



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

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
June 23, 2021

<https://us02web.zoom.us/j/86358441213?pwd=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>
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=dUJPbnVDV3BoZW1MT1ZJZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. APPROVAL OF MINUTES

- June 9, 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 – Alexandra Costa and Simar Grewal

H. SUPERINTENDENT'S REPORT

- H.1 EOY Phase III Reconciliation June
- H.2 Early Release ER days 2021-2022

I. COMMITTEE & LIAISON REPORTS

J. CHAIRPERSON'S REPORT

K. BOARD ACTION

- K.1 Obsolete and Surplus Equipment
- K.2 Birch Grove Primary School Change Orders
- K.3 Field and Grounds Agreement
- K.4 Safe Return to In-Person Instruction and Continuity of Services Plan

L. ENTER INTO EXECUTIVE SESSIONS FOR THE PURPOSE OF THE SUPERINTENDENT'S EVALUATION

M. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

N. POINTS OF INFORMATION

- 2021-06-08 Regular Meeting Minutes

O. FUTURE

P. NEW BUSINESS

Q. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
ZOOM Meeting

REGULAR MEETING – June 9, 2021

Members Present: Ashley Lundgren, Chair; Christina Plourd, Vice Chair; Tony Holt, Secretary; Renie Besaw, Christine Griffin, Madhu Renduchintala, Dana Philbin (arrived at 7:32PM), Sophia Shaikh
Members Absent: Jacob Marie
Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:09 PM. The Pledge of Allegiance was recited.

B. APPROVAL OF THE AGENDA

Mr. Renduchintala motioned to swap item M and item L.

Ms. Shaikh seconded the motion.

A roll call vote was taken. Motion passed unanimously.

C. APPROVAL OF MINUTES

- May 17, 2021 – Special Meeting Minutes
- May 26, 2021

Ms. Plourd motioned to approve the minutes of the May 17th and May 26th meetings.

Mr. Holt seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

D. PUBLIC PARTICIPATION

Sara Briggs, 157 Anderson Road, commented that she e-mailed Dr. Willett a few times regarding children wearing masks for the upcoming school year. Her son will be starting kindergarten in the fall and she is here tonight to get some updates and hear what is discussed.

Liz Costa, 54 Josiah Lane, commended Tolland High School and specifically the class officers, class advisors, Mr. Poland, and Mr. Zenczak for what they put together for the seniors. It was impressive and she knows graduation will be wonderful. It is clear they took input from both the students as well as the advisors and she has never seen anything come together that was more beautiful and well planned.

E. CORRESPONDENCE

- e-mail concerned with the Policy Committee meeting cancellations; author is interested in knowing the plan going forward
- e-mail asking that committees have co-chairs or vice chairs
- e-mail asking for a plan for committees to continue their work even if a member is not present
- e-mail thanking Dr. Willett for continuing full day education during the heat wave

- e-mail articulating concerns with the effects of the heat and masks; author asks that the district look at making mask wearing optional for the remainder of this year and next
- e-mail concerned with the mental health risks of forcing children to continue wearing masks; author would like it to be optional
- e-mail asking to take away the mask requirements for next year
- e-mail requesting that the team review the CDC guidelines and work towards unmasking the children
- e-mail reiterating concerns with committee meeting cancellations; author asked for Board member responses
- e-mail articulating the desire of a group of concerned parents regarding removing the mask mandate from Tolland schools for next year's school year
- e-mail asking that children not be required to wear masks; author also asked that Critical Race Theory is not taught in Tolland schools

F. POINTS OF INFORMATION

- Dr. Willett explained that, in regard to masks, he sent an e-mail regarding information about what is required for the remainder of this year. Executive Order 12A, the DPH, and the CDC require school districts to require masks through the remainder of this year. He noted that information has been shared by Dr. Fauci on the national level, and others, that potentially students in grades 6-12, or those of an age who can be vaccinated, may not have to wear masks next year. Dr. Willett explained that should it be permitted by the DPH, they may be able to say that students whose families show proof of vaccination may not be required to quarantine and/or wear masks next year but they will need to see what happens over the summer. He explained that they have reason to believe that there will be some lifting of the mask mandate based on Dr. Fauci's comments regarding the noted age group. Dr. Willett explained that they are waiting to see what happens. Masking is required through the end of this year with the exception of if students are outside on recess and not congregating.
- Mr. Renduchintala commented that Tolland has had a net of 117 people move into town. He asked if this translates into an increase in the TPS enrollment number. Dr. Willett responded that quite a few students enrolled this year.
- Ms. Plourd thanked Ms. Briggs for the courage to speak up for the first time. In regard to masks, they need to follow the guidelines but there may be some advocacy that the Board and parents can do at the Board and state level. This is something that can be put on a future agenda of the Communications Committee. In regard to the Policy Committee, Ms. Plourd commended Mr. Holt stating that since 2014 the Committee has not met more than 4 times and when Mr. Holt took over as Chair it has met 13 times. She thanked Mr. Holt for having a passion for policy.

G. STUDENT REPRESENTATIVES' REPORT – Alexandra Costa & Simar Grewal

- Senior Prom – June 4th
- Class Day – June 5th
- Graduation Practice – upcoming Monday and Wednesday during the school day
- Graduation – next Friday at the Yard Goats Stadium
- Ms. Grewal thanked the Board for the UCONN sweatshirt and all of the kindness the members have shown this year. She learned a lot and everyone was amazing.

- Night of Excellence – held last Tuesday; many students were recognized for their hard work
- Ms. Costa thanked the Board for the sweatshirt and for the opportunity to be a Student Representative over the past 2 years. She had a great time, enjoyed herself, and learned so much.
- Student Council – elections were held for next year's Student Representatives; winners were Nathalie Mitchell and Emily Pereira

Ms. Lundgren thanked Ms. Grewal and Ms. Costa. She knows they have a great future. She welcomed Nathalie and Emily.

H. SUPERINTENDENT'S REPORT

H.1 Celebrations

Dr. Willett reviewed attachment H.1 and highlighted the following:

Sports

- Senior Adriana Rhodes and Freshman Charlotte Pacheco have both earned All-Conference for the Central CT Conference, All State and All-American honors in Gymnastics
- CCC Conference Champions
 - Girls Lacrosse
 - Boys Lacrosse
 - THS Golf Team
 - Tolland Boys and Girls Outdoor Track Teams
- Invention Convention Recognitions
 - Sophia Ash (Cozy Canine Cradle)
 - Kylie Krol (Kylie's Bracelet Board)
 - Cecelia Ruiz-Giro (Oxyhydrogen Generator for Household Appliances)
 - Vaughn Coombs (Simply Crunchy 2.0)
 - Audrey McKown (Breathe Better Buzz Box); National Finalist
- Teacher Recognition
 - Michelle Campbell, math teacher, TMS
- TMS Presidential Award of Excellence Recipients

Ms. Lundgren noted that she is very proud of the students. Ms. Plourd congratulated everyone on a job well done. She suggested that perhaps the finalist in the Invention Convention could demonstrate her project to the Board at an upcoming meeting. Mr. Renduchintala noted that he too is interested in the Breathe Better Buzz Box and congratulated the student athletes, the young inventors, and their coaches and mentors. He thanked Ms. Grewal and Ms. Costa for being part of the Board and wished them good luck in the future. He looks forward to meeting Nathalie and Emily.

Ms. Philbin arrived at 7:32PM.

H.2 Monthly Financial Report

Dr. Willett reviewed attachment H.2.

The May 2021 financial report shows an available balance of \$832,193 or 2.08% of the BOE's current budget.

Dr. Willett highlighted areas including the following:

- Salaries – under budget, staffing has been a challenge during the pandemic but they are recovering; will fluctuate
- Substitutes – under budget; brought in a temporary Assistant Principal
- Overtime Expenses – under budget; cannot be encumbered
- Stipends – over budget; pay to play has been reduced; expected to balance
- Health Insurance/Employee Benefits – over budget; not uncommon for schools this year
- Retirement/Course Reimbursement/Unemployment – under budget
- Legal/Audit/Tech Services – over budget; district completed negotiations with the paras and secretaries' union; expenditures are expected to be incurred
- Repairs/Maintenance/Custodial – expenses will continue to be incurred; many expenses are cyclical; impacts are expected
- Student Transportation – under budget
- Special Ed Tuitions – under budget; fluctuations could still occur
- Public Officers and State Troopers – under budget; in part due to the pandemic and a lack of events
- Energy Expenses – transferred to the town as part of UISF agreement
- Textbooks – over budget; fully encumbered
- Instructional Supplies/Miscellaneous Supplies/General Supplies – over budget; expenses due to items such as rental of the stadium, food expenses, COVID supplies; some items will balance as reimbursements are received
- New Instructional Equipment – over budget; due to encumbrances for the additional computers

Ms. Lundgren asked about the negotiations with the secretaries which were completed and confirmed that the Board would see this soon.

Ms. Griffin asked if the Excess Cost Sharing grant was received. Dr. Willett responded that it was received but is unsure if it posted before this document was closed. He noted that they received more than what was expected. Ms. Griffin asked about the Tuition Education Agency line and if perhaps the ECS grant was posted there. Dr. Willett responded that it may have been but it may be the result of tuition funds that may have been recovered. Ms. Griffin asked if the funds for Chromebooks have been received. Dr. Willett responded that they have and they were distributed through multiple lines. He noted that another grant reimbursement could be received as well.

Ms. Lundgren asked about the salaries for the summer program and if they would come from the ESSER funds. Dr. Willett explained that some money was set aside for the extended school year program. The program is offered every year and has mainly been for students in special education with far fewer students and weeks than will be offered this year. The ESSER funds will cover above and beyond what was budgeted. Most will be incurred in the next fiscal year.

- H.3 Safe Return to In-Person Instruction and Continuity of Service Plan (no attachment)
 Dr. Willett explained that the ESSER III grant requires that there be a Safe Return to In-Person Instruction and Continuity of Services Plan.

Dr. Willett reviewed the presentation: Tolland Public Schools, Safe Return to In-Person Instruction and Continuity of Services Plan dated June 9, 2021. This will be presented at the June 23rd meeting for another review, is required for a grant, and is meant to replace some of the existing documents for next year.

The document is available at the Tolland Public Schools website: District>Superintendent>Superintendent Willett's Page>Bulletins & Newsletters>Newsletter 06/09/2021.

- S1: Health and Safety Strategies
 - S1.1 Universal and Correct Wearing of Masks
 - S1.2 Physical Distancing
 - S1.3 Handwashing and Respiratory Etiquette
 - S1.4 Cleaning and Maintaining health facilities / ventilation
 - S1.5 Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments
 - S1.6 Diagnostic screening and testing
 - S1.7 Efforts to provide vaccinations to educators, other staff, and students, if eligible
 - S1.8 Appropriate accommodations for children with disabilities with respect to health and safety policies
- S2: Continuity of Services
 - S2.1 Services to address students' academic needs
 - S2.2 Services to address students and staff social, emotional, mental health, and other needs
 - S2.3 Food Services considerations
 - S2.4 Determination of education options
- S3: Stakeholder Engagement
 - S3.1 Periodic Review Process
 - S3.2 Understandable and Uniform Format for documentation
 - S3.3 Open forums and meetings
- S4: Planned Use of ARP Funds
- S5: District COVID Response Team and Process District COVID Response Team and Process
 - S5.1 District COVID Response Team and Process
- S6: Appendices

Mr. Renduchintala asked about the option for remote learning. Dr. Willett explained that his understanding is that it will be for exceptional circumstances that may require an accommodation such as in a 504 process. Districts may need to buy into a program but the state has said that it would provide the program.

Mr. Holt asked about the process for comments and concerns in regard to the document. Dr. Willett responded that he recommends using the following link located on the district's website: District>Superintendent> Superintendent Willett's Page>CONTACT ME>Question-Comment-Suggestion or people may contact him in

whatever way they are most comfortable with on the contact me page. Dr. Willett added that he will take notes in public session as well. He noted that his hands are somewhat tied in regard to what the district is allowed to do. This is a compliance process for ESSER III and they need to stay within the parameters.

Ms. Plourd asked about the ESSER III grant and if anything in the document goes beyond the requirements set by the state. Dr. Willett responded that it does not and he tried to bend toward what he perceived was under consideration for being allowed by the state and health districts. He cited the example that if people are vaccinated then they do not have to wear masks. He explained that this is in there but it is a reach because this has not been officially stated with respect to schools. The only person who has commented on this is Dr. Fauci at the national level. It was incorporated in the document for all students but on the national level the statement was made for those age 12+. Ms. Plourd explained that she wants to ensure the document does not have mandates just to qualify for a grant. Dr. Willett explained that it will mandate things for compliance such as being compliant with the DPH. Ms. Plourd commented that when speaking with pediatricians she has heard that when adults are vaccinated the kids do not need to be treated in the way presented. She does not see how they will quarantine students without remote learning. Dr. Willett explained that if a student feels unwell they will be immediately tested by the nurse. If the student does not test positive for COVID then the student would not be put out of school for 10 days. Ms. Plourd asked about home testing for COVID. Dr. Willett responded that they have not yet come up with a determination on the home tests and school access but the idea is that even if a child is not vaccinated and they are not feeling well they can go home but they will have the option of being tested at the school. The DPH is encouraging very strongly that everyone be vaccinated because it is the only way to prevent some of the mass quarantines and variants etc. The only way to sustain in-person learning is for vaccinations to be ubiquitous. Ms. Plourd commented that she understands that what is in the document is to adhere to the guidelines.

Ms. Lundgren commented that from June to December things can shift quickly and she asked what would happen if the district is not in compliance. Dr. Willett explained that the 6 month timeline is what was presented to him and there must be some reasoning behind it. If DPH changes its guidance the district would need to do what is being directed so the document would need to have conditions to be accurate. Dr. Willett explained that vaccinations are supposed to be the stabilizing element and rationale for most of the changes.

Ms. Shaikh asked if there is a cost to the district for students who choose remote learning. Dr. Willett responded that there is not supposed to be a cost to the district however they will not know until they are at that point. One possibility is that the state will provide the resources but an individual would need to be allocated although most do not expect this to be the case.

Mr. Holt asked if the in-school PCR tests will require parental permission and how it would be implemented. Dr. Willett responded that a parent would need to give consent for the test to be administered. If consent is not given, and it cannot be determined that it is not COVID, and if proof of vaccination cannot be provided, then those students

would be subject to quarantine for the maximum number of days as specified by the DPH.

Mr. Renduchintala asked if a student is quarantined if they would go into the remote option offered by the state. Dr. Willett responded that there may be an option to temporarily segue to the state's remote learning program. Thus far the philosophy is that if a person chooses not to get vaccinated or get a rapid test, this would mean that a student would need to be out for the 10 days. The choices are being made by the parent/guardian. It does not say that the teacher could not send home supplemental work but the students would not have remote access similar to what would be done in a typical year if a student is sick with something like the flu. It would not be the synchronous remote learning that was available during the pandemic.

Mr. Holt asked if such absences would fall under the allowed absence policy. Dr. Willett responded that he believes the state's regulations and requirements would be reasserted. If a student is ill and it is verified by a medical professional, it is an excused absence as opposed to a verified absence. What was in place in regard to absences prior to COVID will be back in place.

Ms. Griffin commented that the district is at the mercy of the state. She asked if there is anything the Board can do especially in regard to mask wearing and how it will play out in September. This seems very difficult for the K-5 unvaccinated population. Dr. Willett recommended contacting the Connecticut Department of Public Health. The Department of Public Health, the EHHD, and similar organizations are in control. Dr. Willett explained that it can be done individually or via consensus from the Board. If the Board would like to send communication, he can collect information and their perspective and author a document to present to the Board for review and approval. He would then send it on behalf of the Board to the legislature, the DPH, and others. Unless it is an executive order or law, the DPH has influence. Ms. Lundgren noted that she liked Ms. Plourd's comment of having the Communications Committee review this and draft a letter. Ms. Plourd responded that they will discuss this in Committee. Dr. Willett noted that they can reach out to EHHD as well to express an opinion or get answers.

Board members should e-mail with board accounts to Dr. Willett with questions or concerns but members of the general public should use the contact form noted earlier.

H.4 Education COVID Relief Fund (CRF)

Dr. Willett reviewed attachment H.4 and provided background information.

Dr. Willett explained that the reason for this item is to highlight part 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." Dr. Willett recommended that through the Chairpersons they can direct him to reach out to the Town Manager to set up the process for review by the Town Council. Ms. Lundgren noted that the Board has discussed having some money go into the fund and believes the Board would seek to extend the dates on the agreement. Thus, she will reach out to the Town Council Chair.

Mr. Renduchintala asked if the Board feels it needs to be extended and if so if there is a dollar amount they are looking to put into the fund. Dr. Willett explained that whether it is to be extended is at the pleasure of the Board and the Council but the Council has the final say. Dr. Willett will present the reconciliation document on June 23rd and give the Board an idea of the district's remaining balance. The Board can have a discussion at that time and give direction as to how it would like the balance to be split. He recommended having some understanding between the Board Chair and the Council Chair whether there is an intention and support for continuing the fund prior to June 23rd. Mr. Renduchintala asked if there is a difference between putting it in a CRF fund vs. an emergency fund (ERF). Dr. Willett explained that the ERF may only be used for capital, special education, and technology. The CRF may be used for anything related to the coronavirus. The fund has been very helpful this year and there may be unanticipated needs next year. If the money is not used the way the Education COVID Relief Fund (CRF) Proposed Agreement is written, it rolls back to the ERF as long as it does not exceed the percentage that may be deposited according to Ordinance 86, Chapter 8. Mr. Renduchintala commented that it would make sense to keep the CRF going since the district needs to have the plan of continuous service. Ms. Lundgren explained that the CRF provides greater flexibility and has helped the district.

Ms. Griffin explained that there is no risk of not continuing the fund. If the money is not used for COVID it is rolled into the ERF. The CRF allows greater flexibility. She is in support of continuing the CRF.

Ms. Besaw noted that she is in support of keeping the CRF for at least one more year.

Ms. Lundgren noted that she could make a formal request of the Council for a 1 year extension.

Ms. Plourd motioned to move item H.4 to item K.2 for action.

Mr. Renduchintala seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously

I. COMMITTEE & LIAISON REPORTS

- Mental Health and Substance Use Advisory Task Force – Mr. Renduchintala noted that Dr. Willett did a presentation and conversations took place. The task force will split into 2 groups – prevention and treatment options.
- Curriculum – Mr. Renduchintala noted that discussions included Pathways, the pandemic, and learning loss. A personal finance presentation took place.
- Negotiations – Ms. Besaw provided an update. They have come to an agreement and are awaiting a signature and vote.
- Birch Grove Building Committee – Ms. Philbin provide an update. The project is on budget, on time, and the school looks fantastic. The Committee will continue to meet weekly. A presentation will be made on June 23rd about the playscape and the swing set. Information will be brought to the Board for approval of the proposal to include the swing set as a part of the whole campus project under the \$46M budget. This is only an approval of the plan. The state would then determine if the swing set is eligible for

reimbursement. Ms. Philbin noted that they will need to act on this promptly because it will help mitigate costs in the future but the goal is to provide a swing set for the educational needs for all children of Birch Grove.

J. CHAIRPERSON'S REPORT - none

K. BOARD ACTION

K.1 ASSA

Dr. Willett reviewed attachment K.1.

Dr. Willett noted that he applied for the program, completed the appropriate forms, and was accepted into the program. If the Board is in support, he would like to participate in the program and noted the dates. He believes it would be a good experience to enhance his skills and ultimately he would receive National Certification for Tolland.

Ms. Plourd motioned to accept the Superintendent's request to participate in the ASSA National Certification Program.

Ms. Besaw seconded the motion.

Discussion: Mr. Renduchintala asked if they have budgeted for this item. Dr. Willett explained that this is discussed in his contract and funds are available next year for it. Mr. Holt commented that adding tools to Dr. Willett's tool chest makes the district stronger and he completely supports this. Ms. Plourd noted that Dr. Willett has not requested anything in the past 4 years and she believes this is a great opportunity. Ms. Shaikh echoed Mr. Holt and noted that this will only enhance the district. She hopes they provide Dr. Willett with some stress relieving techniques and perhaps he and his cohorts can discuss or share ideas on how to alleviate it.

A roll call vote was taken. Motion passed unanimously.

Dr. Willett thanked the Board.

K.2 Education COVID Relief Fund (CRF)

Mr. Renduchintala motioned to acknowledge the Board of Education review of the COVID agreement in the June 9, 2021 meeting and recommended the continuation of this agreement to the Town Council.

Mr. Holt seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Ms. Lundgren will reach out to the Town Council Chair.

L. ENTER INTO EXECUTIVE SESSIONS FOR THE PURPOSE OF THE SUPERINTENDENT'S EVALUATION

Mr. Renduchintala motioned to enter executive session at 9:07PM for the purpose of the Superintendent's evaluation and invited Dr. Willett to attend.

Ms. Plourd seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

The Board exited executive session at 9:28PM.

M. PUBLIC PARTICIPATION

Sophia Johnson, 48 Crystal Lake Road, asked about the safe return to in-person instruction and the continuity of services plan. She noted that there was not an attachment but she did follow what was on the screen. She asked if the draft document is available for the public to review. Ms. Johnson asked about the consideration of unvaccinated students. She noted that she is sitting in this evening as the Town Council Liaison but is asking this question as a parent of a soon-to-be THS student. The pandemic has had a significant impact on her son's perception of what would be safe for him. Right now he is comfortable doing remote learning and exploring the option of being able to continue doing so is something that she, as a parent, needs to explore. Ms. Johnson commented that she would prefer that he return to in-person, although he may not feel that way, to have interpersonal relationships with his peers so he can graduate and have a relative understanding of different people and how they act and respond to different things so he can learn and strengthen his interpersonal skills. She explained that they are allowing him to exercise his right to not be vaccinated and continue wearing a mask. Understanding the impact this will have with the plan, she believes he will want to continue remote learning but they are going to exercise parental discretion and have him return to school and wear a mask. Ms. Johnson asked if there is a contingency plan for a code of conduct with regard to being singled out or bullied or being called a coward. He has dealt with a lot of bullying his in his lifetime. She expressed concern that he will be singled out because he is wearing a mask and it may be an indication that he is unvaccinated. *Dr. Willett noted that he will respond under Points of Information. He added that he will reach out to Ms. Johnson if it doesn't work out for points of information since that is after the executive session.*

N. POINTS OF INFORMATION

- 2021-05-24 Town Council Special Meeting Minutes
- 2021-05-25 Town Council Regular Meeting Minutes
- Ms. Griffin asked if there is an update regarding the meeting with the town to discuss returning to in-person meetings. Ms. Lundgren responded that she believes Ms. Nuccio is asking the town attorney about the meeting about in-person meetings.
- Dr. Willett explained that there will be students whose families desire the remote program provided by the state. He expects there will also be a group of individuals who are also either medically impacted or for a variety of reasons will still want to wear the masks. Thus, as part of programming, there will be social emotional learning conversations to help students not judge. One does not know why a student is wearing a mask and there are a variety of reasons one may be wearing a mask. It will be like anything else students experience with each other that is different between them. Students will be told and educated that it is a difference in need and it should not be a subject of ridicule. Dr. Willett noted that there are policies, discipline codes, and regulations for ridicule and bullying. If someone was ridiculing someone for wearing a mask, it would be processed under the same set of regulations and discipline codes as if one was ridiculed for wearing an eye patch. Anything that happens can be processed with the existing policies. Further, they will speak with staff about this at the convocation.

O. FUTURE

P. NEW BUSINESS – none

Q. ADJOURNMENT

Mr. Renduchintala motioned to adjourn at 9:32PM.

Ms. Besaw seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi

Clerk

To: BOE
 From: W.Willett
 Date: June 18, 2021
 RE: End of Year – Phase III – June - Reconciliation

*Please note numbers are subject to change as we draw to year end close. This information represents an estimative overview, not a complete itemization.

SECTION 1: BOE budget allocation & Reduction

Consideration	Budget Figure	Description/Information
FY2020-2021 BOE Budget	\$40,017,290	
Superintendent Proposed Budget FY22	\$41,452,479 budget \$1,435,189 increase 3.59%	
Board of Education Budget FY22	\$41,293,289 \$1,275,999 increase 3.19%	Reduction of \$159,190 from SPB
Town Council allocation for the Board of Education included in Town Budget for referendum May 2021.	\$40,817,635 \$800,345 2.0% Confirmed with Lisa H: \$40,819,289 \$801,999 2.00413%	Reduction of \$475,654 from BOEB Reduction of \$634,844 from SPB Reduction from Lisa Hancock: \$474,000

Target amount for adjustment: **\$474,000**

SECTION 2: Current Estimated Balance for FY21 *(Please note these numbers subject to change)*

As of Date:	Amount
6/14/2021 Balance + 91, 595 COVID	\$295,630
Transportation Reimbursement	\$300,000
2021 Excess Cost Payment	\$220,506
TIS Concrete Work (entry)	\$30,000
TOTAL	\$786,136

SECTION 3: Potential EOY Expenditures & Related Balance using Section 2 information

Item for consideration	Amount
Adopted Math Program Training K-8 (Bridge/SF/IM)	\$38,610
THS Projects (Scoreboard)	\$15,000
BGP Skylift	\$15,000
Curriculum Work	\$23,067
TOTAL	\$91,677

SECTION 4: Potential EOY FY21 Investments/Reductions for FY22

Please note items made as pre-investments in FY22 in this section can have FY 23 impacts

Item for consideration	Type	Amount
Investment into Insurance Fund	FY22 Investment	\$100,000
BGP / TIS	FY22 Investment	\$35,771
LIBRARY Books Library books \$10,000.00		
COMP. ED. online Typing Club \$2,000.00		
LA on line services/subscriptions Razz Kids \$5,542.00		
ART Instructional Supl./Mats. Art materials \$1,000.00		
COMP. ED. Computer Supl./Mats. Head sets \$1,000.00		
SPEC. ED. Instructional Supl./Mats. Materials \$1,000.00		
PRIN. OFF. Inst. Supl./Mtls. Lexia subscription renewal \$9,900.00 PRIN. OFF. Inst. Supl./Mtls. Laminator start up kit 1371177 \$2,143.00		
PRIN. OFF. Inst. Supl./Mtls. Colored Butcher Paper rolls 36" \$216.00		
PRIN. OFF. Inst. Supl./Mtls. Butcher paper carousel \$634.28		

PRIN. OFF. Inst. Supl./Mtls. Paper cutter 36" inch \$562.79		
PRIN. OFF. Inst. Supl./Mtls. Radios \$354.60ea x 5 \$1,773.00		
TMS	FY22 Investment	\$20,500
ART Instructional consumable supplies \$4,000.00		
MUSIC Instructional supplies band scores, choral octavo scores \$2,000.00		
PE Instructional supplies, snow shoes \$4,000.00		
WORLD LANGUAGE Instructional supplies \$1,000.00		
1 TECH ED Instructional supplies, consumable materials for projects \$3,700.00		
ROPE Instructional supplies, consumable materials for students/teacher \$1,700.00		
LIBRARY, books \$2,500.00		
LIBRARY, periodical \$600.00		
PRIN OFF , Paper for building printing \$1,000.00		
THS	FY22 Investment	\$38,670
Big Y Encumber for food purchases, \$6,000.00		
Downes and Reader Purchase of lumber \$2000.00		
SPEC ED testing - WJ IV Protocols, \$620.00		
SPEC ED Instructional Supl/Mtls - Scanners, \$1200.00		
TALC Textbooks,\$400.00		
TALC ""TALC instructional Supplies"", \$500.00		
Discovery Education \$3750; Newsela \$1692		

(Art Instructional Supplies) 2. Kiln: the kiln at the high school is being replaced over the summer.. \$1000		
Studies Instructional Supplies- Books for student/classroom use \$1976.00		
Social Studies On-Line services- subscriptions -Edhelper.com \$70.00		
Shure PGADRUMKIT7 7-piece Drum Microphone Kit - \$499		
2x Audio-Technical ATM350PL Cardioid Condenser Piano Microphone \$349 ea, \$698 total		
Behringer X32 40-channel Digital Mixer - \$1,999		
1 pack of 24"" Laminate for Current Laminator, \$325.00		
1 roll of Blue on White Poster Printer Paper, \$109 (the price of the laminate is accurate, but the poster printer paper cost is based on last year's price)		
BUS ED Equip Instr - NEW, \$1,100.00		
BUS ED Computer Suppl/Mtls., \$350.00		
Phys. Ed Audio Visual Supplies- \$575		
Principal's Office Supplies and Materials - \$1,500.00		
Principal's Office Supplies and Materials - \$9,807.00		
Student Activities Improvement -\$2,000		
Student Activities Supplies & Materials \$500		
CURRICULUM	FY22 Investments	\$48,300
MATH On-Line Services - Subscriptions \$4500 IXL Subscription		
MATH Workbooks \$7400		

MATH Workbooks 3-5 pilot adoption purchase \$24000		
MATH Instructional Supl/Mtls. TI-84 Plus EZ-Spot Calculators - replacements and additions \$3500		
MATH Audio-Visual Supl/Mtls. AAA batteries - replacements for used/dead batteries for calculators for the department \$400		
MATH On-Line Services - Subscriptions \$8500 online coaching support through CREC to support implementation of Illustrative Math		
PROGRAM FY22 Investments	FY22 Investments	\$132,000
Literacy How Special Education \$72,000		
Literacy How BGP \$30,000		
Literacy How TIS \$30,000		
Science- Textbooks, \$3100 Science- Textbooks, \$19,500 Science- Textbooks- \$9,083	FY22 Reduction	\$31,683
MA7 Hiring Differential - 2 recent retirements	FY22 Reduction by differential	\$67,076
TOTAL		\$474,000

SECTION 5: Sections 3 and 4 Total

SECTION	Amount
Section 3 – Potential Expenditures	\$91,677
Section 4 – Potential EOY Investments	\$474,000
TOTAL	\$565,677

SECTION 6: FY21 Potential Remaining Balance

Section 2 - Current Balance after credits and debits	\$786,136
Section 5 - Allocations (Purchases & Investments)	\$565,677
Remaining	\$220,459

SECTION 7: RECOMMENDATION for REMAINING FUNDS (beyond Section 5 allocations):

A “percentage split” of 50% to ERF, 50% to COVID/PANDEMIC ACCOUNT CREATION, and **0% rolling over** to town.

- 1) **ERF TRANSFER REQUEST:** Request transfer of funds in accordance with Ordinance 86 Chapter 8 into the Educational Reserve Fund (for use in mitigating future Special Education, Technology, Capital needs). Once checked by auditors in the 3rd quarter of FY22 and allocated by the Town Council, these funds would remain BOE funds in the ERF until spent. These funds are important to help manage potential impacts of COVID-19 on special education, technology, and capital considerations.

- 2) **COVID/PANDEMIC/ACCOUNT INVESTMENT:** Continuation of COVID-19 fund for use for education needs during the COVID pandemic (as discussed in the 6/8/2020 Town Council meeting). Any remaining funds could be requested to be reclassified as ERF funds (up to the total amount allowed for that year @ 1% of budget) at the end of the period of need.

- 3) **ROLLOVER:** Allow a certain amount of end of year funds to remain in the accounts through the end of the fiscal year without making a request on them – effectively “rolling” those funds over to the town as of June 30, 2021. This can help offset budget impacts and help limit what is utilized from the town’s fund balance.

Breakdown of Sections and Remaining Funds

SECTION & CONSIDERATION	DESCRIPTION	AMOUNT
SECTION 1	<u>BOE budget allocation & Reduction</u>	\$40,819,289 Budget
	-	\$474,000 Reduction
SECTION 2	<u>Current Estimated Balance for FY21</u>	\$786,136
SECTION 3	<u>Potential EOY Expenditures & Related Balance using Section 2 information</u>	\$91,677
SECTION 4	<u>Potential EOY FY21 Investments/Reductions for FY22</u>	\$474,000
SECTION 5	<u>Total Potential Expenditures and Investments</u>	\$565,677
SECTION 6	<u>Potential Remaining Balance</u>	\$220,459
SECTION 7	<u>Original Recommendation for Remaining Funds – also see Section 8</u>	
	1.Educational Reserve Fund 50%	\$110,230
	2.COVID/Pandemic/Emergency Fund with Town 50%	\$110,230

CURRENT EDUCATIONAL RESERVE FUND BALANCE: \$503,014

SECTION 8:

In the 6/16/2021 Finance and Facilities Committee (FFC) meeting a decision was made with respect to the Coronavirus Relief Fund (CRF). At the end of last year, the BOE rolled funds over into a fund the Town designated for the schools for Coronavirus financial impacts. Section IV of the agreement that established the fund specifies that the agreement shall be reviewed by the Board of education and Town Council annually between June 1st and September 1st. In the 6/16/2021 meeting of the BOE FFC, it was suggested that the BOE consider a motion that if the fund is discontinued, any funds that the BOE request go into that fund from FY21 instead by put into the Educational Reserve Fund (ERF) established under Ordinance 86, Chapter 8.

Proposed Motion: Motion that in the event the Town of Tolland's Education COVID Relief Fund is discontinued, any funds the BOE requested be rolled into the fund from FY21 be instead rolled into the Educational Reserve Fund.

Agenda Item #H.2

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Early Release ER days 2021-2022

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

FOR BOE MEETING: June 23, 2021

ITEM SUMMARY:

Three to five additional Early Release days are proposed.

More information, and a proposed calendar update, will be shared during the June 23 meeting.

FINANCIAL SUMMARY: N / A

BOARD ATTORNEY REVIEW: N / A

BOE ACTION DESIRED

Review and consideration.

SUPPORTING MATERIALS ATTACHED:

Materials and information will be provided at the June 23, 2021 meeting.

Agenda Item #K.1

SUPERINTENDENT’S AGENDA ITEM BACKGROUND

ITEM: Obsolete and Surplus Equipment

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

FOR BOE MEETING: June 23, 2021

ITEM SUMMARY:

The Administration requests that the Board of Education declare the below items as obsolete and turn the items over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials.

FINANCIAL SUMMARY:

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

- 1) Proposed Motion: *Motion to declare the below items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040*

SUPPORTING MATERIALS:

Tolland High School

Item Description	Model #	Serial #	Location
Panasonic VCR	AG-1300P	e5g1846	Room 243
Pioneer- Laserdisc	Laserdisc	QG3953286	Storage closet 243
Panasonic DVD	PV9451	C9MA13303	ROOM 243
TOSHIBA TV	27A32	9681450458 B	ROOM 243
3 TV CARTS	N/A	N/A -	ROOM 243
TV	27G14A	MC90610001	ROOM 243
3M OVERHEAD	1800AJA	18183362	ROOM 243
3M TAN OVERHEAD	N/A	N/A	ROOM 243
JVC TV	AV 27020	12479524	ROOM 243
MAGNAVOX DVD PLAYERS (2)	MJV2300/F7	J34238071 AND J34238073	ROOM 243
TV PROTON	625	P62514814	ROOM 243
TV TOSHIBA	27A43	72104632 B	ROOM 243
OVERHEAD EIKI	EIKI 392	60304028	ROOM 243
OVERHEAD TOLLAND MEDIA #28	28	N/A	ROOM 243
3M OVERHEAD	N/A	N/A	ROOM 243- LABELED
Autoclave oven - Clinical Scientific Equipment Company			Storage closet between room 115 and 117
Wooden Box - Amodio Commercial Division			storage closet between room 115 and 117
Projector - Dukane Micromatic	70099		storage closet between room 115 and 117
TV - Sony Trinton	SSM-2010		Storage closet between rooms 115 and 117
spectral light turning center			classroom portion of room 57 in middle of room with sign.
Spectral light light machine			classroom portion of room 57 in middle of room with sign.
Pitso wind tunnel			classroom portion of room 57 in middle of

			room with sign.
Old basketball scoring table frame.			classroom portion of room 57 in middle of room with sign.
Old computers under drafting tables in room 80 and monitor stands screwed to tops of drafting tables			80
3M Overhead Projector	1880	18030086	Rm 122
3M Overhead Projector	9110	1279911	Rm 122
3M Overhead Projector	9100	1527229	Rm 122
Sony TV	KV-27S20	8040509	Rm 122
RCA VCR	VR634HF	006250253	Room 122
TI Viewscreen	I0100C	1490000317	Rm 122
TI Viewscreen	I-04030	1880000921	Rm 122
TI Viewscreen	S-0206H	2030000481	Rm 122
TI Viewscreen	I-0105E	1100001632	Rm 122
TI-Viewscreen	I-0604D	1030001273	Rm 122
Coby DVD Player	DVD218		Rm 122
Coby DVD player (still in original box)	DVD 218		Rm 122
Panasonic Color TV	CT-25G5B	MC02450345	English Book Room
Samsung DVD Recorder and VCR	DVD-VR330	6VBL907404F	English book room
Panasonic Color TV	CT-27D32F	LA21921208	English Book room
Panasonic video Cassette Recorder	PV-9451	COMA13053	English Book Room
Toshiba TV	27A51	2081795520	English Book Room
Coby DVD Player	AC-110V	0641003026	English book room
Toshiba Video Player	SD-3109U	94CM606362	English book room
Samsung TV	TXE2546	3CAH401132	English Book Room
Sharp TV	25RT59	493144	English book room
Sony dvd player	DVP-NS4 2SP	2532504	English book room
Panasonic DVD Player	PV-9451	C9MA13039	English book room

Tolland Middle School

Globe Slicing Machine	775L		TMS Kitchen
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Birch Grove Primary School

See attached: *BGP Surplus Totals Furniture 5-28-2021*

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Change Orders

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

FOR BOE MEETING: June 23, 2021

ITEM SUMMARY:

The State's Office of School Construction Grants and Review has directed D'Amato to resubmit the Change Orders previously numbered 1-3. They need to be re-numbered starting with #2, as OSCGR considers the Unsuitable Soil charges as Change Order #1. Having the proper sequence of Change Order numbers is required for us to receive reimbursement for these charges.

D'Amato (BGP Project Contractor) has compiled State Change Orders 2 through 6 for submission to the State of Connecticut. The BGP School Building Committee has already reviewed and approved these change orders, and they have been signed and authorized for payment by the Town Manager. In order for the Town to be reimbursed for these items, the Board of Education must accept the documentation and authorize the Superintendent to sign all related documentation and approvals.

General Sequence:

1. BGP Contractor, Architect and/or Owners Rep raises field condition or design omission, identifying any needed changes to the project plans. The Town may also make requested changes to the project plan.
2. Contractor, Architect and Owners Rep review needed change and decide upon the best solution. NOTE: All 3 contracted agencies must approve Change Order Request before it can be submitted to the Building Committee.
3. BGP Building Committee reviews and approves Change Order Approval Letters with supporting documentation.
4. Approved Change Order(s) are sent to the Town Manager for his signature, which commits the Town to pay for the Change Order item(s).
5. Following State Requirements, multiple Change Order Approval Letters are compiled into State Change Orders.
6. **The Board of Education reviews State Change Orders and authorizes the Superintendent to apply for reimbursement for all items and to sign SCG-042. (current step)**
7. The BOE minutes are submitted to the contractor and subsequently to the State of Connecticut.
8. The State of Connecticut reviews the change orders and documentation and sends a letter confirming reimbursement.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED:

Motion to accept documentation related to Project 142-0083-N State Change Orders Numbers 2, 3, 4, 5, and 6, presented in the Board of Education meeting of June 23, 2021, and authorize the Superintendent to sign all related documentation and approvals to apply for reimbursement from the State for eligible items

SUPPORTING MATERIALS ATTACHED:

State change Order #1

<https://drive.google.com/drive/folders/1EATbo6-3azMNouzG72bZfUfvvBBqPmgw?usp=sharing>

State Change Order #2

<https://drive.google.com/drive/folders/1rwkfJ-xdSMjnihIOk3jX4DdRPfIO4YJ?usp=sharing>

State Change Order #3

<https://drive.google.com/drive/folders/1lM9RgwiX4WPBKvmG-S0t7O23b8IMJbjv?usp=sharing>

State Change Order #4

<https://drive.google.com/drive/folders/1catbdn01x2fTAEUa0AWjwRboLbSxbYCZ?usp=sharing>

State Change Order #5

https://drive.google.com/drive/folders/1683xlbUd35_mjocr1yfn17MIm3KLrSYV?usp=sharing

State Change Order # 6

<https://drive.google.com/drive/folders/1-0ksOqblPz0Apg41VahlI5PW8s8d2Tfe?usp=sharing>

State Change Order Letters

<https://drive.google.com/drive/folders/1-0ksOqblPz0Apg41VahlI5PW8s8d2Tfe?usp=sharing>

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Field and Grounds Agreement

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

FOR BOE MEETING: June 23, 2021

ITEM SUMMARY:

The Fields and Grounds Maintenance Agreement is renewed annually. The document has been reviewed and revised where necessary by Town and School staff and was reviewed by the Finance and Facilities Committee. A meeting occurred with Town staff to review this document and answer questions. There is no anticipation of issues on either the Town or BOE side, and this document is expected to be accepted by the TC. This agreement would now have a three-year duration.

FINANCIAL SUMMARY: N/A

BOARD ATTORNEY REVIEW: N/A

BOE ACTION DESIRED: N/A

SUPPORTING MATERIALS ATTACHED:

Field and Grounds Agreement

FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement made and entered into as of this ___ day of June 2021, by and between the Town of Tolland (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board").

WHEREAS, the Board desires to enter into a contract with the Town for the maintenance of playfields and certain school grounds; and

WHEREAS, the Town desires to provide the Board with these services; and

WHEREAS, it is the desire of the Town and Board to have services performed without financial profit to either party and that the cost to the Board be at a minimum consistent with efficient administration of the services by the Town; and

WHEREAS, accurate and segregated cost figures are not available for such services, the Town and Board have agreed to continue the past practice of accounting for said services.

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

ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2021 and shall remain in effect until June 30, 2024 unless sooner terminated by mutual written agreement between the Town and the Board or sooner requested in writing to be reopened by either party.
2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, weed-wacking/line trimming, top dressing, lining, edging, seeding, fertilizing, soil sampling, maintaining artificial turf field, long jump, shot put, and oval track areas (as needed according to industry standards), and related maintenance in those areas identified in Appendix I.
3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15th of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.
4. The Board of Education will give the Town, at least a year's advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields. There is no guarantee that the Town will be able to accommodate the additional programs or facilities without additional staff or other budget resources.

5. An annual meeting held on or before June 1st of each year will be convened by the Town to review progress and requirements of all community fields. Participants will be selected by the Town Manager and Board of Education Superintendent to join with representatives of the Town and Board of Education staff.
6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council, the Town Manager and Superintendent of Schools will be the final arbitrators.
7. The Board agrees to enter any work requests for approval through the Town's Public Works Service Request system by emailing to publicworkstolct@tolland.org.
8. This Agreement shall be administered by the Town Manager.

FIELD AND LAWN AREA ISSUES:

9. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town for the fall by June 1st and spring schedule by February 1st for inclusion in a town-wide master schedule by the Town's Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.
10. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.
11. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.
12. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Town's Director of Recreation in concert with the Board's Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.
13. The Public Works Supervisor and the High School Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which cannot be resolved between the Public Works Supervisor and the Athletic Director, the matter will be addressed by the Public Works Director, and then by the Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.
14. The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1st as provided for in the adopted Board budget. Prior to November 1st of each year, the Town will submit budget items with associated dollar amounts for field maintenance to the Board's Facilities Director to be

included in the projected Board's budget for the following fiscal year. The Board will include in their own budget the one-time spring (usually April) disinfecting/grooming of the Tolland High School artificial turf field starting the 2022-2023 budget cycle.

15. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
16. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
17. Every effort should be made to keep students, coaches, spectators, and other personnel from parking their motor vehicles on the grass areas.
18. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined, dragged, and scarified the day of a game on weekdays, weather depending.
19. The Tolland High School turf field painting (red) is to be budgeted and scheduled by the Board of Education.
20. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing and goals on fields related to school activities are the responsibility of the Board of Education. This also includes filling, monitoring, and draining the new heat stroke tank. The light pole and light fixtures, out of bounds markers/foul poles at Tolland Middle School and Tolland High School fields are also the responsibility of the Board of Education.
21. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request at least once every ten years. The Board of Education and Town of Tolland will work collaboratively to come up with a funding method for the turf field replacement.
22. The cost for operating the irrigation system at the Tolland High School will be in the Board of Education Budget. The Boards Facilities Manager shall do any operation adjustments.
23. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass. The Town will also make all attempts to remove any grass clippings accumulating on the oval tracks at the Middle School and High School.
24. The Town will not assist in the put-out/setup of soccer goals. The individual teams will be responsible for the put-up and take-down of nets and benches. The Town will not move goals from field to field or school to school. Large tires used for drills and

workouts must be removed from playing field for mowing and painting fields, the Town will not move.

25. The Board of Education shall arrange to have the area around all bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.
26. The fields will be watered by the Board when they become dry as long as there is a source of water available. Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Town Manager/Superintendent of Schools, or his/her designee.
27. The Town will paint the lines on the shot/disc slab and javelin approach at Tolland High School. The Town will also conduct minor repairs to the artificial surfaces to the High School and Middle School track and the long jump and shot-put box at Tolland High School, as necessary. Major repairs will fall under the Capital Improvement Program for both parties.
28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they do not interfere with field grooming or mowing by the Town.
29. All mulched islands shall be maintained by the Board. This includes mulching, pruning, trimming of trees.
30. The Board is responsible for the access gate for the two new handicap parking spots at the Tolland High School near the softball field.

TRASH/RUBBISH ISSUES:

31. School personnel shall be responsible for emptying field barrels at the high school within the turf field areas. The Town will be responsible for removing the trash on the lower level baseball, softball and soccer field areas. The Town shall be responsible for emptying the field barrels at all other school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag. Cleaning bleachers and garbage pickup and removal will be the responsibility of the Board for Board sponsored events including weekend events.

BOARD OF EDUCATION RESPONSIBILITIES AS IDENTIFIED IN APPENDIX I:

32. The Board of Education shall engage a contractor or use school personnel to perform the tasks identified in Appendix I.

BOARD OF EDUCATION AND TOWN OF TOLLAND RESPONSIBILITIES AS IDENTIFIED IN APPENDIX II:

33. The outline of duties and responsibilities related to the weeding and trimming of school grounds is identified in Appendix II.

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

SIGNED in Tolland, Connecticut on this _____ day of June ____, 2021.

By: _____
Michael Rosen
Town Manager

By: _____
Walter Willett, PhD
Superintendent of Schools

APPENDIX I

The Town will be responsible for cutting the grass at all schools with the following areas being excluded:

Tolland Intermediate School

1. The southeast corner by the rear parking lot and Old Post Road, i.e., lawn between rear parking lot and custodial lot/delivery area and long island separating the bus lane from the parent drop of parking lot in the front of the school.
2. Lawn adjacent to school in rear of building inside parking area.
3. Pine grove to north of rear parking lot adjacent to music and computer classrooms.
4. The front lawn inside the pavement (down to Old Post Road).
5. The large island along Old Post Road and west of incoming front driveway.
6. Lawn on north and east sides of school inside the sidewalk including the area just outside the garden area between the senior housing project (old Parker school) and to fence (property boundary).

Tolland Middle School

1. Traffic islands.
2. Twenty-four-inch border around school.
3. Lawn area in front of school between school and sidewalk excluding large lawn areas next to the auditorium, band room, grassy hill between front patio and main entrance stairs and behind new art wing.
4. Lawn area directly in front of auditorium main entrance between sidewalks.

Birch Grove Primary School

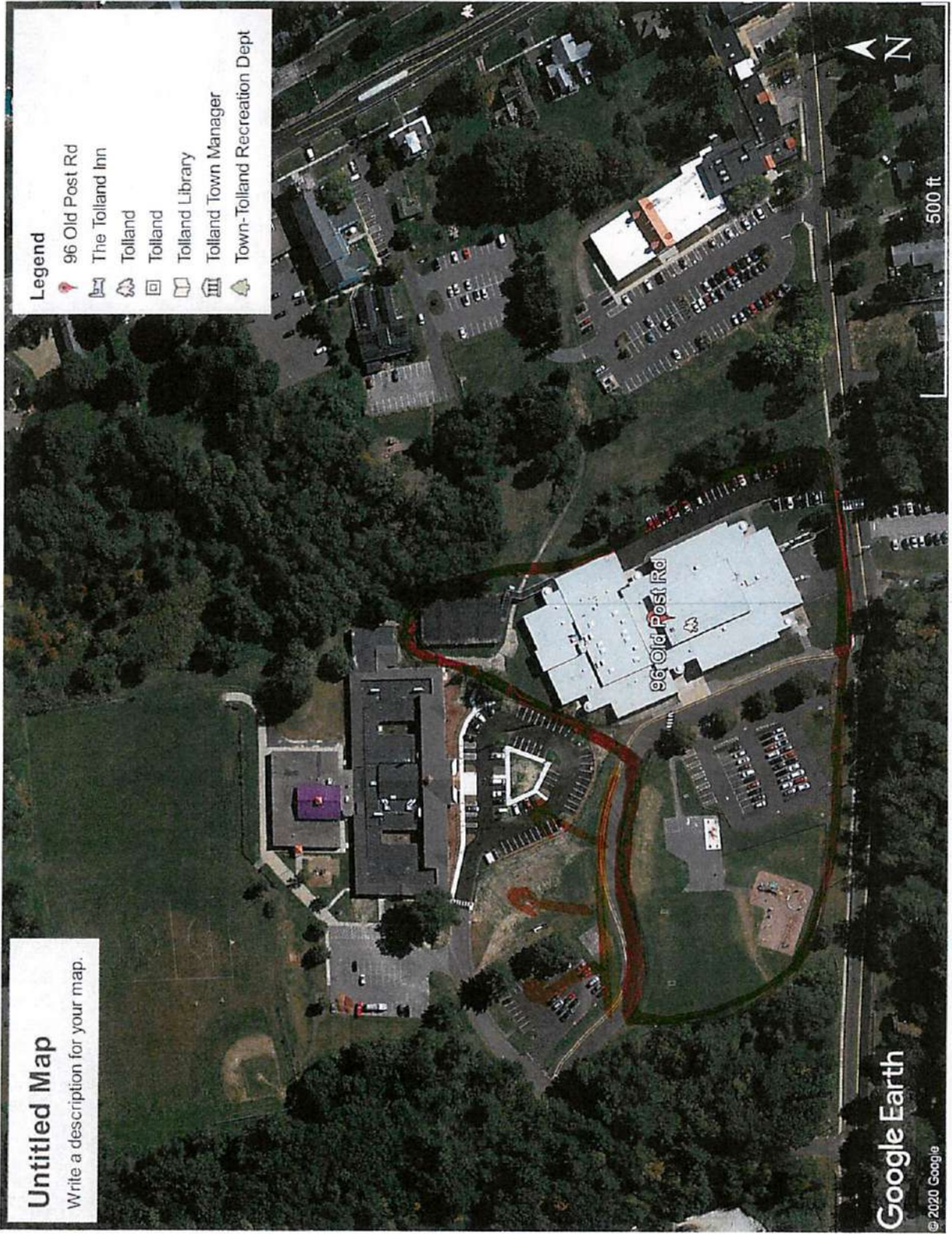
1. The narrow island in front of the main entrance extending from the handicapped parking areas to the shed.
2. The narrow grass area along the fence and adjacent to Rhodes Road from the emergency access gate to the emergency access road to Cross Farms.

Tolland High School

1. Traffic islands.
2. Three-foot border surrounding building.
3. The Town will be responsible for maintaining the artificial turf field with the exception of the one-time annual spring maintenance starting in 2021-2022. Expenses related to maintenance should first be paid from any revenue generated from the rental of the facility or the sale of advertising signs.








APPENDIX II

The Town of Tolland and the Tolland Board of Education shall be responsible for the weeding and trimming of their designated areas as outlined in the maps of the four schools. The Board of Education shall be responsible for all the areas outlined and enclosed in red. The Town of Tolland shall be responsible for all areas enclosed and outlined in yellow/orange. At a minimum, both parties agree to trim such areas from April 15th thru October 15th on every other week basis. On average this would result in trimming these designated areas (12) times per calendar year.



Untitled Map
Write a description for your map.

Legend

-  96 Old Post Rd
-  The Tolland Inn
-  Tolland
-  Tolland
-  Tolland Library
-  Tolland Town Manager
-  Town-Tolland Recreation Dept

Google Earth
© 2020 Google

500 ft



**BIRCH GROVE
PRIMARY SCHOOL**
Portables

2025 TOWN OF
MIDDLEBURY

NO.	DESCRIPTION
1	EXISTING BUILDING
2	NEW PORTABLES
3	NEW PLAYGROUND
4	NEW DRIVEWAY
5	NEW DRIVEWAY
6	NEW DRIVEWAY
7	NEW DRIVEWAY
8	NEW DRIVEWAY
9	NEW DRIVEWAY
10	NEW DRIVEWAY
11	NEW DRIVEWAY
12	NEW DRIVEWAY
13	NEW DRIVEWAY
14	NEW DRIVEWAY
15	NEW DRIVEWAY
16	NEW DRIVEWAY
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39	NEW DRIVEWAY
40	NEW DRIVEWAY
41	NEW DRIVEWAY
42	NEW DRIVEWAY
43	NEW DRIVEWAY
44	NEW DRIVEWAY
45	NEW DRIVEWAY
46	NEW DRIVEWAY
47	NEW DRIVEWAY
48	NEW DRIVEWAY
49	NEW DRIVEWAY
50	NEW DRIVEWAY

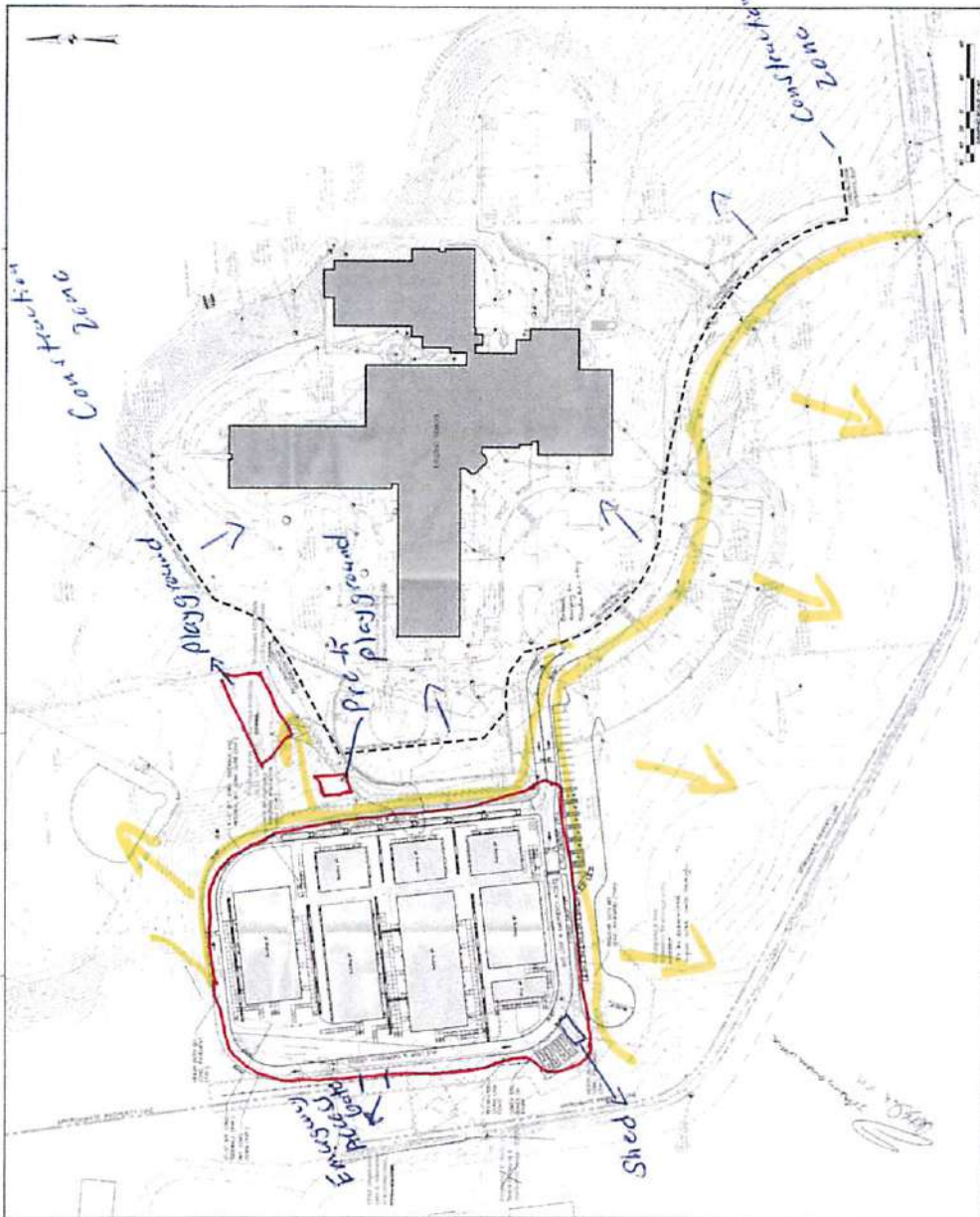
Project: Birch Grove Primary School
June 20, 2025



NO.	DESCRIPTION
1	EXISTING BUILDING
2	NEW PORTABLES
3	NEW PLAYGROUND
4	NEW DRIVEWAY
5	NEW DRIVEWAY
6	NEW DRIVEWAY
7	NEW DRIVEWAY
8	NEW DRIVEWAY
9	NEW DRIVEWAY
10	NEW DRIVEWAY
11	NEW DRIVEWAY
12	NEW DRIVEWAY
13	NEW DRIVEWAY
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45	NEW DRIVEWAY
46	NEW DRIVEWAY
47	NEW DRIVEWAY
48	NEW DRIVEWAY
49	NEW DRIVEWAY
50	NEW DRIVEWAY

SITE MATERIAL PLAN

C-3.0

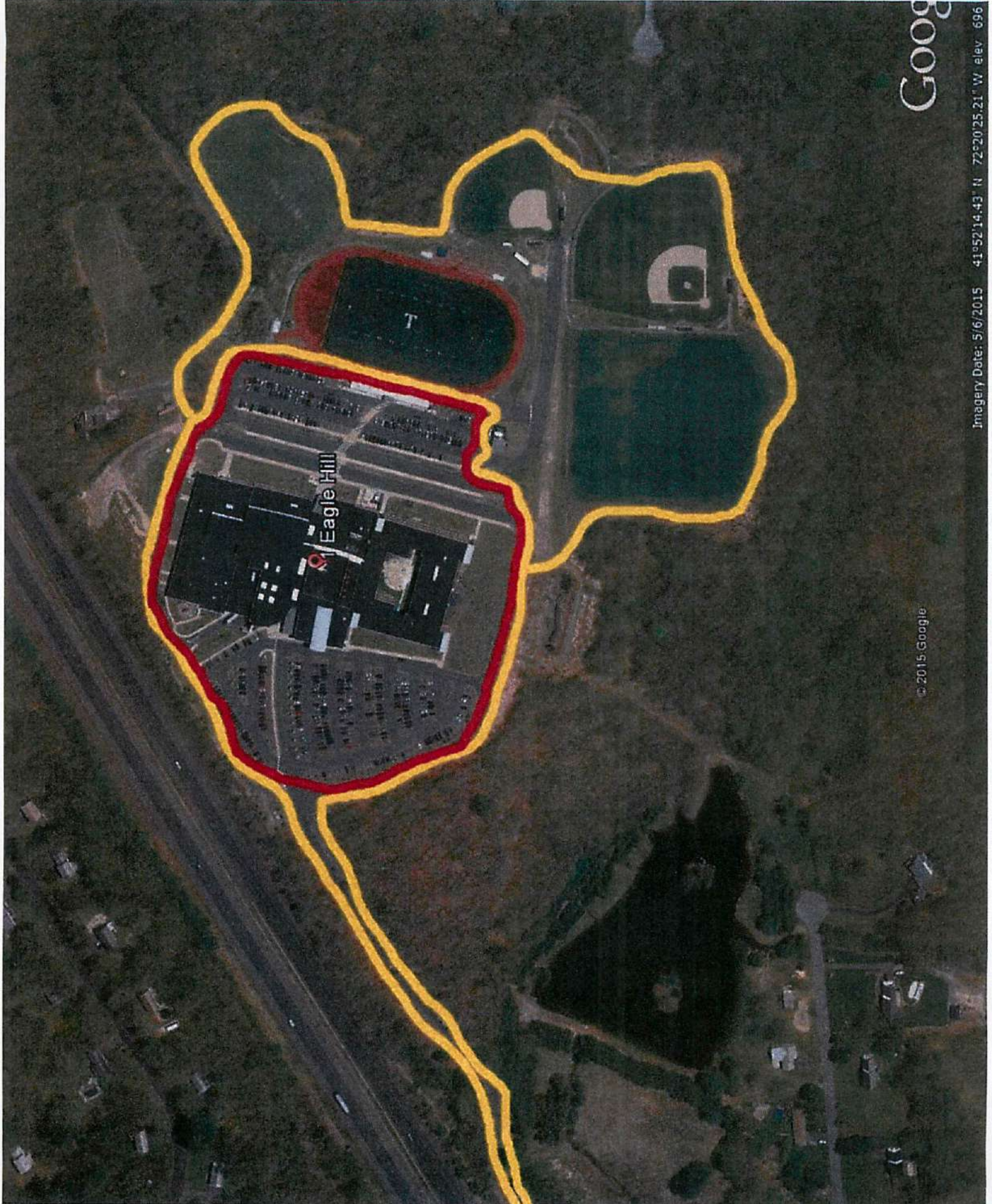




Google

© 2015 Google

Imagery Date: 5/6/2015 41°52'14.40" N 72°21'03.88" W elev 554



© 2015 Google

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Imagery Date: 5/6/2015 41°52'14.43" N 72°20'25.21" W elev. 696

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Safe Return to In-Person Instruction and Continuity of Services Plan

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

FOR BOE MEETING: June 23, 2021

ITEM SUMMARY:

The TPS Safe Return to In-Person Instruction and Continuity of Services Plan is available by going to:

http://www.tolland.k12.ct.us/DistrictOffices/superintendent/superintendent_willett_s_page

- selecting Bulletins and Newsletters
- selecting *TPS Safe Return to In-Person Instruction and Continuity of Services Plan* from the left menu.

FINANCIAL SUMMARY:

Submitted for public review in accordance with ESSER III American Rescue Plan.

BOARD ATTORNEY REVIEW:

BOE ACTION DESIRED:

Second review.

SUPPORTING MATERIALS ATTACHED:

https://docs.google.com/document/d/1-75lRyZQgngjyPmZpjAohsJEpNadHj6--ggytofi8_4/edit?usp=sharing

MINUTES

TOLLAND TOWN COUNCIL ZOOM REMOTE MEETING June 8, 2021 – 7:00 P.M.

MEMBERS PRESENT: Steve Jones, Vice Chair; Brenda Falusi, Sophia Johnson; Lou Luba, John Reagan

MEMBERS ABSENT: Tammy Nuccio, Chair; Kurt Schenher

OTHERS PRESENT: Mike Rosen, Town Manager; Mike Wilkinson, Director of Administrative Services

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

Graham William Brown, 21 Glenview Terrace, commented that he sent an e-mail to the Council regarding a Veterans Memorial Wall. He explained that a friend in town, who is also a veteran, told him that a Wall was proposed in 2007. Plans were drawn up and for some reason the plan fell through and was left at Town Hall. As a veteran, Mr. Brown believes those who lost their lives should have a more permanent recognition. He does not know of any towns that do not have some form of a memorial stone or wall placed somewhere near town hall. Mr. Brown commented that a lot of people in Tolland would support this. If funding is an issue, it would not be hard to set up a small charitable donation and Mr. Brown volunteered to go around and make people aware that the town is collecting for this purpose. He believes something should be done and is bringing this to the Council's attention. He hopes this goes forward.

Richard Tapp, 44 Woodside Drive, commented that he has been the Chair of the Veterans Recognition Commission since it started in 2007. The Commission created a Wall of Honor which is located in Town Hall (level 2 of Town Hall) in 2 six foot display cases. Mr. Tapp explained that he has researched the information and went as far back as the French Indian War up through the present. There are 13 different eras included. Six welcome home ceremonies have been held for service people who have returned from the Middle East. Mr. Tapp explained that he upgrades the Wall every 6 months and waits until he has 4-6 names. His wife creates the sheets in the cases. Originally, it was all printed out but at times edits need to be made such as the inclusion of a middle initial or spelling correction. In regard to a stone, there is one on the Green at the flagpole. It was placed before he moved to Tolland 38 years ago and it was requested by the mother of a deceased soldier in Tolland; this soldier is also memorialized on the highway. The stone includes the insignias of the Army, Navy, Air Force, Marines, Coast Guard, and Merchant Marines. Mr. Tapp noted that he had the latter 2 added. In regard to placing another stone, he noted researching who died is a monumental task and cited examples. Further, if it was chiseled or if raised bronze letters are used and there was an error or addition of a name, what would one do? He cited an example of this that happened in another town and noted that it would be costly. Mr. Tapp noted that the Commission has complied with Ordinance 77.

6. **PUBLIC HEARING ITEMS:** none
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL**
Birch Grove Building Committee – Ms. Murray, Chair, provided the second quarter update. She noted that the project is on budget and on time. The building looks amazing – both the exterior and the interior. The project is on schedule to be substantially complete before August 23rd and upcoming milestones include the following: substantial completion of the construction, substantial completion of the interior, furniture and equipment deliveries and installation, technology deliveries and installation, turning the school over to the Board of Education. The portables will start to be disassembled the first week of July. Exterior site work for the project is ongoing. Once school ends, the fencing will be taken down and site work will continue including the replacement of the parking lot and pouring of sidewalks. Ms.

Murray noted that multiple entities have inspected the interior and exterior and have spoken to the quality of construction. She noted that the Committee has been meeting every Tuesday so if field conditions come up that require change orders they can be reviewed. Ms. Murray noted that the Committee has been discussing contingencies. The current balance of the construction design contingency is approximately \$60,000 which D'Amato Construction believes is sufficient to get through the end of the project. The current balance of the owner's contingency is just under \$95,000 and the Committee is working to understand the potential risks that are involved in completing the project so it can make the best decisions with the available information on a weekly basis.

Ms. Falusi commented that this is a wonderful accomplishment for the town and thanked Ms. Murray for all the time she has put into the Committee. She requested that the Town Manager address some of the questions posed about the Miracle Field at this time.

Mr. Rosen explained that he reviewed the minutes and had several conversations with many of the stakeholders, the town attorney, the town engineer, and others about the process, and how it differs from when the turf field was installed 10 years ago. In regard to if prevailing wages need to be paid by the contractor to employees who work on the field, the town attorney responded that they do. They are required pursuant to CGS §31-53 and competitive bidding will be necessary for any work unless the Council waives bidding requirements as per the Charter. The Town Engineer did not believe a change order with the state would be likely in this situation. Any savings for either not regrassing the field or for leaving the layer of insulation, would not be realized by the town and would go back to the state. Thus, any savings would not go toward the Miracle Field project. The Town Engineer would need to do a master study plan to cover questions about items such as drainage, pricing, if the recommended turf is appropriate, if it is the right type of field, and spacing of the site map. In order to commission the Town Engineer to do the work, Mr. Rosen would need to know if the Council would like to proceed. The estimate for the master study plan is \$2,500-\$5,000 and Mr. Rosen's understanding is that this cost would be borne by the proponents, not the town. In regard to the turf field, 10 years ago the need was identified, brought to the Council, and the town manager put the cost into the capital budget after getting preliminary cost estimates. Grants were sought including a STEAP grant for the lighting and it took several years to go through the budget process. While the project was on school property, it was not part of a state-funded active building project. He asked the Council for direction in regard to commissioning the study and if it would like to hold off until the building project is complete.

Mr. Luba commented on the Birch Grove Building project. He is a member of the Committee and recognized Ms. Murray for doing an outstanding job. The Committee members have been cognizant of the bottom line and about getting the most possible for the town while staying within budget. In regard to the contingency, the Committee has reassurances that the project should be able to be completed with the available funds. Mr. Luba noted that some items have been put on hold for the time being to ensure they are not left in a lurch at some point. That said they are getting close to considering putting things back. He added that it has been an honor and privilege to work with Ms. Murray and everyone on the Committee.

Mr. Jones conducted a straw poll regarding Mr. Rosen's inquiries about the following:

- Would the Council want Mr. Rosen to go back to the proponents of the Miracle Field project to ask if they are willing to pay for/commission the Town Engineer's study?
- Would the Council like to wait for the completion of the Birch Grove project before considering further movement?
 - Ms. Falusi commented that if the Field goes forward, the majority of the use of the Field would be by Birch Grove so the town would have a vested interest so either the town should pay for the study or split the cost with the proponents. Thus, she is undecided about asking the proponents for the money when the town would be benefitting as much or more. She would like to learn if the project is feasible and noted that she is agreeable to waiting until the Birch Grove project is complete.
 - Mr. Reagan commented that he is leaning toward waiting until Birch Grove is complete before making a decision. He does not feel that he has enough information at this time.
 - Ms. Johnson commented that she does not see that there is a rush and would like to revisit this at a later time. The Field would benefit the community but plans are in place for a specific project and the timing to include this leaves too many unanswered questions. She expressed concern about derailing the project. She would like to take the time to look at doing this at the budget level and have the public weigh in and vote if this is a line item it is willing to fund.
 - Mr. Luba commented that he is 100% in support of the Miracle Field and 100% for waiting. He would like to see the building project completed before moving forward and he added that there are too many unanswered questions and things that need to be done. They need to do their due diligence.
 - Mr. Jones commented that he is in favor of waiting for Birch Grove to be completed before circling back on any options regarding an engineering service whether that is making an ask of the proponents

or if it is decided during budgetary proceedings to have an engineering study either paid for by the town or have the project somehow incorporated into the capital budget plan.

Mr. Jones summarized that the results show that the majority would like to wait for Birch Grove to be completed and then discuss engineering services with the full Council.

Tourism – Ms. Falusi noted that there have not been any state level meetings or any state level subcommittee meetings. The Tolland Tourism Facebook page is receiving likes from throughout the state. She noted that she met families who use Tolland as a halfway point to meet.

Sustainable CT – Ms. Falusi noted that she is working on the list of items and will provide an update at the next meeting. Mr. Jones asked if Tolland would receive any points for its successful Patronicity fundraiser. Ms. Falusi explained that this project has many facets and she is looking to apply strategically to maximize points.

7b. REPORTS OF TOWN COUNCIL LIAISONS

- Economic Development Commission – Ms. Johnson provided an update.
- Permanent Celebration Committee – Ms. Johnson provided an update.
- Planning & Zoning Commission – Ms. Falusi noted that they will meet next week.
- Blight Committee – no meeting
- Historic District Commission- no meeting
- WPCA – no meeting
- Birch Grove Building Committee – Mr. Luba referenced 7A.
- Conservation Commission – Mr. Jones provided an update of the May 27th meeting. Next meeting: Thursday

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion on Veterans Wall of Honor and possible revisions to Ordinance #77 – Veterans Recognition between the Town and the Board of Education

Mr. Rosen provided background information on this item and noted that this agenda item was requested by a Council member. This evening's discussion is if Ordinance 77 should be revised. The 3 specific areas for review are the following: updating the Ordinance to include other armed forces such as Space Force; if the Veterans Recognition Commission's membership should be extended to families of service members; the Wall of Honor. Mr. Rosen noted that because this is an ordinance, any amendments would require a public hearing.

Mr. Luba noted that he requested that this matter be put on the Council's agenda. In regard to the definitions in Ordinance 77, they need to be updated given the new Space Force and there are certain provisions that the VA and federal code adjusted years ago to include the Merchant Marines who served as part of the operations during World War II. Mr. Luba commented that he has been approached by families members of deceased service members and those who are, or have been deployed who would like the Council to consider expanding the membership pool of the Veterans Recognition Commission to include family members. Enlarging the Commission by 1 position and setting it aside for a family member should be considered and Mr. Luba fully supports and endorses doing so. An immediate family member of a veteran would give a unique perspective on how recognition should be provided. In regard to the Wall of Honor, Mr. Luba spoke with Mr. Tapp about this. Mr. Luba understands that it was initially meant to be temporary and then enlarged to be a permanent recognition. Having seen multiple veteran memorials throughout the state and in speaking with veterans in town, Mr. Luba believes they should seriously consider having a memorial. He noted that he understands that there are constraints and it would involve a lot of work and research to recognize the deceased town members and how to encompass others in a more permanent and public way. Mr. Luba added that he has spoken with non-profit organizations that have come forward and are interested in providing support for a permanent memorial. He believes they should look at the feasibility of this and the town's support. As a veteran, he feels this would be appropriate and would like it to be considered. He suggested having a non-profit examine the possibilities of a wall and do a presentation.

Ms. Johnson commented that there is a monument on the Green that is covered by bushes and when driving by one cannot easily recognize it for what it is. A memorial wall grows every time a veteran passes and she does not envy the task of managing this. Whatever is done should be open to the public and recognizable. Ms. Johnson explained that with Memorial Day she saw many different set ups and not everyone had a monument.

Having something that encompasses all of the armed forces and notes the service and sacrifice would fit and everyone would see value in it. There are many ways to do this and cater to a community's needs and what it feels is appropriate.

Mr. Tapp commented that in regard to the present monument and the hedges, Public Works should clean it up and it would be done. In regard to outside non-profits, he has never been approached and this is the first time he is being made aware of this. As to the monument and names, one would need to research all those who died in combat. The names listed on the Wall of Honor are of those who are alive and those who have deceased. It would be a monumental task to research all who died in combat. Mr. Tapp explained that he researched back to the French Indian War and 2 people from Tolland died in the Mexican War in 1859. In terms of a monument, he asked how one would edit an engraving or raised bronze letters. He explained that in order to be on the Wall of Honor, one needs to be honorably discharged and provide proof of serving. He welcomed Mr. Brown to reach out to him. Mr. Jones noted that Mr. Brown will receive an e-mail with contact information.

A point of order was noted. This discussion is among Council members and Mr. Tapp was invited to participate as a member of the Veterans Recognition Commission.

Ms. Falusi asked if aside from inviting Mr. Tapp to the meeting if the Veterans Recognition Commission was notified that this discussion would be taking place and if information was solicited about if the Commission needed assistance and if so, where it needed assistance. Ms. Falusi commented that under Purposes and Duties they are discussing adding some significant duties to the list and she would like the Commission's input on what is appropriate for the town and what the Commission can handle. Ms. Falusi commented that if they are going to add members, she would like the input of the current Commission members and would want there to be an odd number of members. She noted that she is hesitant to add more duties to a Commission of 6 members that does not have a budget that she is aware of or associated town staff. Proceeding with something more than what is currently in place would be a multi-year process. She added that they would need to address many definitions to determine what is appropriate and thanked the members for their dedication. Mr. Jones explained that Mr. Tapp, the Chair, was invited on behalf of the Commission. The Commission was made aware of the discussion and Mr. Jones believes it was decided that the Chair would be the most suitable person to address questions. Ms. Falusi commented that her concern is if duties are added they may lose volunteers if it is decided that something should be added that the members do not feel is needed. Ms. Falusi asked if a generic term could be used rather than listing all the branches so updates and exceptions would not be needed. Mr. Rosen would need to research if the Commission receives a line item budget from the town. He noted that the members were invited to this evening's meeting. The Commission has 4 seated members and 1 vacancy. He added that the only additions to the Ordinance would be if they wanted to add service branches, open membership to families of service members, and if the Commission is going to work on a permanent Wall of Honor structure.

Mr. Tapp commented that the Commission does not have a budget but has an account with donations received from the public. This is drawn upon for engravings etc. The Commission currently has a vacancy and when he interviews applicants he likes to do so in person but right now they are working through Zoom and he would like to wait until Town Hall is open again and he can sit with his Commission and interview people. He noted that he does not have any problem with outside family groups who would like to participate or with having an odd number of members.

Mr. Luba explained that there is a definition of armed forces within U.S. code. Veterans are defined by code and Veteran Administration procedures and regulations. Under the VA they have included Merchant Marines. The definition he would propose would be all encompassing and flexible enough to include any additions under the definition of armed forces. In regard to responsibilities, Mr. Luba does not believe they are looking to impose any additional responsibilities as far as the maintenance of the recognition wall. If it was decided that there should be a more permanent wall, its maintenance would be responsibility of the town. If there is an interest for the town to do fundraising for the wall, it can be examined and as noted by Mr. Tapp, an account is available for this. Mr. Luba noted that he feels this would be appropriate and is something that should be examined. There is community support but he believes there has been hesitation by some to come forward and he will refer people to Mr. Tapp. While the Wall of Honor is great, they need to start looking outside the box so they can appropriately recognize veterans. He believes it is time to look at its feasibility and the options.

Ms. Falusi commented that she has heard that they are not adding more duties to the Ordinance and that they are asking the Commission to consider doing something at the Council's direction rather than at the Commission's discretion. She is unsure if they are asking the Commission to create a memorial wall or a more permanent display for the honor roll and if the Commission decides that if this is a task they do not want to undertake if they are asking the Council to override that decision. Mr. Jones explained that at this point the changes to the Ordinance are about more inclusive language, enlarging the definition, and expansion of membership including allowing family members to be considered for appointment. In regard to establishing a memorial wall, this would not be put into the Ordinance. It would be discussed by interested stakeholders, Council members, and the Commission. Ms. Falusi requested that discussions about changes to the Ordinance and projects outside of the Ordinance be listed as separate agenda items. Mr. Luba added that as the Ordinance stands right now, under Duties, this encompasses consideration of a wall but could be discussed at a later time since people are coming forward, willing to work toward this, and would like it to be considered. He added that the Commission could discuss proposals for a wall with outside groups, examine the possibilities, and present the information to the Council.

Ms. Johnson commented that the Memorial Hall of Honor is on public display and is not noticeable unless it is promoted or if someone seeks out information. She posed that perhaps the Wall of Honor could be recordkeeping for the Clerk's Office similar to the Book of Deeds. Mr. Tapp explained twice a year he brings a data file for the Wall of Honor to the Town Manager's Office so the website may be updated.

Mr. Reagan commented that he supports the issues brought up by Mr. Luba and noted that Mr. Tapp has some good points as well. Mr. Reagan believes this needs further examination and some proposals need to be put forward so they can see how best to commemorate veterans in the most effective way. If the community supports this, he supports further examination.

Mr. Jones clarified that the potential amendments to the Ordinance are the addition of Space Force and Merchant Marines or clarification that the language be all encompassing and the inclusion of family members as a part of the Commission as well as increasing the size from 5 to 7. He asked if the monument on the Green is solely under Public Works or if it also falls under the Historic District Commission. If there are considerations to expand or revise the space, would this be discussed with the Historic District Commission since potentially space or land would be taken away to accommodate an additional or expanded structure. Mr. Rosen noted that he reached out to Mr. Lappen and the VFW maintains the stone and hedges – not the DPW. Having the DPW maintain a new monument would be a new ask of staff. Mr. Rosen added that they should reach out to start the conversation with the Historic District Commission.

Mr. Luba explained that given the history and research needed, perhaps they could work in conjunction with the Historic District. This may open additional funding sources or grants.

Mr. Tapp commented that he has never knows the VFW to do anything in terms of maintenance and that he has had the monument steam cleaned. This came out of the Commission's account. Mr. Jones commented that if there is confusion about maintenance then it should be deferred to town services rather than anticipating that an organization which does not regularly conduct business within the town would maintain the area in an appropriate manner that does right by the veterans honored there.

Mr. Jones conducted a straw poll regarding the following:

- Expansion of the size of the Commission and addition of family members of veterans being allowed to apply to be appointed
- Expansion of appropriate Armed Services that are recognized in the Ordinance
 - Ms. Falusi is in favor if it is acceptable to the Commission
 - Mr. Reagan in favor
 - Ms. Johnson in favor
 - Mr. Luba in favor
 - Mr. Jones in favor

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):**

- 9.1 Consideration and potential action on renewal of the Fields & Grounds Maintenance Agreement between the Town and the Board of Education.

Mr. Rosen provided background information on this item

Mr. Rosen noted one change (bullet #1) is to have it as a 3 year agreement (July 2021 – June 2024) unless terminated sooner by mutual written agreement or via a reopener clause. Another change (bullet #5) is to hold an annual meeting on or before June 1st of each year to review progress. Participants would be selected by the Town Manager and the Superintendent to join with representatives of the Town and Board staff. Mr. Rosen noted that the language has been agreed upon by the Superintendent. If passed this evening, it will be brought before the Board of Education for consideration.

Ms. Falusi motioned:

WHEREAS the Town's Parks and Facilities Department has been maintaining playfields and grounds that are under the control of the Board of Education since 1990; and

WHEREAS the agreement between the Town and the Board of Education under which such services are furnished has expired; and

WHEREAS the parties believe that the referenced arrangement has been successful and is an effective and economic way in which to continue providing such services.

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby authorized to execute a Fields and Grounds Maintenance Agreement under which the Town will continue to furnish services for the maintenance of fields and grounds that are under the administrative control of the Board of Education and that such agreement shall be for a term of three years.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken.

Motion passed unanimously.

- 9.2 Continued discussion on implementing a Proclamation Policy.

Mr. Rosen provided background information on this item.

In May, the Council, via a straw poll, gave Mr. Rosen the ability to draft a policy which incorporated some of the feedback that was delivered at that meeting. This included the difference between proclamations and citations as well as what would be considered standing recognition which would not necessarily need to come before the Council for permission. Mr. Rosen reviewed the current process and noted that tonight he is presenting the first draft.

Ms. Johnson commented that under President Biden there have been 87 proclamations and she cited some of them. She explained that having the Council identify and recognize these proclamations would be a huge undertaking in order not to leave anyone out. If they are going to make proclamations to identify different awareness weeks etc. and/or recognize anything under presidential proclamations, they should do so exclusively as the Council as a whole and not as individuals. Additionally, there should be adherence to submitting for proclamations on time.

Mr. Reagan commented that his understanding is that it is not up to the Council to recognize anyone. The policy is a mechanism from which the community can submit a proclamation and then it can be deliberated on by the Council. It is not part of the role of the Council to manage presidential proclamations. This is for the community to submit requests for proclamations. Mr. Reagan suggested possibly moving the language currently listed under #3 to the top.

Ms. Falusi commented on Section 1 and "community group". She explained that this seems to be an intended organization when it may be a segment of the community. She wants to ensure that it does not have to be an

organized group and would like better wording. Ms. Falusi commented that when approving a proclamation etc., she would like there to be a ceremonial process and an offer of a photo opportunity.

Mr. Luba commented that every time the Council has had recognition of a presidential proclamation, it has been at the request of a town member. In terms of "community group", it does not have to be an official organization but encompasses a group of the community. While he would be in support of editing it, he believes that as it stands it is broad enough. Mr. Luba addressed the provision under Section 4 and requested that this be run by the town's counsel to ensure compliance with FOIA.

Ms. Falusi noted that the Pride Proclamation has not yet been posted on tolland.org.

Ms. Johnson cited Section 1. She explained that she brought up the presidential proclamation because it identifies the month but with the way the language is drafted it is contingent upon extraordinary action, achievement, commitment, or dedication. In her opinion, this excludes that which is covered under a presidential proclamation and may change how the community may perceive what would warrant a proclamation or a citation in the future. In terms of the definition of a "community group", there is a broad scope. Ms. Johnson noted that she supports the draft as written.

10. REPORT OF THE TOWN MANAGER

- Fire Department – Mr. Rosen noted that his report includes photos of the refurbished ET-140.
- Summer camp (full day) has been cancelled due to low enrollment but enrollment in half day programs is significantly up.
- Crandall Pond will be open this summer but will not have lifeguards due to a shortage of lifeguards. Signage will be put up indicating that swimming is at one's own risk.
- The Lodge will be reopened at full capacity.

11. ADOPTION OF MINUTES

- 11.1 May 24, 2021 Remote Special Meeting Information Session Minutes
- 11.2 May 25, 2021 Remote Special Meeting Minutes
- 11.3 May 25, 2021 Remote Regular Meeting Minutes

Mr. Luba motioned to approve the minutes as laid out in 11.1, 11.2, and 11.3.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

- Question from the Building Committee Chair – answered
- Question on Earth Day Events from a Councilor; questions started before this person was a Councilor – being answered

13. CHAIRPERSON'S REPORT

- June Chair Hour – Cancelled
- Next Chair Hour – July 3rd, 6:30PM
- Memorial Day Ceremony – it was well run
- Official presentation of the Pride Month Proclamation – June 1st, Town Green

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Ms. Johnson commented that when she posted on Facebook people shared their opinion of how they could make the most of Crandall Park and support more activities. She proposed possibly having paddle boats and picnics. Perhaps a company with paddle boats could lease the property and operate a business. This would bring something inviting to Crandall that would not put people at risk with regard to bacteria and "swim at your own risk". Weekends with paddle boats, picnics, and concession stands would be a great boost for tourism. She suggested speaking with legal and parks and recreation. In terms of fundraising, she suggested having canoe races. There are ways to raise money that could go toward the revenue line to develop a coffer

of funds for offsets without being a budget line item. She asked Mr. Rosen if he could look into this. Mr. Rosen responded that he will look into this with staff. Mr. Jones noted they have previously discussed having food trucks at Crandall Park.

- Ms. Falusi commented that she is thrilled with one of the positive side effects of meetings being on Zoom. Specifically, everyone has been able to participate in the meetings and the Council has increased civic engagement as a goal. As one moves out of the pandemic they need to be cognizant of how successful this has been and the equity achieved with remote participation. In terms of civic engagement, she is looking forward to discussing this before November. Ms. Falusi commented that another goal was the establishment of commissions and committees and she would like to know when the Council will start hearing some specific recommendations so the Council can start acting on them. Ms. Falusi commented that at the state level, bill #1 has passed and part of that was to declare racism as a public health crisis. There are still a number of residents who petition for this and it is something the Council should revisit so it is aligned and ready to also make the declaration in order to take advantage of any partnerships with the state that may come along with that declaration.

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

Steven and Laurel Leibowitz, 23 Crooked Trail, Woodstock CT, were in attendance. Mr. Leibowitz commented that they appreciate the Council not trying to spend their money but they are willing to pay for the engineering study and do not want a delay. They requested specific questions from the Council of what the engineering study would encompass. For a project of this size, it takes many months to get fundraising projects underway. They have already committed to a golf tournament on September 27th. Mr. Leibowitz explained that if they can raise the money, they are looking for a memorandum of understanding from the town that the field can be put at the Birch Grove site. He explained that they have not heard from anyone via e-mails, texts, or on today's call that anyone is against the Miracle Field and that it is a good idea for the Town of Tolland. Mr. Leibowitz explained that they did not say they wanted it as part of the Birch Grove project – that came from the construction committee and Dr. Willett. They are ok with it not being part of the project and will pay for the engineering study. Mr. Leibowitz would like to know the specific questions the Council needs answered to make a decision. He noted that Mr. Sztaba said it was a good idea to put it at the Birch Grove site. Mr. Leibowitz explained that they do not want to lose any time or momentum. Someone has already started a Go Fund Me page for them and \$1,300 has been collected. They have visited both the West Hartford and East Lyme fields and are excited with what they saw in East Lyme. They spoke with them. The field was done at the Flanders School and prevailing wage was not required because it is from fundraising funds on school property. Mr. Leibowitz commented that they would like these questions answered, the engineering study going, and petition to be on the July 13th Council agenda. Ms. Leibowitz commented that they do not want to interrupt the progress of the Birch Grove project and if it is the right decision not to do anything until it is finished in terms of the physical building they understand. If they can get the green light to say this will work in Tolland then they can get started. If the answer is that it will not work in Tolland, then their mission will be to find another community to build it in. Mr. Leibowitz explained that they are looking for direction. They do not want to see kids playing on an inadequate field any longer. They need to know the location and the agreement of where it will go when funds are raised. *Mr. Jones recommended sending an e-mail to the Town Manager and copying the Council.*

Graham William Brown, 21 Glenview Terrace, commented that earlier Mr. Tapp asked him how long he lived in Tolland. Mr. Brown explained that he was barely able to say 5 years before the conversation ended because there was no back and forth allowed at that time. Mr. Brown explained that he has lived in Tolland for 5 years and had no idea there was a Memorial Wall inside Town Hall. He has very little free time and the only time most people go to Town Hall is when they register to vote or apply for a permit. When this issue was brought to his attention he sent an e-mail to the Town Council about the Memorial Wall and his opinion on having it built. He noted that he never said that people were doing a bad job but thought a Memorial Wall would be a nice way of honoring those who have died. Mr. Brown explained that he does not want the fact that he has lived in town for 5 years to be a reason that his opinion is not as valued as someone else's. His neighbor who has lived in town for 30 years did not know there was a Memorial Wall in Town Hall. Mr. Brown spoke to anyone who is a citizen of the town who is watching or reading the minutes and noted that if they have an opinion that is important to their heart they have a right to say it and bring it up. Going forward with this project, if they are able to do so, he is happy to volunteer what little time he has to help. One thing he loves about Tolland is that it is very patriotic with a small town community feel even though it is growing. He likes that people want to get involved and if they are made aware of something, residents will get involved. If this is looked at from an

optimistic perspective and they try to explore some avenues of fundraising and generating awareness, he believes they can get help to get this accomplished.

Richard Tapp, 44 Woodside Drive, commented that he wanted to respond to Mr. Brown. *Mr. Jones commented that they do not utilize Public Participation for individual residents to converse.* Mr. Tapp commented that there is a page for the Veterans Recognition Commission on the town's website, flyers have been posted in town for years, and there have been articles in the JI. They cannot advertise any more than what they have been doing.

Richard Tapp, 44 Woodside Drive, commented that with the pandemic they have not been able to meet in Town Hall. He lost a member of the Commission because the gentleman was not computer literate to use Zoom. Mr. Tapp asked when the town will be open for commissions to meet. *Mr. Rosen explained that this is a policy decision and the Council is the policy making board which will make the decision. Mr. Rosen is an administrator. Mr. Rosen noted that Executive Order 7B is slated to expire on June 30th. Executive Order 7B is the order under which they are meeting remotely and not in person. He anticipates there will be some semblance of in person after July 1st but he does not have the specifics on this nor does he know if Executive Order 7B will be extended as it has been many times before. That said, indications are that it will not be extended past July 1st. He directed Mr. Tapp to the Council.*

16. **ADJOURNMENT**

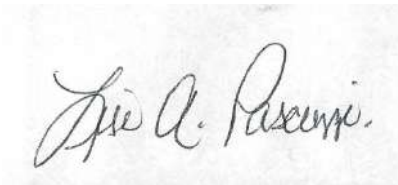
Ms. Falusi motioned to adjourn the meeting at 9:48 PM

Ms. Johnson seconded the motion.

A roll call vote was taken.

Motion passed unanimously.

Respectfully submitted by,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair