrators with wonderful leadership. Additionally, she spoke of the town's great conservation efforts – it is a beautiful community with pastoral charm. Ms. Vallo noted that she learned that there is an admirable commitment to the balance of preservation and progress in the town as well. There is a gorgeous historical district that has been lovingly tended over time. People are thoughtful and collaborate about the Green while there is a commitment to progressing socially. It is an open and affirming community with a commitment to grow diversity. One challenge is that politics are not fun, and the town is not immune from the national scene – it is seen at the local level as well with some division. She is looking for someone who is apolitical and has an ability to bring people together. People do not need to all think the same, but they need to have their voices heard and have their representatives representing them. *Mr. Thomas provided context on the "apolitical" comment. Most candidates will be members of the International City/County Management Association and voluntarily subscribe to its code of ethics. Part of this is being apolitical including not advocating for candidates or participating in fundraising etc. Parties will change and town managers must be able to work with whoever is in office. The nature of the job is to be apolitical.* Ms. Vallo commented that it is one thing to be neutral and another to have skills around effective collaboration. *Mr. Thomas explained that different councils have different expectations of the manager. The manager, in the apolitical position, hopefully has some insights and foresight regarding what can go wrong with a particular course of action. The role is to find common ground and be inclusive. He often asks councils if this is a skillset of interest.*

Philip Dooley, 192 Goose Lane, commented that the future town manager, above all, has to be a good manager. He commented that it is important that they not deny the unequivocal science of human-cause global warming and the disastrous effects it will have on health, the economy, and one's lifetime. There are only 9 years to cut fossil fuel use in half. They cannot look to the federal government to do this. Every town has to do it. He cited examples including that there not be any new fossil fuel vehicles purchased by the town other than snowplows and that structures should be heated at least 50% by heat pumps. The town manager would be instrumental to getting this information out to people. Currently, there are not laws about this, and he does not believe the town can interfere with the state building code, but some other towns are doing this and blocking new natural gas connections as an example. Mr. Dooley

explained that the town manager can be instrumental in reducing both the town government and the town residents' use of fossil fuels. He added that all school buses should be electric as well and it would make kids healthier. Further, students should be getting organic food at school. *Mr. Thomas responded that environmental sustainability is a platform many communities have adopted. He noted that this is where the role of manager can be one advisor and offer insight to local officials but much of what Mr. Dooley spoke of were policy decisions of councils. Councils set the tone through a strategic vision, direction, or goal. The manager is tasked with helping achieve this and provide insight of practicality and cost; however, the manager cannot drive this change alone.*

Renie Besaw, 230 Grant Hill Road, spoke in regard to Ms. Plourd's comment that it feels like the prior town manager was a bit of a failure. This was mainly because they put a lot of time and effort into trying to include him and these were lost resources. While Ms. Plourd said it was not a waste, Ms. Besaw believes it felt problematic. In terms of the greatest selling points of living in Tolland, Ms. Besaw commented that she cannot answer this which is problematic. She was on the Board of Education for 2 years and still feels disconnected at times. One of the greatest challenges facing the town is some of the political divisiveness. There are people who are very invested and vocal and many more people who are not. Bringing the group together would be a huge win. It feels rough and she would like it to feel differently. The town needs someone with experience. They went down the other road and it did not pan out well. Ms. Besaw added that a town manager should live in town. It gives them skin in the game, an opportunity to know people, and have connectivity. Regarding what she would like to see the successful candidate accomplish, she believes there needs to be fiscal oversight and responsibility. Possibly rejigging the thought process around this – perhaps a debt diet with more fiscal responsibility around paying for assets and sustainability. *Mr. Thomas explained that it is his job to set the table of candidates that the council ultimately selects – the finalists and semifinalists. In the last round, the candidates were all involved in local government operations with public sector experience. The last manager was formerly an assistant town manager, and everyone comes to a point where they are ready to transition from assistant town manager to town manager. Regarding residency, there are many managers who would not manage a community where they do not live and are part of the fabric but in smaller communities it does have an impact on the number of applicants due to family commutes etc. While he likes residency, if they allow people within a reasonable commuting distance, they will have broader pool of candidates. It is a different circumstance for candidates moving from out of state vs. those in commuting distance. Ultimately, this is a policy decision of the council.*

Jeff Ruest, 427 Buff Cap Road, commented that he wants someone who has a vested interest in the community. If possible, he would like someone to live in town, but the surrounding area may be acceptable. Mr. Ruest addressed the Council and stated that Lisa Hancock has done a phenomenal job and should be considered based on what she has done in the community and her vested interest. She is involved, knows the inner workings, and has the contacts and is able to meet with them. He recommended keeping it local – they know the community better than anyone. Mr. Ruest has lived in town for 40 years and has seen many people come and go but some of the best people are in the community. *Mr. Thomas explained that SGR is a partner with the town. There are times when they have internal candidates and in many cases they go through the recruitment process and a semifinalist effort where candidates are evaluated. After reviewing the information, after several searches it is decided that the internal candidate is the right person. Due diligence is done, and Mr. Thomas noted that he encourages people not to take the process further if they believe they have the right person. SGR's job is to help find the best person for the job and that may or may not be an internal candidate but has happened in other searches.*

Karen Moran, 50 Merlot Way, commented that there should be a strong focus on communication skills and someone in the leadership position who can speak matter-of-factly and expertly around things involving the community – especially municipal funding. Someone who can speak in a neutral way and not in a way that creates fear around the budget but speaks about the needs and resources for the community. They should not make it a priority that they live in town so it opens the applicant pool. This area of Connecticut is a commuting area, and someone may have family members who need to commute for their job and this needs to be considered. Uprooting family and children from schools is something to consider as well. Additionally, someone with government/municipal experience is needed. Ms. Moran noted that she has lived in town for 22-23 years, in terms of being connected to the community, it is a 2-way street. If someone wants to be connected to the community, they need to get involved and pay attention. Someone in the leadership position is needed who can open the 2-way line of communication.

Kate Howard-Bender, 103 Goose Lane, commented that she is not super concerned about the residency requirement, but the person should be somewhat close. In terms of who should help the council run the town, they need someone with a background in public administration qualified for the position with experience. Someone is needed who is laser focused on ensuring all the previous policies are followed and is supportive of elected officials in making sure everyone stays within their roles. They need someone who is concerned about both long-term and short-term planning and helping the council diversify the tax base so there is not the fear mongering that has been happening. Ms. Howard-Bender added that they need someone who is aware of environmental and financial impacts. Excuse-making never works and trying to say something is based on a hope and a prayer is not good for the community. They need someone who will be a town champion, will promote inclusivity, and help build the town back up. Someone who is a team player and will help the council work with the board or education, land use, and the residents to capitalize on the great place Tolland is and hear all voices. *Mr. Thomas commented that it is amazing the issues the community has faced, such as crumbling foundations and well contamination, and one has to be a champion and advocate for the community in order to be effective in the role.*

Jon Crickmore, 31 Cook Road, commented that the educational component is not a huge concern. There are a lot of overeducated people in Washington with little common sense. He added that while residing in Tolland may not need to be a requirement, residency should be pushed. Having a vested interest in the community where one makes decisions is beneficial. Had the last town manager lived in Tolland, it may not have been such an easy exit path albeit they do not want someone who does not want to be here. It should be someone connected to the community and attends Tolland events. Mr. Crickmore explained that he understands with the residency items that it means moving families etc. but they want someone who will manage the town. If they are not interested in moving to town, then perhaps people are not interested in having them. He noted that someone from the private sector would be fine – someone in a management position should not be overlooked because they have not been in politics. Such a perspective may be nice to have. Ultimately, the council decides on the budget, but Mr. Crickmore noted that he has felt in the past that town managers have put budgets forward knowing the hard decision was left to the council. Additionally, they should have someone who can work with the community as well as town departments. In the past, town managers seemed at times not to have an even playing field when it came to department requests. The town would be better off if the manager is the leader of the community and not just the boss of town employees. Longevity is a great thing and Mr. Crickmore asked if it could be on a pay basis – i.e., a longevity bonus as an incentive. He added that perhaps someone younger to the game would be helpful to town vs. someone looking at their last 3 years before retiring seeking one last steppingstone before moving out of state. Mr. Crickmore recommended that, if it came down to it, that Ms. Hancock be offered the position. She has been in Tolland for a long time and knows Tolland. It would be a huge learning curve for someone coming from out of state or out of town.

Heather McCann, 62 Crossen Drive, commented that she echoes the importance of the soft skills – emotional intelligence and demonstrated leadership skills. She also thinks hard skills are important since the town manager is the municipality's chief executive officer. The person should have a tenure of 7-8 years in a similar municipal position and educationally a master's degree from an accredited university is essential. A graduate degree takes time, hard work, and demonstrates dedication to complete complex projects while balancing additional responsibilities which is fundamental for a town manager.

Renie Besaw commented that she supports Ms. Hancock as well. She has great skill sets, is dedicated to Tolland, and knows the town. There is value in many of her skill sets.

Karen Moran, 50 Merlot Way, commented that the requirement to live in town gets difficult when there is not any alternate housing other than single family homes. This would be a challenge for anyone who wants to move to town and be in another type of housing. She added that it is important to have a town manager who is a strong and supportive partner for the superintendent. The education budget, as in any municipal community, is a large part of the municipal budget.

Mr. Thomas noted that he appreciates being part of the process this evening. A number of community participants plugged in and gave their time to be engaged in this effort and it has been helpful. As the recruiter, he has engaged with a lot of people from the town itself and it is always helpful to get reassurance of where the community stakeholders are in the effort. This has been valuable and helps the firm in helping the Council as it goes through the process of evaluation and selection of the next manager.

Mr. Jones noted that the Tolland Manager Recruitment Stakeholder Survey is available on the town's webpage and invited people to submit comments or questions to the Council at towncouncil@tolland.org

Bob Rubino, 296 Weigold, asked about the timeline and believes 3 months is optimistic. Finding a good manager of any kind is typically a 6-month endeavor. He asked about the timeline for the community to see the results of the web-based survey, when people may they see a draft of the job description and a draft of the pr blitz to attract good candidates, and when will the community reconvene to review those. *Mr. Thomas responded that a 90-day process is a typical recruitment cycle from when the position is launched to when candidates are interviewed. Once selected, a candidate may not start for another 90 days. Regarding the timeline, they are finishing the profile interview processes and it normally takes a week or so to develop the draft of the "position profile brochure". This is the marketing piece which explains the community, governance of the organization, structure, elections, and established goals and priorities of the council. It also notes the challenges and opportunities facing the community and an ideal candidate section is outlined. This provides a prospective candidate a lens with which to evaluate their skills and if they believe they would be a good match. Mr. Thomas anticipates a draft with text and graphics will be available in the latter part of December for the council to consider and review. He will send recommended ad placements as well and believes they will launch by the end of the month which starts the 90-day window. SGR will provide links for the brochure and the application portal for the town to place on its website. Mr. Thomas noted that the brochure is designed to entice a candidate about the community, the organization, and challenges encouraging them to reach out to learn more. Participants in tonight's meeting should see that it reflects some of what was brought up this evening.* Mr. Jones asked Mr. Wilkinson about compiling and releasing the results of the survey. Mr. Wilkinson responded that it is up to the Council to review the results and make a decision about release.

4. Adjournment

Ms. Falusi motioned to adjourn the meeting at 8:08PM

Mr. Reagan seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

**SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
6TH FLOOR COUNCIL CHAMBERS OR ZOOM
HYBRID MEETING**

DECEMBER 7, 2021 – 6:30 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Brenda Falusi (via Zoom), Sami Khan, Lou Luba (arrived at 6:36PM), Tammy Nuccio (arrived at 6:48PM), Colleen Yudichak

Members Absent: none

Also Present: Lisa Hancock, Interim Town Manager

1. Call to Order: The Chair called the meeting to order at 6:34PM.
2. Discussion of Council Goals and identify possible objectives and activities

Ms. Hancock reviewed the following presentation:

Town of Tolland – Strategic Planning Process

- What Is Strategic Planning?
- Vision Statements
- Mission Statements
- Tolland's Vision Statement
- Tolland's Mission Statement & Values
- So How Do We Achieve Tolland's Vision?
- Identifying Goals
- Identifying Goals (Based on Current Vision)
- Important Considerations
- Example: Goal #1

Ms. Hancock noted that she provided last year's goals to the Council with information on what was accomplished. She noted that the Capital Improvement Plan was provided as well.

Mr. Jones highlighted the slide Identifying Goals (Based on Current Vision):

1. Provide efficient and high-quality services in a fiscally responsible and efficient way
2. Promote a sound infrastructure
3. Promote sound recreational opportunities
4. Engage Citizenry to be committed to the betterment of the entire community.

He noted that these 4 categories may be good areas to think of when discussing/developing goals to help be in alignment with the vision.

Ms. Yudichak commented that she would like to discuss the proper upkeep of facilities and have at least 2 of the firehouses, if not all of them, completed by the end of the Council's term. Ms. Hancock noted that this would fall under promoting sound infrastructure. The completion of the firehouses will take a couple of years because they need to be done in stages. The 2 new builds are being addressed first and their design is underway. Construction and improvements to station 140 will be the following year.

Mr. Luba explained that they need goals that are achievable, measurable, and have set timelines. The goals should have associated metrics. He explained that as presented in the slide, it is the view from 100k feet and the lowest they should go is from 10k feet where general guidelines would be set. He recommended letting the department heads and staff do their jobs with the Council providing support and guidance. Ms. Hancock clarified that the staff would be addressing the action plan component which is part of the process. Mr. Jones recommended that as part of goal setting, the Council should have a general agreement that the goals be reviewed on a regular basis.

Mr. Reagan commented that people will ask specifically what the Council will be doing. He explained that last term he advocated to set up the Mental Health and Substance Use Advisory Task Force which was put in place and recommended having the Chair on a Council agenda to talk about what the task force has been doing and make a recommendation. This would allow the full Council to have a discussion and make a decision on the recommendation. Additionally, Mr. Reagan would like the Council to continue advocating at the state level in regard to items such as the crumbling foundations and tainted wells. He added that discussing commercial development is on his list as well.

Ms. Falusi commented that because the vision and mission statement is 13 years old and has not been looked at years, it is likely not applicable anymore and needs to be updated. She does not feel it is appropriate for them to be looking at it as the current town's mission and vision statement. Unless the Council decides it want to endorse it, she believes there are a number of items that need to be updated. Ms. Falusi noted that Ms. Hancock handed out the 5-year plan to the Councilors and believes it is inappropriate that Ms. Hancock said it was for the Councilors' reference during the meeting and she does not have the document. Ms. Hancock responded they will need to get the document to Ms. Falusi, but it was not for this meeting. Ms. Falusi explained that it was referenced as part of tonight's meeting, and she is feeling a little left out at the moment.

Ms. Falusi commented that she agrees with the item regarding having a succession plan – it is important. Response and recovery to the pandemic is important as well and could be folded into some of the other ideas for goals that have been discussed. Successful completion of the town manager search is vital to the Council as well. Ms. Falusi explained that they need a strategic plan with a community needs assessment quickly. Some have been identified – crumbling foundations, well issues and other needs are being addressed via the Mental Health and Substance Use Advisory Task Force and other commissions. She noted that if she had to pick 1 item, it would be a strategic plan with a community needs assessment and that would include creating a new mission and vision statement.

Ms. Nuccio explained that she understands the premise of how what was presented was reached via the vision statement and they may want to look at the vision statement to see if it is meeting everything that is needed. That said, she does not see a lot of what was presented as measurable and cited the 4 items under Identifying Goals (Based on Current Vision). She would like to have goals that identify what is being done such as under infrastructure – updating the fire department, updating fleet cars, and actively looking at the turf field and sidewalks. Ms. Hancock explained that the high-level goals from the vision are general and a starting point for objectives and then action plans. At this point it becomes measurable. She cited succession planning as an example. Ms. Nuccio explained that when thinking of setting goals, she looks at herself as a representative of the people – of their needs and wants. Her goals are accessibility, development of the tax base that helps residents, development of staff resources, and doing these in a fiscally cognizant way. Ms. Nuccio added increasing engagement as a goal as well. Items such as the crumbling foundations and wells fall under development and items related to the Mental Health and Substance Use Advisory Task Force fall under engagement and accessibility. Commercial

development would be under being fiscal cognizance and the town manager search falls under development. Ms. Nuccio explained that she can measure if accessibility, the tax base, and development have been increased. She can measure if they have been fiscally cognizant as well. Regarding engagement, that is more difficult to measure but they have seen an increase over the past 2 years. Ms. Nuccio recommended solidifying the wording a bit for the items on the Identifying Goals Based on Current Vision slide to make them measurable. Mr. Jones clarified that the items listed were just to start the conversation.

Mr. Khan noted that his vision for the future is to see more businesses in Tolland and to bring the business community together. He wants it to be easy for new businesses and to see them welcomed. On route 195, 14k-15k cars pass by and open space is everywhere. Mr. Khan wants to get the message out that Tolland is open for business. He added that while he knows it does not make a large difference in terms of taxes & financials, it is something for everyone. Mr. Khan noted that he would also like the town to have more services and cited the example of the fire department. It is only open for business 6:30AM – 4:30PM and after those hours it relies on volunteers. The town received money to expand the fire stations. He asked what the point is of spending money on them and why not keep 1 staffed. Then he could feel safe regardless of the time. If needed, someone would be able to be at his house and he would not have to depend on a private ambulance company to come from another town which would take 17-18 minutes to respond; by then he could be dead. He wants safety addressed. Mr. Jones commented that the fire department has already had a record-setting year in terms of calls and there has been an ongoing increase. If they are going through a long-term infrastructure process for the fire houses, they need to have human capital as part of the infrastructure as well. Mr. Khan explained that it is good to have many volunteers but asked if he could count on volunteers and if they could be there in a timely manner. If there is a fire, 15-17 minutes is way too late. His house would have burned down. If he has a heart attack, he would be dead in 10-15 minutes.

Mr. Luba commented that they need to identify 3-5 major goals and then set 3-4 objectives under each one. This would allow them to get to granularity without dictating how things should be done. For example, in terms of the fire houses, have 2 of them built within the next 2 years or have the groundwork in place. This would be measurable and meets the goal. Mr. Luba agreed with providing services but noted that while there are services and needed items, they need keep them within a certain budget; otherwise, there would be a significant mill rate increase that would not promote business. They need to look at their core goals along with the budget. While he would like to hire a full-time fire staff, the town does not have the manpower or funds. They need to look at what can be accomplished within the limitations. They can see what could be accomplished by increasing fire services by 3-5 people. It would be measurable, and they could later see if it could be expanded upon. In terms of education, they could look at some items the Board has set forth and for other town services it is a matter of identifying the desires of the residents. The goals need to be kept within a reasonable span of control and budget. If they had an unlimited amount of both, they could create a utopia. They need to be realistic.

Mr. Jones commented that he would like to look more at increased engagement. Two years ago, they held a goal-setting session and only the Council was in attendance. This evening several members of the public are in attendance as well as the press. As the pandemic eases, he believes the remote participation policy is something to look at as well as asking boards and commissions to review public attendance. He would also like to be cognizant of ARP funds. They should successfully implement and execute the majority of the funds. Within the term of the Council, they should expect to have the funds as part of the recovery and rebounding of the community by designating the funds. He cited one possible use being

infrastructure. The ARP subcommittee presents to the Council over time and the use of the funds will benefit the entire community.

Mr. Reagan noted that he had 3 more goals including ARP funds and succession planning. He explained that it is also important to maintain the town's AAA bond status. It is critical because when the town needs to bond, it is able to get a lower rate and this is more cost-effective for the entire town. This can happen through the budget process as long as a budget can be put forth that can pass at referendum. Ms. Hancock explained that maintaining the AAA bond status is related to many of the other goals. She cited the example of working on economic development and increasing the tax base and explained that this one of the items looked at by rating agencies. Another item examined is strong financial management – ensuring budgets are passing while needs are being addressed and services are provided. Other items include having a strong workforce, controlling costs, planning for disasters and emergencies, and ensuring there are sufficient reserves. Mr. Reagan noted that Tolland is rather unique in this regard and asked how many other towns in the state have a AAA bond rating. Ms. Hancock responded that there are not many. She explained that what is unique to Tolland is that it does not have a lot of economic development in terms of commercial development. When rated, the agency looks at financial management, leadership, grand list growth, as well as commercial and economic development. While she is focusing on the latter, the town's prudence and strong financial management is what has saved it – control of budget and setting of reserves. Ms. Hancock noted that the town is among the highest in the country for financial management. Mr. Reagan explained that maintaining the AAA rating is a broad goal but there are items the Council can do throughout the budget process to meet that goal.

Ms. Falusi expanded on looking at the community needs. She explained that it is also looking at the services provided to the community and those the community would like to receive. They need to look at the services, prioritize them, and examine how to deliver them. There may be some services identified that the community needs but the town would not be able to deliver; however, it is not just within town. They need to have partnerships such as the 4-Town community and other areas where they could provide services to the community through private partnerships or building relationships with neighboring towns. Ms. Falusi explained that they first need to prioritize identifying the needed services and how to deliver them if it can be done. The budget is important, and part of the prioritization process is identifying what can fit in the budget and if those items can be delivered within the budget. That said, if they are constantly talking about the budget, it seems that need is being put in front of the services needed by the residents. The services should come first. Once identified, they should work the services through the budget.

Ms. Yudichak asked if there will be a firehouse building committee. Ms. Hancock responded that there will not be a committee. It is being handled internally. The Birch Grove project was a much larger and intensive project. The 2 fire houses going up are design/build types of structures. The town has an internal committee to address this project. Ms. Yudichak explained that when it comes to facilities, she would like this topic to include public works trucks and fire trucks. Additionally, the town manager search is another important and measurable item. She agreed with other issues noted including the issues regarding the wells and crumbling foundations and with Mr. Khan regarding the fire department. She has concerns throughout the night that the fire houses are not staffed but noted that the volunteers are excellent. Ms. Hancock noted that the SAFER grant will provide for extending shifts. Ms. Yudichak asked how many goals the Council is seeking. Mr. Jones responded that they would like to create a handful of high-level categories and then achievable and measurable goals under each one.

Mr. Khan commented that he has been in Tolland for 18-20 years and the only thing he has seen in that time is Big Y. He asked what Tolland is famous for and explained that many times a week he is asked where there is to go. Mr. Khan explained that in terms of the fire department, if he, as a taxpayer, does not feel secure, what is the point of paying taxes? His child does not attend elementary or high school. Mr. Khan explained everything is good in Tolland. He likes it and it is a peaceful town and community but has concern about safety. The town does not have money for a new ambulance every year or to build 2 new fire houses that will be empty. They are empty now and will be empty for the future. He asked why they cannot build 1 fire house so residents will know if they have an issue that the ambulance will be there to assist rather than waiting 30 minutes for an outsider. He noted that it will not happen overnight. Mr. Khan explained that with his small business he does not depend on banks. He built his business by earning money and investing it. The AAA rating means nothing to him [indicated by displaying his hands in the form of zeros] albeit a good thing to have. He explained that he is not secure. It does not matter how much money is borrowed. Mr. Khan noted that he is using the fire department only as an example, but he wants to be secure and have more services in town.

Mr. Jones commented that if they can go forward with the SAFER grant, which is more policy-based, after going through the process of assessing and reviewing the needs of the community, then they can have an understanding of a long-term goal of having a fire station staffed 24/7. He added that he is interested in exploring looking at the town's vision but recommended not doing so until there is a new town manager and the person is well solidified in the community. After speaking with SGR, he learned that managers like to go to a community with a lot of opportunity and this would help the new person become more engaged with the community and learn the needs of the town.

Mr. Luba commented that people need to feel safe and secure. The Council needs to assess and determine the best way to accomplish this. He has spoken with the Fire Chief and explained that the reason there are a number of fire houses around town is because it is a large town, and it saves time. Mr. Luba noted that his overarching goal is economic development. They need to find a way to build businesses and take the tax burden off residents. They need to promote Tolland as business-friendly while finding a balance of what people want such as longtime residents who want to keep a quaint, New England feel and finding areas for development so business can be brought to town. The businesses are needed; otherwise, they will not be able to provide the desired services because they would be carried on the backs of the taxpayers/residents. Thus, he want to create a business-friendly town with a solid economic development plan.

Ms. Nuccio explained that that last Council had several goals, was ambitious and did a good job but recommended focusing more on fewer goals. She added that she struggles with vagueness. With everything, they need to look at the entire town – not just the special interest groups in their ear. Every decision effects 15K people and they need to be cognizant that if they were to go to a full-time fire department it would cost millions of dollars. If they do this something has to give, or the budget would need to be increased by millions of dollars. They need to consider the person who is struggling the most to remain in town. Ms. Nuccio explained that the perception is often that they just need to know what people want and they can address it. She believes they need to do a needs assessment but not one that does not assess the needs of everyone in town. She compared this to a survey with 200 responses when there are nearly 15K residents. The assessment would need to be all-encompassing. When discussing expanding the housing base and bringing in diversity in housing stock and businesses, they need to ensure they are not pushing some people out to make it more accessible for others. She does not like having a town where only certain people can afford to live. Tolland was not like that before and she does not want

it to become that way. They need to be cognizant of what they want to do, how to do it, which goals they want, and where they want to focus while balancing implementation. Ms. Nuccio commented that they need to focus on economic development. They need to find a way to diversify the tax base, get more housing options in town, and spread the tax burden out among more people so they can look at adding services. They can want everything but there are limited resources. If they keep asking people for more, there will be fewer people who can afford to live in town. She summarized her goals as economic development, accessibility, financial cognizance, and engaging more people. She added that the ARP funds have limitations on how they can be spent but should be looked at as a strategic opportunity to create an environment that promotes commercial development, accessibility, and expansion of the town base.

Mr. Jones commented that while not a goal, he believes most Councilors value data-driven decision making. Realigning the vision and getting a community needs assessment, with the right funding, could provide information on the economic hardship in town and demographics needed to develop the vision. This would also help with budget and day to day policy decisions.

Ms. Falusi commented that the Council has created a list that can be organized and categorized. She added that they have identified that a few items would need to be accomplished first.

3. Public Participation (3-minute limit)

Katie Murray, 8 Lisa Lane, commented that it has been an interesting discussion and commended them on all the collaboration on information. She noted that everyone mentioned meeting the needs of the community and she asked how they determine those needs. *Mr. Jones asked Ms. Hancock to explain this in terms of budget development – one of the largest documents used to provide for the needs. Ms. Hancock explained that there are several ways to identify a community's needs. The budget document provides information on the basic services; however, these are standard services. Other ways would be through community service, community engagement, and focus groups depending on the depth they are seeking. Inviting the public to tonight's meeting gave people an opportunity to be involved and share ideas and concerns. People are also communicating privately via messages. Another option is to have a community survey. Although limited, surveys do provide information. If the Council decides to move forward with redoing the vision/mission, people would be invited to get involved at community meetings and focus groups. Ms. Murray asked how the Council will identify community needs that it will then meet with its goals. Mr. Jones responded that there would need to be some discussion about carrying out a community needs assessment. It would be an ongoing discussion.*

Mr. Luba commented that in regard to Ms. Murray's question, the Council works with the commissions as well. It receives information from those groups which hear from constituents and report back to the Council. Further, all of the Councilors have liaison roles and report back to the Council. Thus, the Council receives information outside of the confines of meetings such as the one this evening.

Mr. Jones noted that resident feedback can also be sent to the Council via towncouncil@tolland.org.

The Council's next session on goal setting is scheduled for December 15th at 6:30PM.

4. Adjournment

Ms. Nuccio motioned to adjourn the meeting at 8:01PM

Mr. Khan seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa A. Pascuzzi".

Lisa Pascuzzi
Town Council Clerk

Town Council Chair

MINUTES

TOLLAND TOWN COUNCIL HYBRID MEETING December 14, 2021 – 7:00 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray (sworn in at 7:12PM); Tammy Nuccio, Colleen Yudichak

Members Absent: none

Also Present: Lisa Hancock, Interim Town Manager; John Littell, Fire Chief/Director of Public Safety; Carl Dojan, Assistant Fire Chief; Kathy Pagan, Town Clerk; Mike Wilkinson, Director of Administrative Services

1. **CALL TO ORDER:** The Chair called the meeting to order at 7:03PM.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:**
 - 4.1 Citation Honoring Gregory DeBacco
The Chair read the Citation into the record and presented it to Mr. DeBacco.
Chief Littell presented the framed American Towman Magazine's national *Order of Towman* Award received by Mr. DeBacco.

Ms. Yudichak motioned to move item 8.1 before item 5.

Mr. Luba seconded the motion.

Discussion: none

Motion passed unanimously.

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 amend the Code of the Town of Tolland, Chapter 112, Parks and Recreation Areas (§ 112-5 – Park regulations).

Ms. Hancock provided background information on this item. She noted that Town Attorney Rick Conti is in attendance via Zoom this evening.
Attorney Conti reviewed the edits to the most recent draft of amendments discussed by the Council including clarity of the definition of vaping under "Smoking", what constitutes a recreation area and its definition, and the definition of "smoking".

Mr. Luba referenced the definition of "park". He explained that they had discussed concern about housing that would fall under the definition of "recreation area" and asked if "park" would also now encompass housing given, "(including buildings and property therein) owned by the Town of Tolland". Attorney Conti responded that anything included within the parks described in the document would be included under the definition of "recreation area". Mr. Luba explained that his concern is regarding "including buildings and property therein" and that someone could say that a property or building is owned by the town and create an issue.

He clarified that the intention is not to include properties such as the housing projects as part of the definition of "park" or "recreation area".

Ms. Nuccio asked about definition of "park" and "recreation area". Both the Tolland Recreation Department and Parker Place are in the Parker complex and asked how they delineate between the two. Attorney Conti responded that the Tolland Recreation Department would not include the senior housing but for clarity, after "department" he could add, "not to include senior housing" or something to this effect. After discussion, "not to include Parker Place housing" was recommended. Ms. Nuccio highlighted the last sentence under the definition of "Recreation Area"; specifically, she noted, "whereas a Town sponsored activity and/or event is actively taking place". Celebrate Tolland, a recreation-sponsored activity takes place on school grounds but not on the fields. Attorney Conti explained that after review, the last sentence is meant to be a catch-all for any recreation events sponsored on town-owned property that are not within the prescribed areas. Ms. Nuccio recommended updating the draft to remove "Parker Place".

Ms. Murray highlighted §112-3, C (2) and asked if "old high school football field" is an outdated reference. Ms. Hancock will make the correction. Ms. Murray referenced §112-10 and asked about its intent. Ms. Hancock explained that if a special event is taking place, such as a wedding, that there may be a request to allow smoking outdoors (excluding cannabis or cannabis-like substances). A discussion took place regarding if it should be specified that this would be in certain outdoor spaces, and it was noted that state law would supersede. The wording will be left as presented.

Mr. Luba concurred with adding Parker Place under the definitions of "park" and "recreation area". He referenced under "park" the following, "including buildings and property therein" and adding, "with the exception of any housing complex run by the town". This would address future changes to the purpose or Parker Place name. Ms. Hancock asked if "exemption of any residential town owned building" would be acceptable. Mr. Luba recommended "any town owned property used for residences". Attorney Conti noted that he and Ms. Hancock can review the areas the Council would like excluded and return to the Council with an updated draft. Attorney Conti recommended excluding property leased for residential purposes and owned by the Town of Tolland. Mr. Luba noted the town code would supersede a board of education policy for town sponsored events.

Ms. Nuccio motioned to open the public hearing.

Ms. Murray seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Eugene Koss, 59 Kate Lane, noted that he is speaking as a citizen and taxpayer who is familiar with the conservation properties in Tolland. The Council has discussed the definition of Recreation Area, but his concern is with the definition of Park which specifically excludes "lands under the management oversight of the Tolland Conservation Commission". His interpretation of the proposed code change is that the town would not regulate the use of cannabis on conservation areas because they are not in the definition of "recreation area" and nothing has altered "park". Mr. Koss noted that the conservation areas have rustic

and/or rugged trails. These encompass areas that have overlooks where the drop-offs may be up to 50'. Additionally, some areas could be wet or muddy and pose risks to hikers. He asked if in turn they should exclude conservation areas from cannabis use because of the increased risk that could pose danger to users. Mr. Koss, as an individual, recommended that conservation areas be treated similarly to recreation areas with prohibited use of cannabis.

Ms. Hancock responded that the current ordinance excludes the Tolland conservation areas which are under the auspices of the Tolland Conservation Commission. The Commission would make the allowances on those properties. Attorney Conti noted that this is a policy decision for the Council and not a legal issue. He is unaware if there has been any coordination with the Commission to determine if it would like to control this or have it under this ordinance.

Mr. Koss commented that he conferred with the Chair of the Conservation Commission and the Commission was unaware this was planned. In turn, no discussions have taken place.

Attorney Conti noted that the ordinance may be amended at any time. If the Commission sends correspondence to the Council requesting that particular areas be covered, they can be addressed either in this ordinance or in a separate ordinance. Ms. Hancock explained that once the ordinance was passed, she was going to have David Corcoran meet with the Commission to ask if the Commission would like to move forward with something similar for their parcels of land. There was no intention to leave the Commission out of the discussion. Many of the rules in the ordinance, outside of those for cannabis, relate to the parks. When originally developed, the ordinance excluded areas associated with the Conservation Commission since it has its own rules and regulations for its areas.

A further discussion took place.

Ms. Nuccio asked if the Tolland conservation areas fall under recreation areas and if so, why would there be separate ordinances. Ms. Hancock responded that she would need to review the Commission's ordinances. Attorney Conti explained that given the definition of "recreation area", it would not include the conservation areas. Mr. Luba commented that since the Commission creates the regulations for those properties over which they have authority, that it should be left out at this point; otherwise, if the Council takes action and supersedes the Commission's authority on this one area, then it could create conflict with other issues. He recommended leaving it to the Commission to implement its own policy. Mr. Reagan confirmed that this was the original intent and agreed with Mr. Luba.

Mr. Koss clarified that the Commission guides attendance on its properties with management plans that are periodically reviewed and updated on a 5-year cycle. The plans could have language parallel to that in the ordinance. Mr. Koss explained that the reason for his question was to learn if there was an unintentional omission. The draft refers to all town properties and the Commission believed it would fall under this but upon further review the Commission's parcels were not included. He will bring the information back to the Chair for discussion.

Mr. Luba motioned to close the public hearing.

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Mr. Reagan motioned to approve the Resolution laid out in 6.1 with the changes discussed at this meeting.

Mr. Luba seconded the motion.

Discussion: none

In favor: Jones, Reagan, Khan, Luba, Nuccio, Yudichak

Abstention: Murray

Motion passed.

BE IT RESOLVED that the Town Council hereby amends Chapter 112 of the Town Code, Ordinance Number 112-5-Park Regulations to prohibit smoking including Cannabis and the consumption of Cannabis on Town-owned or Town-operated Recreational properties and revisions included in the draft amendment to the ordinance.

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

Birch Grove Building Committee – Ms. Murray noted that they are awaiting delivery on a few backordered items. The swing set has been installed and there is one change order to present to the Committee. The project is essentially finished and once everything is billed, the project will be closed out, and the audit process will begin.

ARPA subcommittee – Ms. Yudichak noted that they met on December 9th and will bring forth a recommendation to the December 28th Council meeting. The recommendation will be to allocate \$50K, from the \$4.2M granted to Tolland, for a needs assessment and engineering study for people affected by water issues. Ms. Hancock clarified that after speaking with Ms. Bellody, the request for \$50K is for an engineering study, not a needs assessment. She explained that this was clarified by CT Water when asked for an outline of services. It is an engineering cost analysis to provide background information for an application for funding. Ms. Yudichak noted that other ways to use the ARPA funds were also discussed.

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Mental Health and Substance Use Advisory Task Force - Ms. Yudichak provided an update.
- Board of Education – Ms. Yudichak provided an update.
- Recreation Advisory Board – Ms. Yudichak provided an update.
- Eastern Highland Health District – Ms. Nuccio provided an update
- Planning & Zoning Commission – Mr. Reagan provided an update of the December 13th meeting.
- Economic Development Commission – Mr. Khan provided an update.
- Conservation Commission – Mr. Jones provided an update of the December 9th meeting.
- Water Commission – Mr. Jones provided an update of the December 13th meeting.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Appointment of a member to the Town Council.

Mr. Jones noted that the Council received information from the TDTC for the appointment of Katie Murray to the Council. Ms. Falusi's resignation notice was included as well.

Ms. Yudichak motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints

Katie Murray as a Council member.

Mr. Luba seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Ms. Murray was sworn in as a member of the Council by Ms. Pagan at 7:12PM.

8.2 Consideration of a resolution to authorize the Town Manager, or Temporary Town Manager, to execute such documents as are necessary to settle claims against certain pharmaceutical distributors and manufacturers related to the prescription of Opioids.

Ms. Hancock provided background information on this item.

Attorney Conti provided additional background information. In 2017/2018 the Council authorized the town to participate in claims being made by manufactures and distributors of opioids. Recent multi-district litigation proposed a settlement that would amount nationwide to \$22.8B from the primary distributors and a manufacturer. Attorney Conti noted that the settlement is a very fluid procedure. It started during the summer and a deadline was set for January 2, 2022 for municipalities that would like to participate in the settlement to execute a Participation Agreement. The Agreements will be collected by Attorney Devin Hartley who represents the majority of municipalities in CT. Depending on the number of communities that elect to participate in the settlement, the court, mediator, and parties will determine if the settlement is going to go forward. Attorney Conti explained that depending on the group, their share of \$22.7B will be paid over 9 or 18 years. Connecticut will receive in the ballpark of \$300M but this number is fluid and depends on participation. Further, it is unclear how much would go to the municipalities. Thus, Attorney Conti cannot say how much would be allocated to Tolland. To move forward, the Council needs to authorize Ms. Hancock to execute the appropriate Participation Agreements.

Ms. Murray commented that this seems straightforward and asked why the Council would not say "yes". Attorney Conti responded that he cannot think of any reason not to say "yes". He explained that there is a contingent fee agreement with the firm Attorney Devin Hartley represents. They are working to get one resolution for all of the claims. It would be impossible for the town to unilaterally bring a claim against all of the companies. There would not be a favorable cost benefit. Attorney Conti noted that attorney fees are being limited to no more than 10% for all firms involved.

Mr. Jones noted that settlements are often placed in the Capital Non-recurring Expenditure Fund (CNRE). Ms. Hancock explained they try to put one-time settlements aside for one-time expenditures. She would like to put any settlement received in the CNRE for future allocations for capital needs so less debt can be issued in the future for infrastructure needs. Mr. Jones asked if they could get input from the Mental Health and Substance Use Advisory Task Force for the use of the funds. Ms. Hancock agreed and noted that funds could be reallocated from the CNRE to the general fund. The resolution could be amended as well. Mr. Jones responded that given the unknown timeline, he recommended keeping the resolution as presented. Ms. Nuccio agreed but would like to review the recommendations from the Task Force to see if they refer a one-time spend or a program startup. The appropriate use of the funds would be to allocate them to the substance use issue in town. Ms. Yudichak agreed and believes it would be appreciated by the Task Force.

Ms. Nuccio motioned to approve the resolution as outlined in 8.2.

Mr. Reagan seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

BE IT RESOLVED by the Tolland Town Council that it hereby approves as follows:

The Town Manager, or Temporary Town Manager, as applicable, is authorized to negotiate and sign such documents as are necessary to settle the Town's claims against certain pharmaceutical distributors and manufacturers related to the prescription of Opioids and to deposit any and all settlement funds into the Capital Non-recurring Expenditure Fund (CNRE) until such further time when it will be appropriated.

- 8.3 Consideration of a resolution authorizing an appropriation of \$398,155 to the COVID Relief Fund for the Board of Education from the General Fund Unassigned Fund Balance and the setting of a Public Hearing thereon for December 28, 2021.

Ms. Hancock provided background information on this item.

She explained that the audit is nearly complete and there is about \$796K remaining in the BOE budget. The Superintendent outlined the reasons for the remaining funds at the joint meeting. The BOE has requested that 50% of the remaining funds be allocated to the COVID Relief Fund (CRF) and the other 50% be allocated to the Educational Reserve Fund (ERF). The latter cannot happen until the 3rd quarter of the fiscal year pursuant to the ordinance. Ms. Hancock noted that \$398,155 is available in the unassigned fund balance if the Council would like to allocate it to the CRF.

Ms. Nuccio explained that the CRF was put forth to handle COVID expenses. While she supports having the fund, she recommended adding to the CRF Agreement, under III. E, that if there is money left at the end of the year in the BOE regular budget that those funds be used for the expenses rather than using the CRF and having a large balance remain at the end of the year. Ms. Hancock explained that the CRF Agreement is between the BOE and the Council. She recommended that this be jointly discussed. The Council can make the request of the BOE to add such language to the document. Ms. Nuccio explained that last year there was \$800K remaining and \$287K in the original CRF. The BOE could have used the \$287K from its budget and the \$800K would have been reduced. The remaining funds in the CRF could have been put toward the turf field or another item.

Mr. Luba concurred with Ms. Nuccio. He had similar concerns when the fund was discussed and adopted. He asked that the Council bring this to the BOE for its consideration. The intent was that the CRF be used as an emergency fund to offset expenses encountered by COVID.

Ms. Yudichak asked Ms. Nuccio for clarification. Ms. Nuccio explained that the BOE had \$287K in the CRF which was supposed to be used for unplanned COVID expenses. At the end of the year, the BOE had \$800K remaining in its budget. If the CRF money was used, over \$500K (more than 1%) would still have remained from its budget. Ms. Nuccio explained that her intent is if there is money in the budget, use it. If they go over budget, then use the CRF. Ms. Yudichak asked if the funds would still be used for the BOE. Ms. Nuccio reviewed the Agreement, section III.C.

Mr. Jones noted that he would like to have tonight's conversation conveyed by Ms. Hancock to the Superintendent. Mr. Jones asked that the motion be amended as follows, "that the following resolution be introduced and set down for a Public Hearing on December 28, 2021 at 7:00 p.m. in the Town Council Chambers and via Zoom Hybrid or Fully Remote Meeting of the Tolland Town Council".

Mr. Luba motioned:

MOTION that the following resolution be introduced and set down for a Public Hearing on December 28, 2021 at 7:00 p.m. in the Town Council Chambers and via Zoom Hybrid or Fully Remote Meeting of the Tolland Town Council:

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby approves as follows:

Consideration of a resolution authorizing an appropriation of \$398,155 to the COVID Relief Fund for the Board of Education from the General Fund Unassigned Fund Balance.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion carried.

- 8.4 Resolution to reallocate appropriations approved by resolution adopted on July 14, 2020 for the financing of certain projects.

Ms. Hancock provided background information.

Ms. Hancock explained that when going out for bond, she speaks with the department heads and the BOE to ensure the funds will be used; otherwise, she does not bond the full amount. She was assured that the entire \$90K would be needed for the BOE parking lot. As savings were enjoyed, the amount needed was reduced by \$29,818 but full bonds were issued. Thus, under the bonding resolution, the \$29,818 can only be reallocated to another project that was in that bonding resolution. She would like to reallocate the \$29,818 to the design portion of the firehouse project that was included in the bonding resolution. Ms. Hancock noted that they are still bidding out the firehouse design project but there is concern that costs may come in higher than anticipated. The money would then be available if needed. If not needed, then all of the bonds would not be issued. At this time, only notes have been issued for the firehouse project.

Mr. Luba clarified that the funds have to be allocated to another item in the bond. Ms. Hancock responded that this is correct. It is based on IRS rulings. The other items in the bonding resolution have already been received and paid for.

Ms. Murray commented that she believed the firehouse project was a design build using modulares. She asked why there would be increased costs for the design. Ms. Hancock responded that the entire project is not design build. Firehouse 140 needs renovation work. The engineering firm will also be used for certain oversight and bidding requirements which is also part of the cost. Further, the materials, while design build, are escalating due to the economy. Ms. Murray noted that the \$30K is a 30% increase of the bond resolution for the firehouse design. Ms. Hancock confirmed that

it is a 30% increase to the firehouse design. Ms. Murray confirmed that the additional funds could be used so the town could borrow less for firehouse design. Ms. Hancock explained that this could be true if the funds are not needed. The firehouse design is a separate project from the firehouse renovation. It would free up \$30K if needed to cover the cost of escalation. Ms. Murray confirmed that there will be design costs in the other allocation.

Mr. Luba motioned to approve the resolution as laid out in 8.4.

Mr. Reagan seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

WHEREAS, the Tolland Town Council authorized an appropriation of \$90,000 for certain parking lot pavement work associated with the Board of Education office building (the "Parking Lot Pavement Project") by resolution entitled:

"RESOLUTION APPROPRIATING \$90,000 FOR CERTAIN PARKING LOT PAVEMENT IMPROVEMENTS, APPROPRIATING \$100,000 FOR DESIGN COSTS FOR THE FIREHOUSES, AND APPROPRIATING \$387,870 FOR HEAVY MACHINERY AND EQUIPMENT ACQUISITION AND REPAIR, AND AUTHORIZING THE ISSUANCE OF UP TO \$577,870 BONDS AND NOTES TO FINANCE THE APPROPRIATIONS" (the "Resolution"); and

WHEREAS, the final cost of the Parking Lot Pavement Project is less than \$90,000; and

WHEREAS, pursuant to the Resolution, the Town Council is authorized to reallocate the appropriations among the projects approved by the Resolution so long as the aggregate amount of the appropriations is not increased; and

WHEREAS, the Town Council wishes to reallocate a portion of the \$90,000 appropriation approved for the Parking Lot Pavement Project to the firehouse design project approved by the Resolution (the "Firehouse Design Project");

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town Council hereby authorizes (i) the allocation of \$29,818 from the appropriation approved for the Parking Lot Pavement Project to the appropriation approved for the Firehouse Design Project resulting in an appropriation of \$60,182 for the Parking Lot Pavement Project and an appropriation of \$129,818 for the Firehouse Design Project and (ii) the application of \$29,818 in bond proceeds financing such appropriation amount for the Firehouse Design Project.

(2) That all other terms of the Resolution, except as amended hereby, shall remain in full force and effect.

8.5 Approval of the December 28, 2021 Town Council meeting being held only remotely through Zoom.

Ms. Hancock explained that given the holiday week, some people may be traveling or there could be demands on personal time. Thus, she is requesting that the December 28th meeting be held remotely.

Mr. Reagan motioned to approve the resolution as outlined in 8.5.

Ms. Murray seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

BE IT RESOLVED by the Tolland Town Council that it hereby approves the December 28, 2021 Town Council Meeting be held only remotely.

8.6 Appointments to vacancies on various municipal boards/commissions.

- 8.6a. Appointment to Historic District Committee – Alternate
- 8.6b. Appointment to the Inland Wetlands and Watercourses Commission
- 8.6c. Appointment to Technology Advisory Board
- 8.6d. Reappointment to Parks and Recreation Board

Mr. Luba motioned to approve the appointments and reappointments as laid out in 8.6a through 8.6d.

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):

- 9.1** Consideration of approval to allow the Town Manager to authorize applying for a S.A.F.E.R. Grant (Staffing for Adequate Fire and Emergency Response) through FEMA's Assistance to Firefighters Grant Program.

Ms. Hancock provided background information on this item.

Ms. Hancock explained that approval this evening would allow the town to apply for the grant in January. If received, the grant will cover the first 3 years of the employment of the public safety officers – the number of officers to be decided upon by the Council. The town would need to fully fund the positions in year 4.

Ms. Hancock explained that she would like to build this into the budget a little each year to lessen the impact on the mill rate in year 4. While the grant would pay for the positions during the 3 years, she would like to allocate to the Municipal Stabilization Fund (MSF) during those years. In year 4, the Council could decide to phase in some funds from the MSF to offset costs or the MSF could be used toward one-time expenditures for capital needs.

Mr. Luba asked if the town could apply for 5 officers and later request only 3. Ms. Hancock responded that the town needs to bring on the number of public safety officers requested.

Ms. Nuccio reviewed the spreadsheet S.A.F.E.R. Grant – PSO payroll projection budget phase in-1. This spreadsheet included associated payroll expenses and 2 scenarios each for phasing in, 5 public safety officers and 3 public safety officers (4 scenarios total). The budgetary impact and the MSF information including deposits and offset use was provided as was the respective mill rate increases if the Grand List remains the same.

Mr. Reagan commented that if the town applies for the grant, but it is not received, the need still exists. He asked what they would do. Ms. Hancock explained that in next year's budget she was going to request at least 1 additional public safety officer. If the grant is not received, they will need to revisit what they will do about adding more public safety officers in the future. If the grant is awarded, they could move forward with the additional positions. Mr. Reagan asked if the town could apply for 3 or 4 public safety officers. Assistant Chief Dojan explained that the town must follow National Fire Protection Association (NFPA) standards. It is a consensus standard that dictates levels of staffing and service. Tolland falls under NFPA 1720, a volunteer standard, and is a rural town. The requirement is to have 6 people at all times to be able to be deployed, be on scene, and start operations within 14 minutes (fire only). Assistant Chief Dojan explained that they are looking at what will be needed in town in 3 years. He added that calls have been increasing and identified some of the challenges of retaining volunteers. Mr. Reagan explained that he is seeking a balance between the need, which is clear, and the cost to the town. He fully supports applying for the grant.

Ms. Murray commented that she does not understand why additional public safety officers are needed. Chief Littell responded that they are fortunate that they run 2 ambulance services (ambulances) in town and presented the call trend over 10 years. He noted that as of this evening, the number of calls in 2021 is almost 2,400. They have done what they can to recruit volunteers and are fortunate to have assistance from the UCONN students. Chief Littell clarified that S.A.F.E.R. funding is specifically to cover fire personnel. In Tolland, career and volunteer response staffing consists of combination individuals. Depending on the call 2 or 3 people may be needed and second calls have been increasing dramatically. The Chief cited examples. He added that as both business and infrastructure grow in town, and in surrounding communities, they need to have succession planning. Ms. Murray commented that the presentation indicates a 13% higher call volume in the most recent 5 years versus the previous 5 years. If it was 15%, then perhaps a 15% staffing increase is needed. She confirmed that a 7th full time position was added in the middle of fiscal year 2021. Ms. Hancock noted that 2 positions were requested but only 1 was granted. Ms. Murray explained that staffing increased from 6 to 7 which is more than a 15% staffing increase. Assistant Chief Dojan explained that this is not all driven by calls but by statistics and standards; otherwise, they are in a position of liability. It cannot only be quantified by call percentage. Additional work and activities need to be performed. They are trying to project and provide the community the service it needs.

Ms. Yudichak asked about fire/EMT personnel. Chief Littell explained that the grant needs to be written toward meeting the fire standard. Ms. Yudichak asked about the 6-person requirement. Assistant Chief Dojan explained that a minimum of 6 operational people is required at a fire call. Ms. Yudichak commented on her visit to the firehouse and how good it was to get an understanding of all of the action going on. She asked for the current balance in the MSF. Ms. Hancock explained that it currently has a zero balance. Funds will be added if received and approved by the Council. The fund remains in action in case money becomes available for allocation. The scenarios presented would move the budgeted funds into the MSF. Ms. Yudichak asked if the grant is approved if the public safety officers would all be hired at one time. Ms. Hancock responded that they would be. Ms. Yudichak asked if whether 3 or 5 public safety officers are brought on if they will still budget for another firefighter and thus have an additional 4 or 6 positions. Ms. Hancock responded in the negative. Her goal in year 1 is to hire a public safety officer regardless as to if the grant is awarded. If the grant is awarded, the funds would go toward that hire.

Mr. Khan asked whether 1, 2, or 3 public safety officers are hired, how much the mill rate would increase. Ms. Hancock responded that 1 position adds approximately .2 mills. The current mill rate is 37.11 so it will bring it to 37.31. Mr. Khan commented to Chief Littell that he is doing a fantastic job. He asked him how many stations the Chief is trying to achieve/maintain if there are 3 more officers bringing the total to 10. Chief Littell requested that specific questions be e-mailed to him. Assistant Chief Dojan explained that the grant looks at response times. Based on the town's size and classification, it would not be unusual to staff the furthest station during the daytime. Mr. Khan asked what happens if there is an incident in Tolland and a team is providing mutual aid to another town. Chief Littell explained that dispatchers see the personnel available and if unavailable, an automatic re-tone is sent to career staff. If they do not respond, the call goes to the next town. Mr. Khan asked if there is a certified technician on the ambulance. Chief Littell responded that the ambulance has a mandated crew (EMT and MRT) as per the state requirement. Mr. Khan asked if they hire 3 public safety officers if they could maintain 1 station 6AM to 12AM or 24/7 so people can be confident that someone will show up rather than depending on volunteers. Assistant Chief Dojan explained that the grant does not allow them to create additional shifts. Thus, they are focusing on the operational times, not adding shifts. Mr. Khan asked if the grant is not received, and the Council approves hiring 3 additional officers through the normal budgetary procedure if that would create an opportunity for flexibility. Chief Littell responded that he would then have authority to move a shift.

Ms. Nuccio asked if they request 3 public safety officers via the grant if they can stretch the shift time past 6PM. Chief Littell responded that when writing the S.A.F.E.R. grant you do not want to show that you are creating an additional shift. Ms. Nuccio asked how much of the town's call volume is dedicated to mutual aid and what that means for the residents when that happens. Chief Littell responded that a meeting is scheduled after the holidays to discuss this and related items. They have a great mutual aid system. Ms. Nuccio noted that she supports requesting 3 public safety officers. She explained that she is looking at every possible way to fund the turf field that will not increase debt and the \$528,756 (presented in the scenarios for the MSF) could be used for one time project expenses. Ms. Nuccio noted that the fire department has the ambulance in its upcoming budget and is billing for the ambulance calls. She is looking toward getting a third ambulance and increasing revenue generation.

Mr. Luba commented that he is advocating for 3 public safety officers. He does not believe they could absorb 5 but they could build upon 3. He is in favor of getting an additional ambulance.

Mr. Jones asked if any other area towns are applying for the grant. Chief Littell responded that he did not know.

Mr. Khan asked if when services are provided if they are charged back to the residents. Chief Littell responded that they are. This is a state requirement. A third-party vendor automatically generates the bill.

Ms. Yudichak was in support of approving 3 public safety officers.

Mr. Luba motioned to approve the draft resolution as laid out in 9.1 for salary funding to budget for 3 firefighters for 3 years.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

BE IT RESOLVED, by the Tolland Town Council that it approves the Public Safety Director and the Town Manager to apply for a S.A.F.E.R. Grant. If awarded, the grant will provide for salary funding for 3 firefighters for 3 years. After 3 years the Town will be committed to budget for these positions within the Fire Department. This resolution approves the hiring of these positions if the grant is awarded and assures commitment to fund the positions after 3 years.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

10. REPORT OF THE INTERIM TOWN MANAGER

- Wanat Celebration will be held this weekend.
- Town Council shirts – those interested in ordering should reach out to Ms. Hancock
- FOIA Training Program, Tolland Public Library Program Room, January 13, 2022, 6PM; interested Councilors should reach out to the Town Manager's office to register
- CROCOG reached out to the town regarding a position on its Policy Board. It is traditionally held by the highest elected official. Meetings are held on the 4th Wednesday of the month at noon.
 - Mr. Jones accepted the appointment. Any Councilor interested in serving as an alternate should e-mail Mr. Jones.

11. ADOPTION OF MINUTES

11.1 November 23, 2021 Hybrid Regular Meeting Minutes

11.2 November 29, 2021 Hybrid Special Meeting Minutes

11.3 December 2, 2021 Hybrid Special Meeting Minutes

11.4 December 7, 2021 Hybrid Special Meeting Minutes

Mr. Reagan motioned to approve the minutes as laid out in 11.1 through 11.4.

Mr. Luba seconded the motion.

Discussion: none

Jones, Reagan, Khan, Luba, Nuccio, Yudichak were in favor. Murray abstained.

Motion passed.

12. CORRESPONDENCE TO COUNCIL

Ms. Nuccio recommended that the Council re-think how correspondence is handled. Prior to being a member on the Council, the correspondence did not go to everyone. It went to the Chair. She explained that there were people on all sides who expressed concern that their e-mails were not read or not read accurately. She noted that there is not anything in the Charter about reading the correspondence. Ms. Hancock noted that several years ago correspondence was not read at meetings. Mr. Jones commented that this is a good point of recommendation/consideration to review or revise the rules or procedures to clarify how correspondence to the Council is communicated, if at all, in public session.

Ms. Yudichak presented the correspondence.

- E-mails (couple) regarding the next steps to helping those in need with contaminated wells; hoping some ARPA money can help with this

- E-mails regarding the turf field not being the responsibility of the schools
- E-mail from a couple of BOE members asking to continue discussion of the turf field
- E-mail from resident concerned about the Town Council resignation and social media
- E-mail – resident sent a link regarding youth and mental health
- E-mail – resident concerned; BOE should not absorb any costs for the turf field
- Email (2) – concern about the Council using words like “hit”
- E-mail – writer concerned about using the word “hit” when describing costs; “hit” is negative and different words should be used
- E-mails (multiple) from same resident about ways to be more efficient with the environment; examples: solar panels, climate change

13. CHAIRPERSON’S REPORT

- Mr. Jones welcomed Ms. Murray to the Council. He asked that the liaison positions held by Ms. Falusi be reviewed so they can ensure positions are filled and others realigned if needed.
- Regarding the BOE liaison months, he requested that Councilors e-mail him with their requests – April through December are available.
- Mr. Jones expressed appreciation to those who attended the tree lighting ceremony. It was well-attended, people enjoyed it, and it was great to see everyone back in-person on the Green.
- Mr. Jones noted that the Council will have a goal setting meeting tomorrow night at 6:30PM.
- Wanat Park Event – December 18th, 11:30AM; a citation request was made recognizing Joe Marandino for his artistic engagement; citation will be presented at the event
- Communication from the Conservation Commission Chair recognizing Ms. Hancock for all her work. The Commission appreciates her communication and engagement.
- Seasons Greetings to everyone. The Council wishes all a safe and peaceful holiday season.
- Chairperson’s Hour will be back to regular hours next year. Mr. Jones encouraged chairs of other boards and commissions to attend and provide input. The next session is tentatively scheduled for the first Thursday in January.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Ms. Yudichak thanked the fire department, public works, parks, and the senior center for the tours. It was helpful and impressive to see what everyone does for the town. Ms. Yudichak asked if the Council could have an update from Rob Miller about the COVID numbers. Ms. Hancock asked Councilors to send any questions for Mr. Miller to her and she will send a consolidated response to the Council.
- Mr. Jones noted that the town manager survey closed yesterday. The Town Manager’s Office is compiling the information and will relay the data to the Council before the holidays.

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

Lisa Burns, 214 Slater Road, commented that sometimes it is difficult to hear speakers when they are wearing masks. She requested that the town look into having closed captioning available. It is available on some platforms and would be helpful to those who are hard of hearing. Ms. Burns commented on the available town shirts and clothing. It would be nice if others could participate in getting some of the items and she would be interested. While they may not be offered to the general public, there are people on boards and committees who would appreciate being part of the purchasing of items with the town’s seal. Lastly, Ms. Burns asked about the contaminated wells and if there has been any discussion about what will be put on the roads in the winter. It is her understanding that the reason for the contaminated wells

is the material being used on the roads. It is being washed into the wells. She asked how this is being prevented in the future. *Ms. Hancock responded that anyone who would like to purchase shirts should reach out to her. Two styles are available and cost \$70 and \$100. Everyone pays for their own. Regarding road salt, they do not have any information (well testing results) that specifically says that the well concerns are related. The current plan is to continue with the same materials they have been using on the roads; however, in the past couple of years they have reduced the amount distributed. The trucks are outfitted to distribute the material and replacement would be very expensive. At this time the plan is to continue using what the town has.*

Kenny Trice, 53 Doe Run, congratulated Ms. Murray and welcomed her to the Council. He is sure she will be an asset and everyone there will value her presence.

16. **ADJOURNMENT**

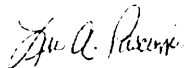
Ms. Nuccio motioned to adjourn the meeting at 10:23 PM

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

PSO STAFF MEMBER

	<u>2022/2023**</u>	<u>2023/2024**</u>	<u>2024/2025**</u>	<u>2025/2026**</u>	<u>2026/2027**</u>	<u>2027/2028**</u>		
PAYROLL	55,140.80	56,243.62	57,368.49	58,515.86	59,686.18	60,879.90		
FICA	3,418.73	3,487.10	3,556.85	3,627.98	3,700.54	3,774.55		
MEDICARE	799.54	815.53	831.84	848.48	865.45	882.76		
PENSION	3,308.45	3,374.62	3,442.11	3,510.95	3,581.17	3,652.79		
W/C	159.91	163.11	166.37	169.70	173.09	176.55		
TOTAL	\$ 62,827.43	\$ 64,083.98	\$ 65,365.66	\$ 66,672.97	\$ 68,006.43	\$ 69,366.56		
+ HEALTH	21,685.84	22,702.63	23,770.26	24,891.27	26,068.33	27,304.25	HEALTH	(79% OF FAMILY +
+ LIFE	529.35	539.94	550.74	561.75	572.99	584.45	LIFE	.32/1000 OF 2.5 TIM
								(TIMES 12 MONTH)
GRAND TOTAL	\$ 85,042.62	\$ 87,326.55	\$ 89,686.65	\$ 92,125.99	\$ 94,647.75	\$ 97,255.25		
** out years are estimate	\$ 2,283.93	\$ 2,360.11	\$ 2,439.34	\$ 2,521.75	\$ 2,607.50			
	2.69%	2.70%	2.72%	2.74%	2.75%			

Five Public Service Officers:

<u>Budgetary Impact:</u>	<u>Annual Budget</u>	<u>Expenditure Budget Increase</u>	<u>Stabilization Fund Balance, Beg</u>	<u>Stabilization Fund Budget Deposit</u>	<u>Use to offset Mill Increase</u>	<u>Stabilization Fund Balance, End</u>	
1 PSO 2022/2023	85,043	85,043	85,043	85,043		85,043	
1 PSO + 1 ADDL 2023/2024	174,653	89,610	85,043	174,653		259,696	
2 PSO + 1 ADDL 2024/2025	269,060	94,407	259,696	269,060		528,756	
3 PSO + 2 ADDL 2025/2026	460,630	191,570	528,756		94,648	434,108	MUST FUND 5 THIS YEAR
5 PSO 2026/2027	473,239	12,609	434,108			434,108	Avail for 1x cap expense
5 PSO 2027/2028	486,276	13,038	434,108			434,108	
5 PSO 2028/2029	499,649	13,373	434,108			434,108	
5 PSO 2029/2030	513,389	13,740	434,108			434,108	
5 PSO 2030/2031	527,507	14,118	434,108			434,108	
5 PSO 2031/2032	542,014	14,506	434,108			434,108	

Five Public Service Officers:

<u>Budgetary Impact:</u>	<u>Annual Budget</u>	<u>Expenditure Budget Increase</u>	<u>Stabilization Fund Balance, Beg</u>	<u>Stabilization Fund Budget Deposit</u>	<u>Use to offset Mill Increase</u>	<u>Stabilization Fund Balance, End</u>	
2 PSO 2022/2023	170,085	170,085	170,085	170,085		170,085	
2 PSO + 1 ADDL 2023/2024	261,980	91,894	170,085	261,980		432,065	
3 PSO + 1 ADDL 2024/2025	358,747	96,767	432,065	358,747		790,811	
4 PSO + 1 ADDL 2025/2026	460,630	101,883	790,811			790,811	MUST FUND 5 THIS YEAR
5 PSO 2026/2027	473,239	12,609	790,811			790,811	Avail for 1x cap expense
5 PSO 2027/2028	486,276	13,038	790,811			790,811	
5 PSO 2028/2029	499,649	13,373	790,811			790,811	
5 PSO 2029/2030	513,389	13,740	790,811			790,811	
5 PSO 2030/2031	527,507	14,118	790,811			790,811	
5 PSO 2031/2032	542,014	14,506	790,811			790,811	

Three Public Service Officers:

Budgetary Impact:		Annual Budget	Expenditure Budget Increase	Stabilization Fund Balance, Beg	Stabilization Fund Budget Deposit	Use to offset Mill Increase	Stabilization Fund Balance, End	
1 PSO	2022/2023	85,043	85,043		85,043		85,043	
1 PSO + 1 ADDL	2023/2024	174,653	89,610	85,043	174,653		259,696	
2 PSO + 1 ADDL	2024/2025	269,060	94,407	259,696	269,060		528,756	
3 PSO	2025/2026	276,378	7,318	528,756			528,756	MUST FUND 3 THIS YEAR
3 PSO	2026/2027	283,943	7,565	528,756			528,756	Avail for 1x cap expense
3 PSO	2027/2028	291,766	7,823	528,756			528,756	
3 PSO	2028/2029	299,789	8,024	528,756			528,756	
3 PSO	2029/2030	308,034	8,244	528,756			528,756	
3 PSO	2030/2031	316,504	8,471	528,756			528,756	
3 PSO	2031/2032	325,208	8,704	528,756			528,756	
3 PSO	2032/2033	334,152	8,943	528,756			528,756	
3 PSO	2033/2034	343,341	9,189	528,756			528,756	

Three Public Service Officers:

Budgetary Impact:		Annual Budget	Expenditure Budget Increase	Stabilization Fund Balance, Beg	Stabilization Fund Budget Deposit	Use to offset Mill Increase	Stabilization Fund Balance, End	
2 PSO	2022/2023	170,085	170,085		170,085		170,085	
2 PSO + 1 ADDL	2023/2024	261,980	91,894	170,085	261,980		432,065	
3 PSO	2024/2025	269,060	7,080	432,065	269,060		701,125	
3 PSO	2025/2026	276,378	7,318	701,125			701,125	MUST FUND 3 THIS YEAR
3 PSO	2026/2027	283,943	7,565	701,125			701,125	Avail for 1x cap expense
3 PSO	2027/2028	291,766	7,823	701,125			701,125	
3 PSO	2028/2029	299,789	8,024	701,125			701,125	
3 PSO	2029/2030	308,034	8,244	701,125			701,125	
3 PSO	2030/2031	316,504	8,471	701,125			701,125	
3 PSO	2031/2032	325,208	8,704	701,125			701,125	
3 PSO	2032/2033	334,152	8,943	701,125			701,125	
3 PSO	2033/2034	343,341	9,189	701,125			701,125	

TOWN OF TOLLAND

TOWN COUNCIL

**RESOLUTION TO REALLOCATE APPROPRIATIONS APPROVED BY
RESOLUTION ADOPTED ON JULY 14, 2020 FOR THE FINANCING OF
CERTAIN CAPITAL PROJECTS**

WHEREAS, the Tolland Town Council authorized an appropriation of \$90,000 for certain parking lot pavement work associated with the Board of Education office building (the "Parking Lot Pavement Project") by resolution entitled:

"RESOLUTION APPROPRIATING \$90,000 FOR CERTAIN PARKING LOT PAVEMENT IMPROVEMENTS, APPROPRIATING \$100,000 FOR DESIGN COSTS FOR THE FIREHOUSES, AND APPROPRIATING \$387,870 FOR HEAVY MACHINERY AND EQUIPMENT ACQUISITION AND REPAIR, AND AUTHORIZING THE ISSUANCE OF UP TO \$577,870 BONDS AND NOTES TO FINANCE THE APPROPRIATIONS" (the "Resolution"); and

WHEREAS, the final cost of the Parking Lot Pavement Project is less than \$90,000; and

WHEREAS, pursuant to the Resolution, the Town Council is authorized to reallocate the appropriations among the projects approved by the Resolution so long as the aggregate amount of the appropriations is not increased; and

WHEREAS, the Town Council wishes to reallocate a portion of the \$90,000 appropriation approved for the Parking Lot Pavement Project to the firehouse design project approved by the Resolution (the "Firehouse Design Project");

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town Council hereby authorizes (i) the allocation of \$29,818 from the appropriation approved for the Parking Lot Pavement Project to the appropriation approved for the Firehouse Design Project resulting in an appropriation of \$60,182 for the Parking Lot Pavement Project and an appropriation of \$129,818 for the Firehouse Design Project and (ii) the application of \$29,818 in bond proceeds financing such appropriation amount for the Firehouse Design Project.

(2) That all other terms of the Resolution, except as amended hereby, shall remain in full force and effect.

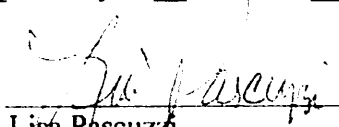
Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Jones, Reagan, Khan, Luba, Murray, Nuccio, Yudichak

Opposed: None

I, Lisa Pascuzzi, duly qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on December 14, 2021; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; 7 members were present at said meeting; a roll call vote was taken and 7 members voted in favor of said Resolution and 0 members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 14th day of December, 2021.



Lisa Pascuzzi
Clerk
Town Council
Tolland, Connecticut

**SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
6TH FLOOR COUNCIL CHAMBERS OR ZOOM
HYBRID MEETING**

DECEMBER 15, 2021 – 6:30 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio, Colleen Yudichak

Members Absent: none

Also Present: Lisa Hancock, Interim Town Manager

1. Call to Order: The Chair called the meeting to order at 6:32PM.
2. Discussion of Council Goals and identify possible objectives and activities

Mr. Luba motioned to suspend the Rules of Order so an open discussion could take place.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

The document Town Council Goals – 1st Pass was presented and referenced throughout the meeting.

Item 1a.

Ms. Nuccio commented that 1a is part of the budget process and not a goal. Ms. Hancock explained that often equipment replacement has been pushed out too long to create balance in the budget. Some items can no longer be pushed out. The replacement schedule makes this measurable. Ms. Nuccio explained that 1a is not a goal that the Council can necessarily reach since it is a budget item that goes to the townspeople for a vote. Ms. Murray commented that when it comes to goals one tries their best to meet them but may be unable to do so for a number of reasons. While some may not be achievable, the Council can show its efforts toward achieving them. Ms. Yudichak recommended using the term “advocate”. Mr. Jones proposed alternate wording.

Final edit:

“Advocate for replacement of capital equipment in a timely manner in accordance with capital equipment replacement schedules.”

Item 1b.

Mr. Jones believes this is a key focus for the Council.

Final edit:

No changes.

Item 1c.

Ms. Nuccio commented that succession planning and retention are 2 different things. The Council does not do succession planning. Mr. Luba explained that the department heads, the town manager, and personnel are responsible for succession planning. The Council can support succession planning and examine opportunities for employee retention. Mr. Jones proposed collaborating with the town manager and staff to implement successful succession planning and employment retention strategies in a fiscally cognizant way. Ms. Nuccio recommended something to the effect of supporting/helping the town develop succession planning and focusing on retention and understanding employees’ needs. Mr. Luba

recommended promoting/supporting employee retention in a fiscally cognizant way. Ms. Murray asked how they would measure fiscal cognizance in this context. Mr. Luba responded by looking at what is proposed, the service needs, and comparing it to what is being requested. In terms of fiscal cognizance, it is looking at what the town can afford. Ms. Murray recommended looking at retention efforts within the full budget and keeping perspective on what the contribution provides to the town's efforts. Mr. Reagan commented that as a Council they can ensure a succession plan is top of mind for the town manager and the finance director through communication during the budget process. Ms. Nuccio agreed that staff has the role of developing a succession plan. If it is a Council goal, it needs to be something on which the Council can have an impact. Ms. Yudichak asked if at review time the town manager could write up a plan for if something was to happen to him/her. Mr. Jones noted that this item may not be an ideal goal in that much of it falls under the town manager, head of human resources, and directors. The Council could, as part of the annual town manager review, request information about retention and succession planning as part of the evaluation. Ms. Nuccio commented that the Council should understand the risks associated with mass retirements. Ms. Murray recommended, "review and consider succession planning and employee retention in budget development". Ms. Hancock recommended a commitment to review and possibly support initiatives presented by the town manager and staff for succession planning and employee retention. Mr. Luba suggested discussing and reviewing succession planning and retention with the town manager during the budget process.

Final edit:

"Discuss and review succession planning and employee retention with the town manager during the budget process."

Item 1.d

Ms. Nuccio requested specificity so this goal can be measured. Mr. Reagan commented that success may be defined differently by different people. Ms. Nuccio noted that everything spent with ARPA funding will come from the subcommittee to the Council for approval. In turn, the Council will have ownership of this item. Ms. Hancock recommended "identify uses of the ARPA funds". Mr. Luba noted that milestones and guidelines can be set.

Final edit:

"Identify and execute use of ARPA funds for capital infrastructure needs and response and recovery to the pandemic."

Item 1.e

Mr. Reagan explained that while important, this may fall under the purview of the town manager and finance director. The AAA bond rating is a badge of honor for the town. He asked Ms. Hancock about the rating. She explained that when she arrived the town did not have a AAA rating, but it was brought to the AAA level. Ms. Nuccio noted that the AAA rating helps everyone in town. Mr. Luba noted that the Council cannot maintain the bond rating, but it can promote spending in a manner that works toward maintaining it. Ms. Hancock highlighted areas that are examined aside from financials that are part of the rating. She recommended a goal that considers and supports various initiatives to maintain strong reserves, continue good financial management, support economic development where possible, and keeping strong reserves. Ms. Murray explained that these are components of the goal and asked if they need to be explicitly stated. Ms. Hancock responded that they do not. She proposed supporting various initiatives to maintain a AAA rating. Ms. Nuccio explained that the items listed are activities. Mr. Luba proposed supporting fiscal policy that would work to maintain AAA bond rating status. The operational items would fall under this.

Final edit:

“Promote fiscal policies that are designed to maintain the town’s AAA bonding rating status.”

Item 1.f.i

Mr. Luba explained that prioritization is done during the budget process – needs and funding set the priorities. Mr. Jones suggested exploring private or regional partnerships if reasonable. Ms. Nuccio added looking at the town and BOE to see where there could be consolidation to save money. Ms. Hancock explained that she believes this item is about examining what the community wants, prioritizing, and redoing the vision statement. She added that delivery would be more managerial. She recommended determining if the services being provided are those wanted by the citizens but noted that the majority are mandated. Mr. Luba commented that other than “how they are delivered”, the item is accurate and what the Council should be doing. Mr. Reagan asked if services would be reviewed on a schedule or be an agenda item. Ms. Murray commented that some are included in the Town Manager’s Report or reports of department heads. Some are reviewed when making budget decisions. Mr. Luba commented that it is ongoing – if the town manager identifies an issue, the Council can make it an agenda item. Mr. Reagan expressed concern that while the Council may agree on this item, it may not be looked at again. Mr. Jones explained a review timeline could be established. Mr. Luba noted that once the goals are set, the timeline can be determined after speaking with staff. Ms. Nuccio explained that while it is important for the Council to understand the services the town provides and other items, she asked how they can get public support. Mr. Luba responded that this is part of the budget process. Ms. Hancock highlighted items that were done in the past to educate citizens but noted that there was not a large turnout. This item was written around hearing what citizens want for services and then determining what is feasible and prioritizing. Mr. Luba explained that they hear from residents during the budget process and with their input priorities can be set. Ms. Nuccio commented she believes this item came with the assumption that the town is not meeting people’s needs. There will always be some people who want more or want to tradeoff. The key is determining what those items are and she does not see this in this item. Mr. Jones recommended striking the first sentence. He believes it would fall under item 1.f.iii when they would receive resident input. Ms. Hancock noted that the budget book includes the services provided. Ms. Yudichak asked if surveys could provide some idea although limited in the number of responses. Mr. Luba believes this would fall under item 4.

Final edit:

Strike 1st sentence.

“Explore private, regional, and internal partnerships where feasible.”

Item 1.f.ii

Mr. Jones recommended addressing ongoing public safety needs. Ms. Nuccio recommended evaluating what is needed. The Council discussed not limiting this to the fire department.

Final edit:

“Evaluate ongoing public safety needs.”

Item 1.f.iii

Mr. Jones noted that he supports this item, and it is something that can be part of the future town manager’s goals. While not necessarily outdated, the document is dated. The vision and mission statements are guiding documents, and the infrastructure carries out the vision. Ms. Hancock explained that when working on the POCD some strategic planning was done and public input was received. Vision and mission statements are included in the POCD. She noted that a strategic planning process can be time-consuming and a mediator who is separate from the process is needed to do it correctly. Mr. Reagan asked if an outsider could bring the same to the table as someone intimately involved with the town but

can see the other side. Ms. Murray noted that it helps to have someone who is seen as impartial when facilitating discussions. The acceptable standard is to bring in a consultant. Ms. Nuccio asked what they are trying to strategically plan. Ms. Murray commented that they may want to consider once a new town manager is hired, collaborating on the vision and goals for the town and having this as one of the first things the town manager takes on. It would have benefits including an immediate buy-in to the community, familiarization with the community, and allows the person to make a contribution at the outset. Ms. Nuccio recommended possibly adding it under item 1.b. Mr. Jones suggested verbiage of, "Facilitate conversations and take steps toward creating a strategic plan." He proposed under item 1.f.iii an additional sentence, "Review the town wide vision and mission statements." Ms. Nuccio proposed a goal of supporting the town manager creating a strategic plan for Tolland. Ms. Murray noted it could read, "Consider updating the vision and mission statements in collaboration with the town manager." Ms. Hancock noted that a town manager would not create a strategic plan. The person may assist and collaborate with those involved who are working on the plan.

Final edit:

1.f.iii

"Support the new town manager and various stakeholders in creating a new strategic plan and consider updating Tolland's vision and mission statements."

Item 2

Ms. Hancock noted that she brought the Council's goal discussion to the staff, and she shared some of their concerns in the document presented this evening as noted.

Item 2.a

Mr. Jones explained that this is part of the capital plan. Ms. Yudichak commented that the Council should still ensure this is done. A brief discussion took place.

Final edit:

"Advocate to replace equipment and required improvements for infrastructure in a timely manner in accordance with the capital plan."

Item 2.b

Mr. Jones commented that this item holds the Council, Public Safety, and Town Offices accountable.

Final edit: no change

Item 2.c

Mr. Jones commented that if issues come before the legislature, they could be discussed by the Council to decide if it wants the town manager to advocate for the Council or have joint correspondence sent.

Final edit: no change

Item 2.d

Mr. Jones noted that they may want to ensure the Tolland Water Commission is a stakeholder in this process. The Commission has cognizance over any water issues in town. Ms. Nuccio commented that she understands the employee's concern but addressing the well water concerns is multi-faceted including legislation on what is being put on the roads and how testing is done - items at the state level.

Final edit: no substantive changes; replace "Well" with "well"

Item 2.e

Ms. Murray asked about "other potential areas of concern". Mr. Luba believes this is about areas on the Green. Mr. Jones noted accessibility at Celebrate Tolland and other public spaces and that they are continuing to address these areas. Ms. Hancock added that there are some locations where they are mandated to provide accessibility under federal ADA laws and the town needs to be in compliance. This goal would address any potential areas if there were any. Ms. Nuccio believes these need to be separated. Accessibility to the Green is an issue they have been actively working on for the past year. They were also looking at increasing accessibility to Cross Farms and the fields as well as other areas where events are being held. Ms. Murray recommended item 2.e read, "Accessibility" with 2 subsections. Final edit:

2.e. "Continue efforts with the Historic District and People with Disabilities Commissions to address ADA needs for accessibility in the Historic District."

2.f. "Review other areas of potential accessibility concern" [addition]

Item 3.a

Ms. Nuccio believes this belongs under infrastructure. It is a school field although it can be used for other items. Mr. Luba asked about the Miracle Field. Ms. Nuccio responded that it would fall under accessibility. Ms. Murray commented that it is available for use by other groups, not only those who need accessibility. Mr. Luba asked if this should fall under infrastructure. Ms. Yudichak confirmed that the Miracle Field has not yet been approved. Mr. Luba explained the Miracle Field is not being added as a goal – only the examination of the feasibility. Mr. Reagan commented that he is unsure if the turf field needs to be a goal. It is a specific item that will be discussed during this term and a decision will be made by the Council. Ms. Murray noted that it could fall under item 2.a. Mr. Jones asked if there should be a breakout for consideration of the Miracle Field. Ms. Hancock noted that at the joint meeting with the BOE, one of its concerns was to ensure that a plan is in place to be able to replace the turf field, if the Council chooses to replace it. Ms. Nuccio commented that it is part of the infrastructure, and a separate plan should not be needed. Ms. Yudichak commented that in 10 years they should not wonder how to fund whatever is decided upon. Ms. Hancock noted that any infrastructure should be considered in this way. Ms. Murray noted that the Council can commit to come up with a long-term plan for the field without making it a goal. Ms. Nuccio noted that Mr. Watts, the Recreation Director, evaluates what the town needs/wants and develops the programming. A brief discussion of the Pickleball Courts took place. Ms. Murray commented that as part of staffing and infrastructure, funds are put toward recreation. Ms. Hancock noted that this was included as it is part of the vision. A brief discussion about the Parks and Recreation Advisory Board took place.

Final edit:

3.a "Collaborate with the Parks and Recreation Advisory Board as needed."

Item 4.A

Ms. Murray commented that the town will not be building commercial property. Ms. Nuccio noted that the only thing the Council can do regarding economic development in terms of property is give abatements and commit to be business friendly. The Council cannot overreach its position. The economic development plan is the POCD. Mr. Jones proposed supporting opportunities that balance open space, residential, and economic development as needed. A brief discussion of town-owned land took place. Ms. Hancock commented that there are items at the state level the Council can advocate for. Ms. Nuccio commented that they can be more involved with AdvanceCT but it would still need to go through the PZC. Ms. Hancock noted people visiting the town for tourism may also go to restaurants or other businesses. Ms. Nuccio noted that they were involved with the 4-Town Project Committee and the creation of a marketing plan. Activities are ongoing. Ms. Hancock noted that they are also meeting with

the Tolland County Chamber of Commerce. In terms of making the town more business friendly, the PZC has done a lot to address this. Mr. Luba noted that the Council can affect this via taxes and other decisions. Taxes are a significant issue in making the town business friendly. Ms. Nuccio highlighted concerns she has heard about the lack of natural gas and high sewer rates. It was noted that at this time natural gas utilities were not interested in coming to Tolland. A brief discussion about the sewer system took place. Mr. Jones explained that some of the partnerships with the groups noted are reliant on citizen volunteers being part of those entities.

Final edit:

4.A "Review and explore ongoing partnerships with internal and external organizations that include, but are not limited to, AdvanceCT, the Economic Development Commission, the Chamber of Commerce, the Tourism Council, and the 4-Town Economic Development Group, towards community and economic development."

Mr. Jones noted that he also had an item under 4 that is not included in the document that read as follows, "Supporting policies that encourage the development of affordable and additional housing options."

Item 4.B

Final edit:

4.B "Explore avenues to create more community involvement in the budget process."

Item 4.C

Mr. Jones questioned the scope other than the Council having a continued partnership and strong dialogue with the BOE and the Superintendent's Office through the budget process.

Final edit:

No change

Item 4.C.i

Final edit:

4.C.i becomes item 4.D

Item 4.C.ii

Mr. Jones explained that they will need to wait until legislation is put forward that mandates towns to establish permanent hybrid options or provide remote access for the public. Ms. Murray noted that they can advocate for it. Ms. Nuccio commented that she does not know how to measure increased engagement other than via attendance. Ms. Murray commented that they could consider additional facility spaces that would work well for public meetings. Mr. Jones proposed the following, "increased engagement and advocate for state statutes that promote remote participation." Mr. Luba suggested, "provide opportunities for increased community engagement".

Final edit:

4.C.ii becomes 4E

4.E "Provide opportunities for increased community engagement and advocate for state statutes that promote remote participation."

Item 4.C.iii

Final edit:

Strike 4.C.iii

Process Notes

Mr. Jones noted that these are items for the Council to keep in mind.

The 2nd draft of this document will be presented at either the December 28th or January 11th Council meeting.

3. Public Participation (3-minute limit) - none
4. Adjournment
Mr. Luba motioned to adjourn the meeting at 8:51PM
Ms. Murray seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

MINUTES

TOLLAND TOWN COUNCIL REMOTE MEETING ZOOM MEETING December 28, 2021 – 7:00 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray; Tammy Nuccio, Colleen Yudichak

Members Absent: none

Also Present: Lisa Hancock, Interim Town Manager; Bev Bellody, Director, Human Services; Mike Wilkinson, Director of Administrative Services; Dr. Walter Willett, Superintendent; David Corcoran, Director, Planning & Development

1. **CALL TO ORDER:** The Chair called the meeting to order at 7:01PM.
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)
Claudette Morehouse, 89 Merlot Way, commented that she sent the Council a couple of e-mails with pictures of clumps of salt in the road from the dusting of snow last night. Regarding use of the ARPA funds for the study of clean drinking water, this is a quality-of-life issue – a basic human need issue. Use of the funds needs to pass because there are people in town with no potable drinking water through no fault of their own. They appreciate the bottled water provided by the town, but it is a band aid and does not fix the issue. Washing fruits & vegetables necessitates a bottle of water as does making pasta, coffee, or potatoes. The faucet cannot be turned on for consumption or food preparation. The state says the chemicals have corrosive levels to metal at 250mg/l. Hers are 3-4x that amount, and this is what rots cars before they wear out. In terms of bathing, the water causes skin irritation and brittle hair. Ms. Morehouse spoke of how her grandchildren are visiting and by the weekend she will lotion them well due to them having red and irritated skin. DEEP blames the issue on water softeners which have been in use for decades, but this issue started in 2006 after the brine use. She added that it has devalued their homes, yet they still pay high taxes unlike homeowners who receive tax breaks due to crumbling foundations. This is an emerging issue that will plague the town like the crumbling foundations. Ms. Morehouse asked the Council to vote in favor of the study to move residents closer to clean drinking water not only for the residents already affected but those who may soon be. She appreciates Ms. Nuccio's hard work at the state level and the town's ongoing conversations on this issue, but it is time to stop talking and do something. They have an opportunity to bring basic, clean drinking water to their friends and neighbors. She noted that she is begging the Council – this is their only chance to move forward.

Mark Gilcreast, 82 Merlot Way, commented that he is speaking in favor of item 8.3 to authorize the \$50K expenditure from the ARPA funds for an application to the Clean Water Revolving Fund to remedy the problem noted by Ms. Morehouse. He has lived at 82 Merlot Way for 16 years and for the last several years has been dealing constantly with contaminated water. It is due to the road salt applications made after 2006. The state has been testing the water monthly and he regularly receives a letter stating that

the water is unfit for human consumption. The road salt applications have made the water corrosive which leaches metals, and other materials, from the plumbing fixtures into the water. Mr. Gilcreast explained that they cannot even give the water to their dog. Water is a basic necessity of life, and it is hard for him to believe they are going through this in Tolland. He added that there is little doubt that the road salt is the culprit. At a Zoom meeting on December 15th hosted by the representative from Ellington, with Ms. Nuccio and other state and local officials in attendance, an environmental analyst from DEEP stated, "Road salt, is it the predominant source in most of the cases DEEP is seeing? Yes, it truly is." He was speaking specifically of Merlot Way and Zinfandel Circle. Mr. Gilcreast commented that the DEEP has come to realize the cause – it just needs to be a substantial factor which is the legal standard in CT which it is. He explained that if the water was fine before the applications of the chemicals and it has eroded continuously since then, then any reasonable person could conclude the issue is due to the road salt. Mr. Gilcreast noted that this is an opportunity for the town. Resources are being made available for the study which is a start. He asked that the Council not pass up this opportunity and vote in favor of the resolution.

Denise Gilcreast, 82 Merlot Way, commented on the water issue. She explained that President Biden in his speech in the beginning of December regarding infrastructure stated that everyone deserves, "clean water free of chemicals". She begged that the Council help the residents so they do not have to take other avenues that will be a hardship for everyone. It is discouraging when one cannot open their tap water to boil water for spaghetti. It is terrible to have this in the little town of Tolland. Ms. Gilcreast asked for the Council's help.

Heather McCann, 62 Crossen Drive, commented that the town is in a mental health crisis not only in the schools but also within the community at large. She is grateful for the Council and the mental health committee working toward addressing the mental health need in the community. The Council will hold a future meeting where this will be discussed. She asked that this issue not be taken lightly or that the Council not delay taking action. There has been an uptick in public displays of mental health struggles within the community. The community needs education and coaching in how to identify a mental health crisis in themselves and others. People need access to services and resources along with how to get them early and quickly. They need coaching and education for the community so when friends, families, and neighbors have a crisis it can be identified and be diffused rather than ignited. Ms. McCann commented that she has been a part of the Resident Trooper Citizen Police Academy for the past month. It has been a gift to have this available to the community and she highly recommends that people apply when another is offered. They have learned about the history of the state police, major crime unit, alcohol and drug enforcement, canine unit, and the accountability act. She added that Trooper Eklund is a gem, and she has enjoyed building relationships with him and others. She has great respect for law enforcement, and it has been an honor spending time with them.

Claudette Morehouse, 89 Merlot Way, commented that the Vineyards and the Buff Cap Road area have the highest concentration in the state, but it is not limited to those areas.

6. PUBLIC HEARING ITEMS:

- 6.1 Consideration of a resolution to authorizing an appropriation of \$398,155 to the COVID Relief Fund for the Board of Education from the General Fund Unassigned Fund Balance.

Ms. Hancock provided background information on this item.

The Board of Education (BOE) as of the end of FY20/21 had a remaining balance of \$796,310. This was discussed at a prior joint meeting of the Council and the BOE. The BOE requested that 50% (\$398,155) be appropriated to the Covid Relief Fund (CRF). It was requested that the remaining 50% be appropriated to the 1% fund. Ms. Hancock noted that the audit is complete, and the dollar amount has not changed. She noted that at the last Council meeting, they discussed adding language to the Agreement between the BOE and the Council regarding the CRF. Specifically, it was suggested that if allocated and the COVID funds were used during the next fiscal year, any remaining balance at the end of the fiscal year would be allocated toward expenditures from the COVID fund essentially replenishing the fund. The expenditures would be charged off to the general fund. Although the Superintendent shared the information with the BOE via the dashboard, Ms. Hancock noted that she is unsure where the BOE stands on this and the Council would need to determine how it would like to go forward. This evening the Council may continue the public hearing after discussion or if the fund appropriation is approved, the agreement can be discussed at a later date.

Ms. Murray commented that she recalls the discussion at the meeting 2 weeks ago and the caveat differently. A Councilor asked about this, and she believed there was general agreement to ask the question of the BOE, but she did not believe they agreed to add the caveat to the Agreement and/or draft Agreement. Ms. Hancock apologized and clarified that this was to be discussed with the BOE so there could be an agreement between the BOE and the Council about whether to move forward with the additional language in the Agreement. Ms. Murray asked if the Council received a formal response from the BOE. Ms. Hancock responded that she does not believe one has been received and deferred to Dr. Willett. Dr. Willett noted that the next BOE meeting is scheduled for January 12th and it can be added to the agenda for the Board's response.

Mr. Luba commented that as presented it is not how he understood the discussion at the last meeting. The discussion was that the BOE use its operational funds throughout the year to cover the COVID expenses. At the end of the year, the COVID expenses would be drawn off the CRF for reimbursement. His concern is that it appeared that over the past year the CRF was used as the primary source of funding rather than as a replacement fund. When established, the intent was that the CRF replenish the funds and not be used first leaving a lot of operational funds at year end. Ms. Hancock responded that her understanding was that the CRF could be used for COVID needs that would not have normally been budgeted. The Board's general fund budget would be used as needed for budgeted items. At the end of the fiscal year, had funds from the CRF been used and a balance remained in the general fund, the goal was to take expenses out of the CRF and reclassify them to the Board's general fund. Dr. Willett commented that this is how it was understood by the Board as well. At the end of the day, it was meant to protect the Board, schools, and town. The genius of the creation of the CRF is that it was predicated on the assumption that items may be needed in the year following the pandemic. The pandemic runs years and does not care about budget deadlines. The CRF allows for funds remaining at the end of one year to be rolled over for use in the next pandemic phase. Dr. Willett cited the example of summer school in July 2020 which will fall in FY 21/22. CRF funds could be applied toward the program; otherwise, the funds would need to be budgeted. The program is directly related to the impact of COVID, and students benefited greatly. While in the past it was asked that the CRF not be used for personnel, in this case it was needed for summer personnel. Whatever year-end balance is rolled over can

be considered for the ERF (1% fund) but it still rolls to the town's general fund. It is a no-loss situation – it covers the pandemic's needs, the ERF, and then would go back to the town. The CRF protects and recognizes that the pandemic is multi-year and has multiple phases while budgets only stretch a single year. The CRF provides flexibility. The Board's request this year is specifically for summer school, July 2022, and the expenses of having associate educators needed for quarantined students.

Mr. Luba commented that when discussed last year, it was directed that funds from the CRF not be applied toward ongoing positions other than possibly overtime if directly related to COVID. If used to fund additional positions, it becomes a revolving issue that should be paid from the Board's budget. Mr. Luba wants to see the Board use its operational funds for what is needed. During the past year, a lot was used for what he saw as tangential COVID issues that should have first come from the operational budget and later replenished. The CRF is a relief fund, not an operational fund. At this point, the BOE should be able to anticipate COVID-related issues and budget for appropriate activities. The CRF could then possibly be used for those items. He is not in favor of a significant amount of funding when the BOE has a significant amount remaining of its normal operational budget. Dr. Willett responded that these are not recurring expenses. They are specific to the summer school for all students. All students across the spectrum were impacted by COVID. The summer school was held last year successfully and was universally felt to be very positive for the almost school-sized number of students who attended. Many students have been in/out of school, this year and last, due to changes in the rules during the pandemic. The summer school program was well-planned and well-executed, and will be again, but not held in perpetuity. Summer school personnel are paid for the summer and are not added positions and the associate educators are year-long positions which do not exist in perpetuity. While initially the "things" were thought of, future pandemic needs constantly shift. In this case, they recognize that students need the additional time in school. Dr. Willett noted that even though it is a direct COVID impact, if not done via the CRF, it would need to be added to the budget albeit not in perpetuity. Mr. Luba requested that the Council hold off on moving forward on this item this evening since it has not received input from the BOE.

Ms. Yudichak commented that she agrees with continuing the public hearing since the BOE has not had a chance to fully discuss the possible edit to the Agreement. She does not understand why they would take from the general fund, voted on by the public, and replenish the CRF at the end. The BOE budget is for what was anticipated. Summer school is due to COVID and hopefully not long term. She asked Dr. Willett to confirm that the associate educator positions are not permanent. Dr. Willett clarified that those positions were created specifically due to the pandemic. As FTE positions, they were created for the pandemic. Ms. Yudichak commented that the Council should not oversee the BOE budget – they are separate entities although they should work together. She does not want the Council to overstep what it is tasked to do.

Ms. Nuccio commented that the Council is not overseeing the BOE budget but does oversee the CRF which is under the Council's purview and the language in the Agreement was agreed upon by both parties. Ms. Nuccio recalls that it was to be a stopgap. Rather than using the CRF and having \$800K remaining at the end of the year, the Board could have used the \$800K to pay the \$257K in COVID expenses and still had over \$500K remaining to go toward the 1%

fund and put money into the CRF if needed. This was the intent of the added language. She agrees that the public hearing should be continued until the BOE has an opportunity to review the language and provide input.

Mr. Reagan commented that the agenda item notes that it was requested that the BOE consider adding the language noted. Thus, the Council should wait on moving forward with the public hearing on this item.

Ms. Yudichak suggested holding another joint meeting with the BOE to discuss this as well as the turf field. She recalled that the BOE left the last meeting with unanswered questions and perhaps both issues could be discussed at another time.

A brief discussion took place regarding opening the public hearing and extending it or postponing it. Ms. Hancock recommended opening the public hearing and continuing it to January 25th. Ms. Murray made a point of information. She asked if the public hearing is opened this evening, and continued, if they would be restricted in their ability to take input from residents or speak about the matter when seeing friends and neighbors. Ms. Hancock responded that they would not be if chatting with an individual. Mr. Luba noted that he reviewed the FOIA restrictions and Robert's Rules. Once a public hearing is opened, there are no restrictions on discussion. The only restriction would be those related to FOIA where there could not be a quorum or discussions outside of a caucus on the issue. Opening a public hearing and continuing it does not bar them from having discussions with constituents.

Mr. Reagan motioned to open the public hearing.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Public comment: none

Ms. Nuccio motioned to extend the public hearing to the January 25th regular Town Council Meeting.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Mental Health and Substance Use Advisory Task Force - Ms. Yudichak provided an update of the December 20th meeting.
- Commission on People with Disabilities – Ms. Yudichak provided an update of the December 16th meeting.
- Planning & Zoning Commission – Mr. Reagan provided an update of the December 27th meeting.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion on the potential creation of an Affordable Housing Trust Fund.

The Chair noted that Mr. Corcoran and Ms. Bellody are in attendance.

Ms. Hancock explained this item is to provide information to the Council about an affordable housing trust fund related to new regulations passed by the Planning & Zoning Commission (PZC).

Mr. Corcoran explained that the PZC passed and codified a regulation in an effort to support the 2019 POCD to make the town more business-friendly and address ways to diverse housing options in town and inch toward state goals for affordable housing. The state wants towns to work toward 10% affordable housing; Tolland was at 3.25% when the POCD was last updated. With the assistance of Don Poland of Goman + York, the PZC created a regulation that requires any developer with more than 5 units to build at least 5% affordable housing. The regulation also provides incentives if a developer exceeds 10% in the way of higher density. If a developer does not wish to build affordable housing, they could put money into an affordable housing trust fund. The creation of such a fund would need to be authorized by the Council. The regulation would go into effect July 1, 2022, even if the Council does not create the fund. In such a case, all developers would have to build at least 5% affordable housing. Mr. Corcoran explained that money collected from developers would allow the town to potentially purchase affordable housing from future developers. The regulation notes a dollar amount of \$50K. If the fund is created, it would need to be managed. Mr. Corcoran recommended creating an affordable housing committee structured similarly to the Land Acquisition Advisory Committee to make recommendations to the Council.

Ms. Nuccio commented that the regulation was modeled after a Fairfield plan and asked if they have any information on its effectiveness as well as Fairfield's tax base and other items. She would like to see information from other towns more similar to Tolland which are doing this. Mr. Corcoran responded that Fairfield's trust fund is administered by a committee and the model requires all new development, including single family homes, to pay into the fund. The PZC regulation only addresses developers building multi-family residences to potentially pay into the fund if they do not build affordable housing. He noted that Mansfield has a similar model with a fee-in-lieu program where funds may go to a non-profit which supports affordable housing as a donation. The organizational structure was borrowed from Fairfield, but Tolland's regulation is a bit different. Ms. Nuccio requested more information about the Mansfield program. She commented that in terms of a development of 5 units, 5% is a quarter of a unit. Would they then have to pay \$12,500? A 20-unit development is needed for 1 unit at 5%. Mr. Corcoran explained that if a developer had a 5-unit complex, either 1 unit would need to be affordable housing, or the developer would have to pay \$50K. Ms. Nuccio responded that in such a case they are asking for 20%.

Ms. Murray called a point of order. She asked if the Council is the appropriate place for the underlying policy discussion and if it has any say or if they are only speaking about the fund. Mr. Jones explained that this item is to be cognizant of the policies the PZC has in place. He asked Mr. Corcoran about the fund. Mr. Corcoran explained that the 5% is in the adopted zoning regulation. Mr. Jones clarified that it is either 5% or a minimum of 1 unit. Ms. Nuccio asked if the Council has any say as to whether the 5% minimum or 1 unit is applied. An abatement would have to go through the Council and cited language in the regulation addressing coming before the Council. Mr. Corcoran explained that if the fund is created, the fee-in-lieu would go into a fund managed by the Council. If there is not a fund, there would only be a 5% requirement. An applicant would not need to appear before the Council.

Ms. Nuccio asked what kind of expenditures would be funded from the affordable housing trust fund. Mr. Corcoran responded that the enabling statute (CGS 8-30g) provides a broad opportunity to expend the funds on anything housing related including maintaining existing government-owned housing, purchasing new housing for government-ownership, or buying a deed for restriction. If a developer does not want to build affordable housing, the town could offer another developer money to do so. Ms. Nuccio commented that she is against the town owning or purchasing housing. She noted that Mr. Corcoran noted that there is 1 developer looking at building in town and asked how it would affect them. Mr. Corcoran responded that if the application is received before July 1, 2022, or the time when the trust fund is finalized, it would not apply to them. Ms. Nuccio confirmed that if the fund was created today and the development is 200 units, the developer would have to pay \$500K into the fund if the developer did not want to create any affordable housing. She asked if this would be seen as a barrier to having people develop in town. Mr. Corcoran responded that on a 200-unit complex, 10 units would need to be affordable or the developer would have to pay \$500K once this takes effect. With the affordable housing pressures across the state, he does not know that it is a great barrier. The consultant, in looking at other communities, believed this is a number developers would be willing to accept. Ms. Nuccio explained that she does not want this to discourage developers from creating more housing options.

Mr. Reagan commented that the state is mandating builders to have 5% of the units as affordable housing. He asked how Tolland does not follow the mandate by collecting a fee. Mr. Corcoran explained that the state is recommending that towns move toward 10% affordable housing. The PZC has self-imposed a 5% requirement with the feeling that collecting the fee-in-lieu would allow the town to purchase an equivalent amount of housing or deed restriction to offset.

Ms. Murray clarified that the Council can either set up a trust fund that would allow developers to have a payment in-lieu-of developing affordable housing or not set up the trust fund. In the case of the latter, there would not be a payment in-lieu-of option. The agenda item is whether to set up the trust fund. Ms. Hancock noted that they are not requesting any action this evening. They are only providing information about the regulation and what may be forthcoming. Ms. Murray commented that she is interested in how similar trust funds work in other municipalities that are similar to Tolland rather than the one in Fairfield. She would like a better understanding of the expending of the funds which would be under the purview of the Council.

Mr. Luba commented that the Council is bound by what was passed by the PZC and needs to decide if will create a fund that complies. He noted that as written, he is having a difficult time agreeing with the regulation. In regard to the 5%, he does not see Tolland having many large-scale developers. It has taken years to get a developer to look at developing more than 100 units in town. Most developments have been 5-10 units. In turn the regulation would have a disproportionate effect of 20% rather than 5%. A minimum of 20 units are needed for 5% - anything less the developer is paying more than 5%. He cannot see additional housing being created with such restrictions. Mr. Luba noted that he is a "no" regarding creating a fund in accordance with the regulation. He added that he fully supports affordable housing in Tolland but as written and how it will be effectuated does not provide an equal playing field. It disproportionately affects smaller developers. While they said it was a way to promote business, he feels that rather than attracting affordable housing will dissuade it. Mr. Luba noted that he would like to see other towns' programs.

Mr. Jones asked about Mr. Corcoran's comment that money in the trust fund could be used to incentivize future developers to build additional affordable housing units. Mr. Corcoran responded that this would be a legal expenditure of the fund. Mr. Jones asked if the developer would be required to maintain the unit as an affordable unit in perpetuity. Mr. Corcoran responded that the town could require it in perpetuity if not required by the state.

Ms. Murray asked for clarification on what would happen if the Council does not create the fund. Mr. Corcoran responded that a developer would be required to provide a minimum of 5% of all units as deed-restricted affordable housing. He added that this would be interpreted that if less than 20 units are built, 1 would have to be an affordable housing unit. Ms. Murray confirmed that the PZC policy is not before the Council. She asked who wrote the policy. Mr. Corcoran responded that it was written by the PZC as advised by Don Poland of Goman+York. Ms. Murray confirmed that this is a PZC policy that is in the zoning regulations with an effective date of July 1, 2022 or whenever the Council creates the fund – whichever comes first. Ms. Murray confirmed that the Council would be responsible for how the money in the fund is spent. She asked Ms. Hancock for information on how the Council can use the funds. Ms. Hancock responded that the information will be provided and asked Mr. Corcoran to research ordinances and how the funds are being used for the Council's consideration.

Ms. Nuccio commented she believes deed restriction is 50 years under CGS 8-30g. She noted that one option presented by Mr. Corcoran was paying a homeowner to deed-restrict their house and anything in perpetuity concerns her. She asked if this is one of the uses he anticipates. Mr. Corcoran responded that that would be the recommended approach for use of the fund. Ms. Nuccio commented that prior to the regulation there was a 10% requirement that was often waived. Mr. Corcoran responded that there was one in a couple of zones but was unsure if there was ever a viable application that would have met the threshold. Ms. Nuccio asked if the Council does not approve the fund if the PZC could waive the 5% requirement. Mr. Corcoran responded that it does not appear that the PZC granted itself the right to waive the requirement on a case-by-case basis. It did reserve the right to not accept a fee and only require the affordable housing. Ms. Nuccio asked if the fund is put in place, if the PZC can opt not to charge the fee. Mr. Corcoran responded that the PZC reserved the right not to accept a fee and in turn require the 5% affordable housing. The PZC controls what goes into the fund and the Council decides how to spend it.

Mr. Luba confirmed that if the Council does not approve the fund, per the regulation the only option is for 5% affordable housing to be built. He noted that for a 5-unit development, 1 unit is not 5% forcing the developer to have 20% of the units as affordable housing. Mr. Corcoran noted that this is his interpretation. Mr. Luba commented that right now there is a built-in legal challenge in the regulation. As written, it is facially invalid. Someone developing 5 units must now allocate 20% rather than 5%. If it is for developers building 20+ units, then there is not a legal issue. They are asking the Council to vote on an issue that is factually invalid.

Ms. Murray called a point of order. Mr. Jones commented that they should be focused on the trust fund and PZC needs to utilize its legal team to review the policy. There is an opportunity for the PZC to waive the funding component. Mr. Luba commented that the PZC does not have this ability as written. The PZC may only either accept the funds or not accept them in which case the developer must build 5% affordable housing. Mr. Luba explained that the Council is being asked to consider an affordable housing fund on a regulation that could be legally invalid. The Council needs to be cognizant if the regulation is valid as written; otherwise, if voted upon and the fund is approved and

challenged, it could nullify the entire issue. He would like the town attorney to review this. He does not believe they can vote on an issue that is legally invalid on its face even though the Council is only being asked to set up the fund. If the regulation is invalid, the fund is invalid as well.

Ms. Hancock noted that she will have a managerial meeting with Mr. Corcoran to discuss this. She will also speak with the PZC to get additional information to ensure it is a legal regulation. Mr. Luba commented that he does not want the Council moving forward on addressing an issue that would be legally void.

Mr. Jones asked Mr. Corcoran if the trust fund would be similar to the land acquisition process. Mr. Corcoran responded that it would be up to the Council in terms of its structure. Mr. Jones asked if a sizable amount of funds were received, if there is a threshold that would require a public hearing. Ms. Hancock responded that it will be dependent on how the ordinance is written. Mr. Jones requested more information about how towns make the public aware of the option of a deed with restriction.

Ms. Nuccio asked what would happen if a developer wanted to build 200 units and have 20 affordable units (10 more than required). She cited the regulation where if a minimum of 10% of affordable units are constructed, an applicant may request to purchase a density bonus up to 10% of the total proposed units by paying a fee-in-lieu equal to \$50K. Mr. Corcoran explained that if they are looking at a 200-unit property and the site configuration allows for exactly 200 units, to be eligible for the density bonus the developer would have to build 20 of the 200 units as affordable. The developer could then buy the ability to build an additional 20 unaffordable units for \$50K each for a total of 220 units, 20 of which would be affordable. If a fund is not in place, the developer could still receive a density bonus, but any additional units would have to be affordable. Ms. Hancock explained this was a way for a developer to go beyond the density level with units where full rent capacity could be received.

8.2 Consideration of a resolution to amend Chapter A176-6 of the Town Code, Policy Number 6: Policy Regarding Use of Tolland Green by Groups and Organizations.

Mr. Jones noted that a lot of information was provided and after speaking with Ms. Hancock, this item will be a discussion point this evening and voted on at a later date.

Mr. Luba commented that this item has been discussed previously and there is a lot of information for new Councilors to review and recommended holding the discussion at a later date.

Ms. Hancock apologized that her e-mail to the Councilors explaining the information went out late. She recommended postponing this item.

Mr. Reagan motioned to postpone item 8.2 to a future meeting to be determined.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.3 Consideration of a resolution authorizing \$50,000 from American Rescue Plan Act, known as ARPA, to fund a study for well water concerns for potential application to the Clean Water Revolving Fund.

Mr. Jones noted that due to a personal conflict and on the advice of the Town Attorney, he has to recuse himself from this discussion and vote. Mr. Reagan will man the meeting. Mr. Jones noted that he will be present but with his microphone muted and camera off so as not to be seen as engaging in the discussion. He requested the Councilors not reach out to him via text until discussion of this item has concluded.

The meeting was turned over to Councilor Reagan at 8:51PM.

Ms. Hancock noted that Craig Patla from Connecticut Water Company (CWC) is in attendance as well as Ms. Bellody, the liaison to the Tolland Water Commission, and Mr. Koss.

Ms. Hancock reviewed the background information for this item.

Ms. Hancock explained that this study is to focus on the Vineyard and surrounding areas. Part of the requirement is to have an engineering/cost analysis study done and submit it with the loan application. Under the federal treasury rules, this would be a permissible use of ARPA funds. Ms. Hancock explained that the request is for authorization to use up to \$50K for the study so they can submit an application. The decision on moving forward once the study has been completed is up to the Council. Additionally, Ms. Hancock noted that a survey was going to be prepared to learn if there are other affected areas of town, but the loan application is going to focus on the Vineyard and surrounding area.

Ms. Nuccio commented that there are several areas aside from the Vineyard that have this issue. At least 19 homes in the vicinity have the issue as well as at Ivy Woods and the State Police Barracks. She provided background information on the funds and allocation and noted that the DPH stated that Tolland has the highest concentration of contaminated wells in the state. The town may apply for a subsidized loan, but the study noted would be required to do so. Ms. Nuccio explained that there are 2 water distributors in town: Tolland Water Commission (TWC) and CWC. The area of concern would be addressed by the TWC. The TWC and Ms. Bellody are on board with doing the survey. The request is for up to \$50K to do the study which will provide the needed engineering information and help create the needs assessment that the town will need to distribute to learn if even more people are having issues. Ms. Nuccio noted that authorization does not commit the town to taking a loan, bringing in public water, or admitting guilt. It only provides an opportunity to take the first step in the application process. She added that this could help the town meet the needs of at least 19 households. Ms. Nuccio noted that CWC would be doing the contractual work, but this is not a CWC pipeline and there is no conflict of interest. TWC is made up of volunteers and does not have the expertise to facilitate the study. The request is for up to \$50K because they are unsure of the additional costs that may be involved.

Mr. Reagan clarified that this agenda item is to determine the extent of the tainted well issue in town and get a better understanding of the scope of the problem. While many questions were submitted and are part of this evening's packet, they are not relevant to this agenda item. The questions become relevant once the Council decides to take action and work is done to remediate the tainted wells. Ms. Nuccio noted that the study will provide alternatives as well. Ms. Hancock noted that several questions were received from a Councilor, and she responded to many of them. The information was included in the packet so it could be shared with all of the Councilors.

Ms. Murray asked what the Council is being asked to agree to. She is unsure what is being asked of the Council. Ms. Hancock responded that the request is to be able to move forward in applying for the loan (it does not have to be taken) and to use up to \$50K of the ARPA funds to allow the town

to get the information needed to apply for the loan. Once the town has more information, including the cost, the Council will be asked how it would like to move forward. This evening the Council is only being asked to fund the cost assessment analysis study. Ms. Murray asked if all the funds would be used for the study and if the cost assessment study scope of work is what is included in the packet. Ms. Hancock responded that the latter is for the one area of town noted. There may be other costs associated with preparing the loan application. Further, there could be additional cost analysis needed if other areas of town are going to be examined. They would like to have up to \$50K available so they can move forward in getting the process done given the deadline. Ms. Murray commented that Ms. Hancock noted items in addition to the cost assessment. Ms. Murray asked what the Council is being asked to authorize the money to be used for. Mr. Reagan referred to the language in the agenda item. Ms. Murray asked if the only use is for the study as noted in the motion. Ms. Hancock noted it is for the cost analysis study and any expenses associated with applying for the loan such as additional cost analysis of other areas. She added that Mr. Patla can provide more information about the study. Ms. Murray asked if the Council could get a better understanding of the expenses involved in applying for the loan. Mr. Patla explained that CWC is working for the TWC in the CWC's role as a certified operator for the TWC. They would be working as an agent of the TWC in the study of, and the determination of, the alternatives for the service provision in the noted area. CWC offered its services through conversations with Ms. Nuccio, the DPH, and subsequently with the TWC. The CWC services have been offered through a statement of work that outlines CWC relative to the town, the TWC, and its role. The CWC has extensive experience working with the State Revolving Fund (SRF). Mr. Patla explained that the statement or work outlines the work CWC is proposing. They will conduct a survey of existing data for homes in the subject area to determine the geographical area of contamination. That will allow them to identify a target area for the water main extension. Additionally, a high-level engineering study and alternatives analysis for variable routes to bring water to the problem area will be done. A cost estimate for the various routes will also be provided. Once a route is selected, CWC will work with the town to solicit interest from the affected homeowners. After completion, CWC will solicit another agreement with the town and the TWC to initiate the application process. Mr. Patla noted that the application process includes the high-level engineering and can be done in the timeframe required.

Ms. Murray referred to the "Extension of Water to the Area Referred to as the Vineyard, Tolland, CT" and asked what the geographic area is. Ms. Nuccio responded that it is Merlot, Chardonnay, Derek, Buff Cap, Tolland Stage – the entire Vineyard area. Ms. Murray asked if the entirety of Merlot, Chardonnay, Buff Cap, and Derek would be covered. Mr. Patla explained that a number of sample results from the area with high levels of sodium chloride in the water are available. The samples need to be plotted on a map to determine the breadth of the entirety of the area. Ms. Nuccio highlighted homes that have been reported through the Eastern Highland Health District (EHHD) that have had wells tested through DEEP or are on Tolland's list. Ms. Murray asked if the Council is authorizing CWC to do a study about bringing water to the entirety of Merlot, Chardonnay, and the entirety of Buff Cap. Mr. Patla noted that it is only to conduct a study of that area. Ms. Murray asked what Mr. Patla means when speaking of "that area". Mr. Patla responded that it is the area described as the Vineyard that has documented water quality issues. They will utilize the information available to determine the entirety of the area. Ms. Murray asked Ms. Hancock who makes the decision on what the area needs. Ms. Hancock responded it will need to be negotiated with Mr. Patla once the data is plotted and they will need to ensure that the language in the final contract includes the entire area pinpointed in the process. She will receive input from Ms. Bellody, Mr. Patla, and Mr. Koss as well. Ms. Murray asked if it is typical for the Council to enter into a

contract where final details are decided after voting. Ms. Hancock responded that it is. Usually, the Council will give the Town Manager authority to negotiate a contract and move forward with funding amounts not to exceed a particular dollar amount. Ms. Murray asked Mr. Patla about the timeline for the scope of work. Mr. Patla responded that a preliminary engineering study will take about 6 weeks but there are if/thens built into this including the quality and level of data available for the contaminated well sites. Ms. Murray asked if the town would provide the information. Mr. Patla responded that it would be provided by the town, the local health department, DEEP, and the DPH. Ms. Murray asked if the 6-week time period includes the time it would take for Ms. Hancock to negotiate a contract. Ms. Hancock responded that it does.

Ms. Murray asked if the Council could authorize the study to be performed by CWC (approximately \$25K) separate from the grant application. Ms. Hancock responded that at this time she does not know what the amounts would be. For greatest efficiency, she brought forward a lump sum request not to exceed amount. If the funds are not needed, they would not be spent. It would be inefficient to return to the Council to get things done. If authorized to use up to \$50K, she can report costs to the Council as the information becomes available. Ms. Murray asked if the town uses the funds for the study and to apply for the grants if it commits the town to using the grant and expanding the water line. Ms. Hancock responded that her understanding is that they do not have to take it unless the town decides to move forward with the project. Mr. Patla agreed. Ms. Hancock added that assistance may be needed from CWC to put the application together as well due to its complexity.

Ms. Murray commented that Mr. Wilkinson shared a document with the Council with the number and location of impacted properties. She counted 11 properties, but Ms. Nuccio referenced 19. Ms. Murray asked for an explanation of the difference. Ms. Nuccio explained that the list is a combination of the contaminated wells that have been reported to EHHD and the town. Ms. Murray commented that Mr. Wilkinson told her that the list was from EHHD, DEEP, and the town combined into a single list of 22 properties, 11 of which were on streets that may be in the Vineyards. Ms. Nuccio noted that there are a total of 68 properties reporting contaminated wells on the combined list. Ms. Murray commented that this information was not sent to the entire Council and requested that it be shared. Ms. Nuccio forwarded the information to the entire Council and Ms. Hancock. Mr. Wilkinson explained that the town's list only includes properties from DEEP and EHHD. Ms. Murray noted that her other questions are related to the policy decision of expanding water service as she understands this could put a lien on every property adjacent to the water line.

Mr. Luba noted a point of order. Tonight's discussion is about making a decision on the study, not about policy and they should discuss the issue of the study itself. Mr. Luba confirmed that part of the study is determining what is needed. The study begins with the known issues and expands to determine if it goes beyond the identified problems. Mr. Patla explained that they will use the known data points to make a determination of the affected area. The scope of services does not include sampling of additional wells. Mr. Luba confirmed that if this was needed and appropriate it would be brought to Ms. Hancock to be presented to the Council. Mr. Luba confirmed that they are looking at approximately \$50K out of the \$4M in ARPA funds. He noted that the Birch Grove Building Committee allowed the Town Manager to work within certain parameters much like the request being made tonight. In this case the Council would set a \$50K limit. He added that when discussing goals, the Councilors talked about taking care of townspeople and he does not feel there is anything more important than helping those with well issues and use

of their homes. They need to look at situations where there is no drinking water. With this study, the Council is not agreeing to do anything or accepting responsibility. The Council would learn who is affected so the town can apply for grants and time is of the essence for the first round of funding. He asked Ms. Bellody for her input. Ms. Bellody explained that they cannot go forward without the cost analysis, and she supports having it done. They need this to know what they are talking about in terms of magnitude of cost. She noted that the motion's language would need to be corrected in regard to the funding source. Ms. Bellody added that Mr. Koss is in attendance this evening because the TWC would need to be the applicant. Mr. Luba confirmed that the scope of the study would help identify the magnitude of the situation so they can start discussing options. Ms. Bellody confirmed that the scope of services is a high-level cost analysis of getting to the Vineyard and any other areas determined by data points to have contamination. They are not doing additional sampling. Mr. Luba noted that he supports doing the study. Being secure in one's home and having drinking water is something they should look at, get the cost analysis, and see what funding is available. Mr. Patla noted that the Council will have subsequent decision points along the way. This is the logical first step so they can determine the area and cost so the Council is better informed on the next decision point.

Ms. Yudichak commented that at the ARPA subcommittee meeting this was referred to as a needs assessment and now it is an engineering study. She asked about the difference. Ms. Hancock responded that the true description of what is needed is an "engineering cost analysis". This will provide information on the needs in the area. Ms. Yudichak asked if each home's door in the area would be knocked on and told that they are checking for a problem. She asked about those that are not in the Vineyard. Mr. Patla responded that they would use available data. If additional sampling is needed, they will need to work with the town. Ms. Hancock explained if water is eventually brought into a neighborhood, the water line would be available for everyone in the neighborhood. The study does not include knocking on doors. In terms of sending a survey, they would need to work with CWC on who should be surveyed. She added that there are other parts of town where the town does not own the water system. They cannot take a loan and provide service to those areas not serviced by the town system. Ms. Bellody noted that in another town they surveyed residents along where the water line would be. Mr. Patla explained that they take guidance from the DPH. To be eligible for the SRF, a demonstration of significant water quality issues is needed. Sixty-eight tests with significant issues in an area would likely be accepted and the town would be directed to move forward with design and the initial cost estimate. Ms. Yudichak asked if someone would be reporting back to the ARPA subcommittee. Ms. Hancock noted that once CWC completes the process she will report back to the Council since it authorized the use of the ARPA funds. Ms. Yudichak commented that she is concerned about those who may not have access to the TWC. Ms. Hancock responded that that would likely involve the state and/or CWC. Mr. Patla noted that they would work with the town with a funding opportunity to address those issues as well. Ms. Yudichak asked if the full \$50K is not used, if the money is returned to the ARPA. Ms. Hancock responded that the money is spent directly from the fund. Anything not spent remains in the fund.

Ms. Nuccio noted that these are people who do not have drinkable, potable water in their homes. They are asking the Council to consider \$50K of \$4.2M to do a survey to learn of options to assist. If this is delayed, it cannot be considered for another year since the fund for projects typically opens in January. If they decide not to do this, they are jeopardizing the timeline to have the survey done to apply for money from the government. If a decision is not made this evening, she recommended holding a special meeting so they can stay within the necessary timeline. She added that the

funding that provided the \$4.2M includes that it may be used for clean water initiatives. She asked that the Council consider the time sensitivity.

Ms. Yudichak commented that they all care about the residents and have every right to ask questions. There is a lot of documentation, and it is \$50K out of \$4.2M but it does not mean they should not ask the questions. A lot of residents have questions as well. Mr. Reagan responded that no one is saying not to ask questions. They are still going through the circuit.

Mr. Khan commented that he is fine with authorizing the funds. He asked Ms. Hancock if the residents have not had drinking water for the past 7 years where she has been. He asked Mr. Patla if his responsibility is only to supply the water and make money on it. He commented to Ms. Nuccio that people do not have water to drink or shower with, but they talk about the fire department and the turf field. They need to make a choice. Mr. Patla responded that this is not the CWC water system. The system belongs to the TWC. Mr. Khan replied that the CWC is supplying the water and makes a profit. Ms. Hancock responded that they do not. The TWC owns the system and would provide the water to the area. They are contracting with CWC to do the analysis because it is the best company to provide what is needed for the application. In terms of where she was, she was not involved prior to this. Representative Nuccio was involved when she took leadership in her representative position to try to move forward to get attention to this area at the state level. Ms. Hancock noted that she cannot speak to what the town did in the past. Mr. Khan commented that Stone Pond had a water problem for 7 months and he can feel the pain of those without water for 7 years. He is sorry for the residents and for himself that he is part of this. Even if they do something about it, it will take at least a couple of years. He asked that the nonsense stop and that DEEP, the state or someone do something for the residents. Ms. Nuccio commented that she has been working on this for the past 5 years trying to get attention to it and was one of the first things she worked on in her state role. This is why she is so passionate about having the survey done.

Ms. Murray commented that they have a responsibility to help residents. Not having drinking water in their homes must be very difficult and is not an acceptable place for her friends and neighbors to be. She appreciates that explanations were provided. The Council is responsible for understanding everything it approves or does not approve.

Mr. Luba noted that time is of the essence, and they are doing their due diligence by approving the study. It has been long enough; it is time to move forward.

Mr. Koss commented that the TWC has had a maintenance and operations relationship with CWC for many years not because they are not the only alternative but because it is the best for Tolland's water system. What is being discussed and will be voted upon is whether the Council wants to spend \$50K for initial survey work, planning, and information so if there is a desire to build something, there is enough for an application. The area noted is a pocket with a significant number of homes with issues. There are other properties in town with unhealthful water and some are in areas served by another water company. This \$50K study may lead to a solution to the problem but the town cannot apply without doing the survey work.

Ms. Nuccio motioned

BE IT RESOLVED by the Tolland Town Council that it hereby approves as follows:

Consideration of a resolution authorizing \$50,000 from ARPA to fund an engineering/cost analysis study for well water concerns for potential application to the Clean Water Revolving Fund.

Ms. Nuccio amended the motion to the following:

BE IT RESOLVED by the Tolland Town Council that it hereby approves as follows:

Consideration of a resolution authorizing up to \$50,000 from ARPA to fund an engineering/cost analysis study for well water concerns for potential application to the Drinking Water State Revolving Fund.

Ms. Yudichak seconded the motion.

Discussion: Ms. Murray asked if the motion includes authorizing the Town Manager to apply for the grant. Ms. Hancock responded that she believes it should be amended to include this. Mr. Luba commented that it is clear that the study includes the application process.

Ms. Nuccio rescinded the motion.

Ms. Nuccio re-motined:

BE IT RESOLVED by the Tolland Town Council that it hereby approves as follows:

Consideration of a resolution authorizing up to \$50,000 from ARPA to fund an engineering/cost analysis study for well water concerns and application to the Drinking Water State Revolving Fund.

Ms. Yudichak seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Mr. Jones returned at 10:15PM and took over the Chair.

8.4 Consideration of a resolution to approve the Town Council Goals for 2021-2023.

Ms. Hancock provided background information.

Edits:

Ms. Nuccio noted the following: item 4, lowercase A-D; no bold; strike 4Ai
Council had no objections.

Ms. Yudichak: process notes, #3, set timelines for accountability
Council agreed to do a review every 6 months – June/December/June

Mr. Luba motioned to approve the draft resolution as laid out in 8.4.

Ms. Murray seconded the motion.

Discussion: Ms. Yudichak asked if the motion includes the changes noted. Mr. Jones clarified that the motion was to approve the draft resolution as amended based on the Interim Town Manager receiving feedback and editing the document.

A roll call vote was taken. Motion passed unanimously.

BE IT RESOLVED that the Town Council hereby approves their Council Goals for 2021-2023.

8.5 Appointments to vacancies on various municipal boards/commissions. - none

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

10. **REPORT OF THE INTERIM TOWN MANAGER**

- Ms. Hancock was on the Governor's conference call yesterday when it was discussed that the state will be providing COVID at-home test kits. Ms. Hancock is working with staff to arrange pick up of the kits and to coordinate communicating information to the public as well as staffing needs for distribution. They plan on picking up the tests on Thursday and will communicate the distribution information to the public. The number of tests provided is based on population and each kit contains 2 tests. Ms. Hancock will also try to get masks for distribution to residents and businesses.
- Ms. Hancock explained that she wants to find a way to ensure she is communicating properly. She wants to share information that will help the Councilors make informed decisions. One option is to have questions posed in advance, along with the responses, presented to everyone at Council meetings particularly if there is a lot of information that would be helpful to many people. She apologized and explained that it was wrong to share so much information and revise the agenda 2 days before the meeting. It will not happen again. She added that it was her decision to share the information with the Council & give the public access to it as well. She asked the Councilors for feedback and noted that she wants to meet their needs.
 - Mr. Khan requested that there be town hall meetings where they can hear people's problems and issues. Ms. Hancock explained that they have never had a town hall meeting. The Chair usually has a Chair Hour where information is shared. Mr. Khan explained that it does not have to be Council-related – it could be about the PZC, EDC, or others. It would be a question/answer session to help residents. Mr. Jones noted that the Chair Hour is usually the first Thursday of every month and the Interim Town Manager is invited. In the past, Council chairs have invited chairs from other boards/commissions, and this could be expanded to be an open invite so long as it does not create a quorum of a board/commission.
 - Mr. Khan noted that he would like a summary sent with the agendas. Mr. Jones agreed that one-page summaries of supporting documents with a narrative of why the information is relevant to deliberations, when possible, would be helpful. Ms. Hancock responded that they would try to do what they can. At the moment there are some issues with COVID, and she may not have the staff to address questions in a timely manner. She asked that the Council bear with her while they are on a bare-boned staff. Mr. Jones noted that at times, due to extenuating circumstances with COVID, if they do not feel enough supporting documents and summaries can be provided, certain items can be postponed for discussion. Ms. Hancock recommended having a standing Zoom meeting with herself, Mr. Jones, and Mr. Reagan in attendance to discuss the agenda.
 - Ms. Hancock noted that it was suggested that a link to the minutes of those meetings that are referenced during meetings would be helpful. She explained that this could take a bit of time from the staff and who at times are challenged to get the documents out on time. If this is something desired by the entire Council, they can make an effort to make it happen. Mr. Jones noted that perhaps the liaisons could share pertinent links with the Council Chair and Vice Chair and/or brief summaries.

- Ms. Nuccio explained that in the past, when the agenda came out, she submitted questions to the town manager and knew that they would be brought up during the meetings since all of the Council's business should be done in public. It helped facilitate the town manager knowing that the questions would be posed and who should be in attendance to address the questions. Additionally, everyone could learn the information. Everything should be asked in public and the resources available to respond. Ms. Hancock responded that this is what she is asking. Some answers can be easily provided while others may take longer than a couple of days. Her goal is to have the right answers and people available whenever possible.
- Ms. Nuccio suggested reviewing the goals, what needs to be done, and having a number of meetings planned out which provides room if something needs to be added. Ms. Hancock responded that she has quite a few meetings planned and will be sharing the information with the Chair and Vice Chair. Mr. Jones noted that he has discussed this with Ms. Hancock.
- They have interviewed for a project grants administrator position and are in the process of negotiation.
- Assessment technician – They are trying to fill the position for the fourth time. Other towns are enticing candidates with more money, and it is currently an employee market.
- Ms. Hancock wished everyone a Happy New Year and hopes they have had a wonderful holiday season so far.

11. ADOPTION OF MINUTES

- 11.1 December 14, 2021 Hybrid Regular Meeting Minutes
- 11.2 December 15, 2021 Hybrid Special Meeting Minutes

Ms. Nuccio motioned to accept the minutes as laid out in 11.1 and 11.2.

Mr. Luba seconded the motion.

Discussion: none

Reagan, Khan, Luba, Murray, Nuccio, Yudichak were in favor. Mr. Jones was unavailable.

Motion passed.

12. CORRESPONDENCE TO COUNCIL

- E-mail regarding contaminated wells and undrinkable water
- E-mail regarding the Town Council's goals
- E-mail concerned about road salt usage along with pictures

Mr. Jones returned at 10:48PM.

13. CHAIRPERSON'S REPORT

- Mr. Jones thanked public safety for another successful holiday tour. It was the 20th anniversary. It is a great tradition to see it every year.
- Mr. Jones thanked the survey respondents for the Town Manager Stakeholder Survey feedback. It provides a beneficial and anecdotal snapshot of the community's thoughts on the topic. The Council will convene with Mr. Wilkinson in executive session to finalize any documents before going out to the recruitment process for the position.
- Miracle Field Site Visit – January 9th in East Lyme (Council members), 9AM; Councilors should RSVP to Mr. Jones, Mr. Reagan, and Ms. Hancock

- Mr. Jones wished everyone a Happy New Year and he is looking forward to working with all in the next year.
- Upcoming Chair Hour: next Thursday

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Mr. Luba expressed appreciation to the Council members for approving the study. It was an important move and shows that when they work together, and put the town ahead of their own interests, they can do great things. He hopes everyone had a Merry Christmas, Happy Holidays and a Happy New Year. He added that 2022 means "twenty twenty too".
- Ms. Yudichak spoke in regard to correspondence and noted that perhaps the Council should discuss if it would like to handle correspondence differently. She added that she and Mr. Khan will visit the other 2 fire stations next week along with the Recreation Center. They may visit the turf field as well. Ms. Yudichak added that in regard to the wells, every resident is important, and she is please they voted unanimously to fund the study. She wished everyone a Happy New Year.
- Mr. Khan thanked everyone for working together. Hopefully the issue with the wells can be solved quickly. He wished all the best for 2022.

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

Claudette Morehouse, 89 Merlot Way, gave her sincere thanks to the Council for going forward with the study. It is a little glimmer of light at the end of the tunnel. She knows \$50K is a lot of money and the Councilors had great questions. To put it in perspective, she has been going through this since 2012 and has spent \$35K in repairs. Anything with a water component has been replaced in her home. If she is able to get city water, which she knows will take time, she will likely reach \$50K out of her own pocket. Ms. Morehouse noted that she brought this issue to the town council 5 years ago and she has been through extensive tests and studies. She feels the wheels are moving right now and appreciates the Councilors' hard work and due diligence. She wished all a Happy and Healthy New Year.

16. ADJOURNMENT

Ms. Yudichak motioned to adjourn the meeting at 10:56 PM

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair