

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
October 12, 2011

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. STUDENT REPRESENTATIVE REPORT
- C. APPROVAL OF MINUTES
  - September 27, 2011 – Regular Meeting
  - October 4, 2011 – Special Meeting
- D. SUPERINTENDENT'S REPORT
  - D.1. District School Enrollment – October 1, 2011
- E. PUBLIC PARTICIPATION
- F. POINTS OF INFORMATION
  - F.1. Agenda Format Proposal
- G. COMMITTEE REPORTS
  - Policy Committee – September 28, 2011 and October 12, 2011
  - Great Path Academy Liaison Report – October 5, 2011
  - Town Council Liaison Report – October 11, 2011
- H. BOARD ACTION
  - H.1. Board Policy 4041 – Social Networking
- I. INFORMATIONAL ITEMS
- J. OLD BUSINESS
- K. COMMUNICATIONS
  - Minutes from Town Council Meetings of September 27, 2011
- L. CHAIRPERSON'S REPORT
- M. FUTURE AGENDA ITEMS
- N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION  
Tolland, CT****MINUTES – September 27, 2011**

**Members Present:** Mr. Robert Pagoni, Chairperson; Dr. Gayle Block, Vice Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Diane Clokey; Mrs. Judy Grabowicz; Ms. Christine Riley Vincent; and Mrs. Karen Bresciano.

**Administrators Present:** Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; and Mrs. Jane Neel, Business Manager.

The meeting was called to order at 7:30 p.m.

**STUDENT REPRESENTATIVE REPORT**

Kate-Lynn Walsh reported that the first PBIS drawings had been held and the winners received pairs of tickets for homecoming and fast passes for lunch. Other options were five-minute passes out of last block or one minute late passes.

The pep rally that was scheduled for October 14, 2011 has been postponed. Homecoming is November 5, 2011 and a Jazz Coffee Night is being planned for October 6, 2011.

The guidance department has had presentations for senior college planning, the PSAT test for juniors and a freshmen parents presentation. The attendance at the Open House had a record turnout.

Kate-Lynn also indicated that many of the students did not understand the PBIS program and pride passes. She indicated that perhaps another explanation of the program be held for students. Mr. Guzman explained that the program had previously been introduced in the other schools in an effort to reinforce positive behavior in all the schools. The Superintendent will inform the administration of the concerns raised.

Mr. Clark asked if there had been any discussion concerning the parking fees at the school. Mrs. Grabowicz reported that the Finance and Facilities Committee had decided that those seniors who had paid \$30 would receive a \$15 credit toward their class dues.

**APPROVAL OF MINUTES**

Mrs. Clokey motioned and Mr. Clark seconded to approve the minutes of the regular meeting of September 14, 2011. Ms. Riley Vincent requested that the title for her name on page 7 of the pending minutes be changed from "Mr." to "Ms". Ms. Riley Vincent also requested that the wording in D.2. be clarified. The clarification was that the four year college numbers had increased by 1% and two year college numbers had decreased by 2%.

Mrs. Bresciano motioned and Ms. Riley Vincent seconded to approve the minutes as amended. All in favor. Motion carried.

## **SUPERINTENDENT'S REPORT**

### **D.1. Final Adequate Yearly Progress (AYP) 2010/11 Results**

The Superintendent reported the Final Adequate Yearly Progress (AYP) results for 2010/11 as released by the State Department of Education. The following reports were distributed with the Board packet:

1. Tolland School District AYP: Achieved
2. Tolland High School AYP: Achieved
3. Tolland Middle School AYP: Not Achieved
4. Tolland Intermediate School AYP: Not Achieved

The District and each of the schools met the established criteria with respect to Participation Rates, Proficiency Rates in Mathematics and Reading for the Whole School, and the Additional Academic Indicators.

The Superintendent noted that Tolland Middle School and Tolland Intermediate School did not achieve Adequate Yearly Progress for the sub-group of "Students with Disabilities". The two schools are in the process of making efforts to bolster the scores at these schools.

The Federal government is currently reviewing the No Child Left Behind law and may rewrite or even eliminate the law.

### **D.2. Board Policy and Administrative Regulation 4041 – Use of Social Media**

Mr. Guzman presented Board Policy and Administrative Regulation 4041 – Use of Social Media. The Policy and Regulation were reviewed by the Policy Committee on July 13, 2011. Both the Policy and the Regulation have been referred to the employee union groups and the only comment was from the teachers' union. The concern was with the Regulation section dealing with establishing students or parents as "friends" or otherwise establishing special relationships and how this will be administered. The discussion will continue at the Policy Committee meeting on September 28, 2011. The Superintendent will contact the Board attorney to request any current information on the use of social media. It was suggested that other policies concerning the use of District data devices be cross referenced where the legal references are listed.

Board Policy and Administrative Regulation 4041 are new. All language is in caps and is bolded. The Administrative Regulation is presented for information only and does not require Board approval.

This will be an action item at the October 12, 2011 meeting of the Board of Education.

**D.3. Status of the Budget – September 23, 2011**

In accordance with Board of Education policy 3010, the Superintendent gave a status report of the budget for fiscal year 2011-12 as of September 23, 2011.

The budget for fiscal year 2011-12 is \$34,662,357. The current adjusted budget is \$34,662,357.

As of September 23, 2011, expenditures and encumbrances total \$31,926,513 leaving an unexpended balance at this time in the amount of \$2,735,844.

This report does not reflect all adjustments made to the personnel budget. Personnel salary accounts are still under review for staff replacements and transfers. When all personnel accounts have been reviewed appropriate transfers will be initiated, as necessary.

All anticipated transportation expenses (Program #701) have not been encumbered. As the bus counts for regular and special education transportation runs are finalized, the appropriate encumbrances will be generated.

Anticipated special education outplacement costs (Program #131) are also being finalized and when completed an estimated excess cost revenue will be projected. Special Education tutoring costs have been exhausted at this time and a projection will be done to determine the costs for the remainder of the school year.

After reviewing Program 663, Utilities with the Energy Manager, he has determined that at this time “nothing adverse or advantageous” has occurred in consumption or rates to indicate that trending is higher or lower than projected at this time.

There are no budget transfers that require Board approval at this time.

**MOTION**

Mr. Clark motioned and Dr. Block seconded to add item H. 1. to Board Action for a request for a six month unpaid leave of absence for a paraprofessional. All in favor. Motion carried.

**PUBLIC PARTICIPATION**

Colleen Roy of 15 Stonehenge Drive asked if there would be any adjustment made for those juniors who received a parking pass for last year, but were unable to use because they did not have a driver’s license.

Madison Corlett of 120 Robin Circle questioned the use of the courtyard at the high school and whether or not it could be used more by students especially in the good weather.

Sarah Kilguss of 155 Timber Trail asked whether the Parker School could be used for business purposes and possibly generate some revenue for the District.

Kelsey Kaplan of 217 Kozley Road was concerned that the policy on painting the rock in the front of the school had changed and that the students would not be able to do that anymore.

Erika Sturgis of 39 Justin Way wondered why for the Senior Option you could get a credit if you did volunteer work, but if you had a paid job you did not.

Jeff Gilcreast of 82 Merlot Way expressed the fact that student athletes should be held to a higher standard and that there needed to be stricter discipline.

Kate-Lynn Walsh, Student Representative, agreed that some of the student athletes were subject to lower standards.

### **POINTS OF INFORMATION**

Mr. Frattaroli and Mr. Guzman reviewed the attempts made to utilize Parker School. There had been a possibility of a magnet school and also senior housing but both projects did not materialize. The setting would not be realistic for a business with the amount of traffic at the Intermediate School. Currently there is a 5-year lease in effect with the Tolland Recreation Department for the use of the new addition. There are many mechanical systems in the building that require replacement and extensive maintenance.

Mrs. Bresciano explained that at the college level it was typical to give credit for unpaid internships but not paid internships.

Mr. Clark explained that student concerns should be funneled through the student representative to the Student Council and to the Administration.

### **F.1. Agenda Revision Proposal**

Mrs. Clokey reviewed her proposal for revising the Board Agenda. She explained that she felt that it would be easier to integrate the agenda into subjects that are related to each other.

Dr. Block thought that the Chairperson report should be included and if there were two public participations that there should be two Points of Information. Mr. Clark agreed with Dr. Block that two Points of Information would be appropriate. Mrs. Bresciano indicated that she would like to be able to have some sort of back and forth conversation with the public and that she felt not doing it that way was awkward. Mrs. Grabowicz agreed concerning the public participation and points of information and also agreed with Mrs. Bresciano that questions should be acknowledged. Mr. Clark liked the idea of tackling questions on a subject related basis, but felt that the Superintendent's report was important. Mr. Powell felt that the structure on the new agenda was good. The Superintendent expressed that he felt that the Superintendent's Report was necessary to provide the Board with timely information. Items in the Superintendent's reports are important and time sensitive. Ms. Riley Vincent liked the current agenda as it gives the outline of the meeting in a clear manner. Mr. Pagoni indicated that he felt

that the Chairpersons report was important to enable the Chairperson to gather odds and ends together and report to the Board. He asked that the Policy Committee continue the discussion on the revised agenda and report back to the Board.

## **COMMITTEE REPORTS**

- **Finance and Facilities – September 22, 2011**

Mrs. Grabowicz reported that the Committee had decided to keep the parking fee to \$15.00 and any seniors who had paid the \$30 would receive a \$15.00 credit towards their senior class dues. The Student Activity Accounts were reviewed and the Family Resource funds were also reviewed to determine whether the Center would be able to continue if the State did not renew the grant. The preparation of the 2012-2013 Capital Improvement Plan was discussed. Committee members would like to include a five year plan to improve the technology base in the District. The Superintendent gave an update on the fiber optic project and on the process to establish Enrichment Clubs at Birch Grove, Tolland Intermediate and Tolland Middle Schools.

- **EASTCONN – September 27, 2011**

Mrs. Clokey reported that she had attended the ribbon cutting at the new building. It is a geothermal building, spacious and beautiful. EASTCONN was continuing to work on a grant for the early childhood Race to the Top.

## **BOARD ACTION**

### **H.1. Request for Unpaid Leave of Absence**

Mr. Powell motioned and Dr. Block seconded to approve a six month unpaid leave of absence as requested. All in favor. Motion carried.

## **INFORMATIONAL ITEMS**

School Calendars for October were enclosed.

## **OLD BUSINESS**

The Superintendent reported that Carolyn Tyl had been one of 15 finalists for the Connecticut Teacher of the Year.

Mrs. Bresciano reported that she had written to the Connecticut Association for the Gifted concerning the "Minds in Motion" program, but had not received a reply.

## **COMMUNICATIONS**

Minutes from Town Council Meetings of August 23, 2011 were enclosed.

## **CHAIRPERSONS REPORT**

None

**FUTURE AGENDA ITEMS**

1. Policy 4041 – Use of Social Media
2. Capital Improvement Plan
3. District Enrollment
4. Special Meeting to Interview Candidates

**EXECUTIVE SESSION – Personnel Matters**

Mr. Clark motioned and Ms. Riley Vincent seconded to enter into executive session at 9:05 p.m. for the purpose of discussing personnel matters and to invite the Superintendent, Dominique Fox, Principal, Tolland High School and Patrick Cox, Athletic Director to attend. All in favor. Motion carried.

The Board returned to public session at 9:48 p.m.

**ADJOURNMENT**

Mrs. Bresciano motioned and Mr. Powell seconded to adjourn at 9:50 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott  
Board Clerk

**TOLLAND BOARD OF EDUCATION  
Minutes - Special Meeting  
Tolland, CT 06084**

**Minutes – October 4, 2011**

**Board Members in Attendance:** Mr. Robert Pagoni, Chairperson; Mr. Andy Powell, Secretary; Mr. Steve Clark; Mrs. Diane Clokey, Ms. Christine Riley Vincent; Mr. Thomas Frattaroli; and Mrs. Karen Bresciano

**Administrators:** William D. Guzman, Superintendent

The meeting was called to order at 6:30 p.m.

Mr. Clark motioned and Mrs. Bresciano seconded to go into Executive Session for the purpose of interviewing candidates for the Assistant Principal position at Tolland Intermediate School and to invite the two candidates and the Superintendent of Schools into the executive session. All in favor. Motion carried.

The Board returned to public session at 9:05 p.m.

Ms. Riley Vincent motioned and Mrs. Bresciano seconded to approve the appointment of Mr. John Bean as Assistant Principal at Tolland Intermediate School and to authorize the Superintendent of Schools to enter into contract negotiations for salary and benefits. All in favor. Motion carried.

Mr. Clark motioned and Mrs. Clokey seconded to adjourn the meeting at 9:09 p.m. All in favor. Motioned carried.

Respectfully submitted,

William D. Guzman  
Superintendent of Schools



D.1.

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

**FROM: William D. Guzman**

**DATE: October 12, 2011**

**SUBJECT: District Student Enrollment – October 1, 2011**

Listed below in Columns 1 and 2 are student enrollments for 2009-10 and 2010-11 school years. Column 3 is the October 1, 2011 enrollments for the 2010-11 school year as reported to the SDE. Column 4 lists the projected enrollments for the 2011-12 school year as prepared by New England School Development Council. Column 5 indicates the difference between the actual enrollments for 2010-11 (Column 2) and 2011-12 (Column 3) school year.

	Column 1	Column 2	Column 3	Column 4	Column 5
<b>GRADE</b>	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ACTUAL 2011-12</b>	<b>PROJECTED 2011-12</b>	<b>DIFFERENCE</b>
Pre-K	47	41	48	42	+7
Kindergarten	201	191	171	209	-20
1 <sup>st</sup> Grade	219	202	195	193	-7
2 <sup>nd</sup> Grade	241	223	202	206	-21
<b>Birch Grove TOTAL</b>	<b>708</b>	<b>657</b>	<b>616</b>	<b>650</b>	<b>-41</b>
3 <sup>rd</sup> Grade	226	244	224	224	-20
4 <sup>th</sup> Grade	253	221	244	239	+23
5 <sup>th</sup> Grade	250	242	223	218	-19
<b>Tolland Intermediate School TOTAL</b>	<b>729</b>	<b>707</b>	<b>691</b>	<b>681</b>	<b>-16</b>
6 <sup>th</sup> Grade	257	246	246	241	0
7 <sup>th</sup> Grade	258	256	243	249	-13
8 <sup>th</sup> Grade	257	248	251	255	+3
<b>Tolland Middle TOTAL</b>	<b>772</b>	<b>750</b>	<b>740</b>	<b>745</b>	<b>-10</b>
9 <sup>th</sup> Grade	255	240	223	235	-17
10 <sup>th</sup> Grade	228	247	228	235	-19
11 <sup>th</sup> Grade	231	232	249	249	+17
12 <sup>th</sup> Grade	228	221	230	225	+9
<b>Tolland High TOTAL</b>	<b>942</b>	<b>940</b>	<b>930</b>	<b>944</b>	<b>-10</b>
<b>TOTAL ENROLLMENT</b>	<b>3,151</b>	<b>3054</b>	<b>2977</b>	<b>3,020</b>	<b>-77</b>

WDG:ca

TO: Members of the Board of Education  
FROM: Diane Clokey, on behalf of the Policy Committee  
DATE: October 12, 2011  
RE: Agenda Format

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Attached please find a revised proposal of a re-formatted agenda for your review. Here are some of the issues raised that were addressed:

- Everyone needs their reports --- heard that loud and clear. You will find that the reports have returned, but are grouped together, so we hear from the student, the superintendent, the committees and the chairperson at the “heart” of the meeting.
- Committee and liaison reports are now be listed individually with agendas included. Bill will report jointly with the Committee chairpeople on items that came out of committee.
- Action and Correspondence are back at the bottom.
- Should we change the listed end time of the meeting to 9:30 to correspond with the broadcast?

I believe that this revision still does a better job of bringing committee activities to the core of the meeting and groups items together better than our current agenda. The Policy Committee looks forward to your feedback.

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

**REGULAR MEETING**

**AGENDA**  
**September 14, 2011**

**7:30-9:30 P.M.**

**VISION STATEMENT**

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

- A. CALL TO ORDER, PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES  
August 24 Regular Meeting
- C. RECOGNITIONS/EXTERNAL PRESENTATIONS
  - C.1. Tolland Teacher of the Year -- Carolyn Tyl, Science Coordinator
- D. PUBLIC PARTICIPATION (2 minute limit)  
*The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information." However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*
- E. POINTS OF INFORMATION
- F. STUDENT REPRESENTATIVE REPORT
- G. SUPERINTENDENT'S REPORT
  - G.1. Class of 2011 – Graduate Report
  - G.2. Family Resource Center
  - G.3. Data for New Hires, Retirements, & Resignations
- I. COMMITTEE & LIAISON REPORTS (*this section would include the committee agendas*)
  - I.1. Finance & Facilities  
Status of the Budget
  - I.2. Town Council Liaison
- H. CHAIRPERSON'S REPORT

J. ACTION ITEMS

- J.1. Cooperative Team Request – Ice Hockey
- J.2. Cooperative Team Request – Swimming
- J.3. Freshman Girls Volley Ball – Proposal
- J.4. Freshman Boys Soccer – Proposal

K. PUBLIC LISTED PARTICIPATION (2 minute limit)

*Comments must be limited to items on this agenda.*

L. POINTS OF INFORMATION

M. CORRESPONDENCE

- Town Council Minutes of June 1, 2011 Special Meeting
- Town Council Minutes of June 14, 2011 Regular Meeting
- CASBO
- Science Center

N. OLD BUSINESS

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

*This meeting will be broadcast live on the Community Voice Channel (cable station 96).*

*It will also rebroadcast at various times throughout the month.*

*A schedule can be found at: <http://www.cvcct.org/>*

H.1.

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

**FROM: William D. Guzman**

**DATE: October 12, 2011**

**SUBJECT: Board Policy 4041 – Social Networking and Administrative  
Regulation 4041 – Use of Social Media**

The subject Policy and Regulation were presented to the Board at its September 27, 2011 meeting.

The Policy and Regulation are new and are in caps and bolded. The Policy Committee at its meeting of September 28, 2011 made changes to the Regulation. The Regulation is enclosed for your information and does not require Board approval.

WDG:ca

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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**BOARD POLICY**

**REGARDING: SOCIAL NETWORKING**

**Number: 4041**

**Personnel**

**APPROVED:**

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**THE BOARD OF EDUCATION RECOGNIZES THE IMPORTANCE OF SOCIAL MEDIA FOR ITS EMPLOYEES, AND ACKNOWLEDGES THAT ITS EMPLOYEES HAVE THE RIGHT UNDER THE FIRST AMENDMENT, IN CERTAIN CIRCUMSTANCES, TO SPEAK OUT ON MATTERS OF PUBLIC CONCERN. HOWEVER, THE BOARD WILL REGULATE THE USE OF SOCIAL MEDIA BY EMPLOYEES, INCLUDING EMPLOYEES' PERSONAL USE OF SOCIAL MEDIA, WHEN SUCH USE:**

- 1) INTERFERES WITH THE WORK OF THE SCHOOL DISTRICT;**
- 2) IS USED TO HARASS COWORKERS OR OTHER MEMBERS OF THE SCHOOL COMMUNITY;**
- 3) CREATES A HOSTILE WORK ENVIRONMENT;**
- 4) BREACHES CONFIDENTIALITY OBLIGATIONS OF SCHOOL DISTRICT EMPLOYEES;**
- 5) DISRUPTS THE WORK OF THE SCHOOL DISTRICT;**
- 6) HARMS THE GOODWILL AND REPUTATION OF THE SCHOOL DISTRICT IN THE COMMUNITY; OR**
- 7) VIOLATES THE LAW, BOARD POLICIES AND/OR OTHER SCHOOL RULES AND REGULATIONS.**

**THE BOARD OF EDUCATION, THROUGH ITS SUPERINTENDENT, WILL ADOPT AND MAINTAIN ADMINISTRATIVE REGULATIONS TO IMPLEMENT THIS POLICY.**

**LEGAL REFERENCES:**

**U.S. CONSTITUTION, AMEND. I**  
**CONN. CONSTITUTION, ARTICLE I, SECTIONS 3, 4, 14**  
**CONN. GEN. STAT. § 31-48D**  
**CONN. GEN. STAT. § 31-51Q**  
**CONN. GEN. STAT. §§ 53A-182; 53A-183; 53A-250**  
**ELECTRONIC COMMUNICATION PRIVACY ACT, 28 U.S.C. §§ 2510 THROUGH 2520**

**POLICY REFERENCES:**

**POLICY 4060, SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE**  
**POLICY 4110, EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEM**  
**POLICY 4120, NOTICE REGARDING ELECTRONIC MONITORING**  
**POLICY 5050, CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS**  
**POLICY 5051, STUDENT PRIVACY**

**TOLLAND PUBLIC SCHOOLS**  
Tolland, Connecticut

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**ADMINISTRATIVE REGULATION**

**REGARDING: USE OF SOCIAL MEDIA**

**Number: 4041**

**Personnel**

**APPROVED:**

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- 1) INTERFERES WITH THE WORK OF THE SCHOOL DISTRICT;**
- 2) IS USED TO HARASS COWORKERS OR OTHER MEMBERS OF THE SCHOOL COMMUNITY;**
- 3) CREATES A HOSTILE WORK ENVIRONMENT;**
- 4) BREACHES CONFIDENTIALITY OBLIGATIONS OF SCHOOL DISTRICT EMPLOYEES,**
- 5) DISRUPTS THE WORK OF THE SCHOOL DISTRICT**
- 6) HARMS THE GOODWILL AND REPUTATION OF THE SCHOOL DISTRICT IN THE COMMUNITY; OR**
- 7) VIOLATES THE LAW, BOARD POLICIES AND/OR OTHER SCHOOL RULES AND REGULATIONS.**

**DEFINITIONS:**

**SOCIAL MEDIA INCLUDES, BUT IS NOT LIMITED TO, SOCIAL NETWORKING SITES, SUCH AS TWITTER, FACEBOOK, LINKEDIN, YOUTUBE, AND MYSPACE.**

**BOARD OF EDUCATION INCLUDES ALL NAMES, LOGOS, BUILDINGS, IMAGES AND ENTITIES UNDER THE AUTHORITY OF THE BOARD OF EDUCATION.**

**RULES CONCERNING PERSONAL SOCIAL MEDIA ACTIVITY**

- 1. AN EMPLOYEE MAY NOT MENTION, DISCUSS OR REFERENCE THE BOARD OF EDUCATION, THE SCHOOL DISTRICT OR ITS INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS ON PERSONAL SOCIAL NETWORKING SITES, UNLESS THE EMPLOYEE ALSO STATES THAT THE POST IS THE PERSONAL COMMUNICATION OF THE EMPLOYEE OF THE SCHOOL DISTRICT AND THAT THE VIEWS POSTED ARE THE EMPLOYEE'S ALONE AND DO NOT REPRESENT THE VIEWS OF THE SCHOOL DISTRICT OR THE BOARD OF EDUCATION.**

- 2. EMPLOYEES MUST USE CAUTION MENTIONING OTHER BOARD OF EDUCATION EMPLOYEES OR OTHER MEMBERS OF THE SCHOOL COMMUNITY (E.G., PARENTS OR OTHERS) ON PERSONAL SOCIAL NETWORKING SITES, WITHOUT SUCH INDIVIDUALS' EXPRESS CONSENT UNLESS THE EMPLOYEE IS ADDRESSING AN ISSUE OF PUBLIC CONCERN AND THE EMPLOYEE'S SPEECH FALLS UNDER APPLICABLE CONSTITUTIONAL PROTECTIONS PERTAINING TO SAME. SUCH POSTINGS ARE OUTSIDE OF THE EMPLOYEE'S JOB RESPONSIBILITIES, AND EMPLOYEES ARE SUBJECT TO POTENTIAL LIABILITY AS DESCRIBED IN PARAGRAPH 6, BELOW.**
- 3. EMPLOYEES ARE REQUIRED TO MAINTAIN APPROPRIATE PROFESSIONAL BOUNDARIES WITH STUDENTS, PARENTS, AND COLLEAGUES. FOR EXAMPLE, ABSENT AN UNRELATED SPECIAL RELATIONSHIP (E.G. RELATIVE OR FAMILY FRIEND), IT IS NOT APPROPRIATE FOR A TEACHER OR ADMINISTRATOR TO "FRIEND" A STUDENT OR HIS/HER PARENT OR GUARDIAN OR OTHERWISE ESTABLISH SPECIAL RELATIONSHIPS WITH SELECTED STUDENTS THROUGH PERSONAL SOCIAL MEDIA, AND IT IS NOT APPROPRIATE FOR AN EMPLOYEE TO GIVE STUDENTS OR PARENTS ACCESS TO PERSONAL POSTINGS UNRELATED TO SCHOOL.**
- 4. UNLESS GIVEN WRITTEN CONSENT, EMPLOYEES MAY NOT USE THE BOARD OF EDUCATION'S LOGO OR TRADEMARKS ON THEIR PERSONAL POSTS. PLEASE NOTE THAT THIS PROHIBITION EXTENDS TO THE USE OF LOGOS OR TRADEMARKS ASSOCIATED WITH INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS OF THE SCHOOL DISTRICT.**
- 5. EMPLOYEES ARE REQUIRED TO USE APPROPRIATELY RESPECTFUL SPEECH IN THEIR PERSONAL SOCIAL MEDIA POSTS; AND TO REFRAIN FROM HARASSING, DEFAMATORY, ABUSIVE, DISCRIMINATORY, THREATENING OR OTHER INAPPROPRIATE COMMUNICATIONS. SUCH POSTS REFLECT POORLY ON THE SCHOOL DISTRICT'S REPUTATION, CAN AFFECT THE EDUCATIONAL PROCESS AND MAY SUBSTANTIALLY AND MATERIALLY INTERFERE WITH AN EMPLOYEE'S ABILITY TO FULFILL HIS/HER PROFESSIONAL RESPONSIBILITIES.**
- 6. EMPLOYEES ARE INDIVIDUALLY RESPONSIBLE FOR THEIR PERSONAL POSTS ON SOCIAL MEDIA. EMPLOYEES MAY BE SUED BY OTHER EMPLOYEES, PARENTS OR OTHERS, AND ANY INDIVIDUAL THAT VIEWS AN EMPLOYEE'S SOCIAL MEDIA POSTS AS DEFAMATORY, PORNOGRAPHIC, PROPRIETARY, HARASSING, LIBELOUS OR CREATING A HOSTILE WORK ENVIRONMENT. AS SUCH ACTIVITIES ARE OUTSIDE THE SCOPE OF EMPLOYMENT, EMPLOYEES MAY BE PERSONALLY LIABLE FOR SUCH CLAIMS.**
- 7. EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL BOARD OF EDUCATION POLICIES AND PROCEDURES WITH RESPECT TO THE USE OF DISTRICT COMPUTER EQUIPMENT, NETWORKS OR ELECTRONIC DEVICES WHEN ACCESSING SOCIAL MEDIA SITES. ANY ACCESS TO PERSONAL SOCIAL MEDIA ACTIVITIES WHILE ON SCHOOL PROPERTY OR USING SCHOOL**



**DISTRICT EQUIPMENT MUST COMPLY WITH THOSE POLICIES, AND MAY NOT INTERFERE WITH AN EMPLOYEE'S DUTIES AT WORK.**

- 8. THE BOARD OF EDUCATION RESERVES THE RIGHT TO MONITOR ALL EMPLOYEE USE OF DISTRICT COMPUTERS AND OTHER DISTRICT ELECTRONIC DEVICES, INCLUDING EMPLOYEE BLOGGING AND SOCIAL NETWORKING ACTIVITY. AN EMPLOYEE SHOULD HAVE NO EXPECTATION OF PERSONAL PRIVACY IN ANY PERSONAL COMMUNICATION OR POST MADE THROUGH SOCIAL MEDIA WHILE USING DISTRICT COMPUTERS, CELLULAR TELEPHONES OR OTHER ELECTRONIC DATA DEVICES.**
- 9. ALL POSTS ON PERSONAL SOCIAL MEDIA MUST COMPLY WITH THE BOARD OF EDUCATION'S POLICIES CONCERNING CONFIDENTIALITY, INCLUDING THE CONFIDENTIALITY OF STUDENT INFORMATION. IF AN EMPLOYEE IS UNSURE ABOUT THE CONFIDENTIAL NATURE OF INFORMATION THE EMPLOYEE IS CONSIDERING POSTING, THE EMPLOYEE SHALL CONSULT WITH HIS/HER SUPERVISOR PRIOR TO MAKING THE POST.**
- 10. AN EMPLOYEE MAY NOT LINK A PERSONAL SOCIAL MEDIA SITE OR WEBPAGE TO THE BOARD OF EDUCATION'S WEBSITE OR THE WEBSITES OF INDIVIDUAL SCHOOLS, PROGRAMS OR TEAMS; OR POST BOARD OF EDUCATION MATERIAL ON A SOCIAL MEDIA SITE OR WEBPAGE WITHOUT WRITTEN PERMISSION OF HIS/HER SUPERVISOR.**
- 11. ALL BOARD OF EDUCATION POLICIES THAT REGULATE OFF-DUTY CONDUCT APPLY TO SOCIAL MEDIA ACTIVITY INCLUDING, BUT NOT LIMITED TO, POLICIES RELATED TO PUBLIC TRUST, ILLEGAL HARASSMENT, CODE OF CONDUCT, AND PROTECTING CONFIDENTIAL INFORMATION.**

#### **RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY**

- 1. IF AN EMPLOYEE SEEKS TO USE SOCIAL MEDIA SITES AS AN EDUCATIONAL TOOL OR IN RELATION TO EXTRACURRICULAR ACTIVITIES OR PROGRAMS OF THE SCHOOL DISTRICT, THE EMPLOYEE MUST SEEK AND OBTAIN THE PERMISSION OF HIS/HER SUPERVISOR PRIOR TO SETTING UP THE SITE.**
- 2. IF AN EMPLOYEE WISHES TO USE FACEBOOK OR OTHER SIMILAR SOCIAL MEDIA SITE TO COMMUNICATE MEETINGS, ACTIVITIES, GAMES, RESPONSIBILITIES, ANNOUNCEMENTS, ETC., FOR A SCHOOL-BASED CLUB OR AN SCHOOL-BASED ACTIVITY OR AN OFFICIAL SCHOOL-BASED ORGANIZATION, OR AN OFFICIAL SPORTS TEAM, THE EMPLOYEE MUST ALSO COMPLY WITH THE FOLLOWING RULES:**
  - o THE EMPLOYEE MUST SET UP THE CLUB, ETC. AS A GROUP LIST WHICH WILL BE "CLOSED" (E.G. MEMBERSHIP IN THE GROUP IS LIMITED TO STUDENTS, PARENTS AND APPROPRIATE SCHOOL PERSONNEL) AND "MODERATED" (E.G. THE EMPLOYEE HAD THE ABILITY TO ACCESS AND SUPERVISE COMMUNICATIONS ON THE SOCIAL MEDIA SITE).**

- **WHEN FACEBOOK IS USED AS THE SOCIAL MEDIA SITE, MEMBERS WILL NOT BE ESTABLISHED AS "FRIENDS," BUT AS MEMBERS OF THE GROUP LIST. WHEN OTHER SOCIAL MEDIA SITES ARE USED, THE EMPLOYEE WILL ESTABLISH A SIMILAR PARAMETER ON THE BASIS OF THE FUNCTIONALITY OF THE SOCIAL MEDIA SITE UTILIZED.**
  - **ANYONE WHO HAS ACCESS TO THE COMMUNICATIONS CONVEYED THROUGH THE SITE MAY ONLY GAIN ACCESS BY THE PERMISSION OF THE EMPLOYEE (E.G. TEACHER, ADMINISTRATOR, SUPERVISOR OR COACH). PERSONS DESIRING TO ACCESS THE PAGE MAY JOIN ONLY AFTER THE EMPLOYEE INVITES THEM AND ALLOWS THEM TO JOIN.**
  - **PARENTS SHALL BE PERMITTED TO ACCESS ANY SITE THAT THEIR CHILD HAS BEEN INVITED TO JOIN.**
  - **ACCESS TO THE SITE MAY ONLY BE PERMITTED FOR EDUCATIONAL PURPOSES RELATED TO THE CLUB, ACTIVITY, ORGANIZATION OR TEAM.**
  - **THE EMPLOYEE RESPONSIBLE FOR THE SITE WILL MONITOR IT REGULARLY.**
  - **THE EMPLOYEE'S SUPERVISOR SHALL BE PERMITTED ACCESS TO ANY SITE ESTABLISHED BY THE EMPLOYEE FOR A SCHOOL-RELATED PURPOSE.**
  - **EMPLOYEES ARE REQUIRED TO MAINTAIN APPROPRIATE PROFESSIONAL BOUNDARIES IN THE ESTABLISHMENT AND MAINTENANCE OF ALL SUCH DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY.**
- 3. EMPLOYEES ARE REQUIRED TO USE APPROPRIATELY RESPECTFUL SPEECH IN THEIR SOCIAL MEDIA POSTS ON DISTRICT-SPONSORED SITES; AND TO REFRAIN FROM HARASSING, DEFAMATORY, ABUSIVE, DISCRIMINATORY, THREATENING OR OTHER INAPPROPRIATE COMMUNICATIONS.**
  - 4. EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL BOARD OF EDUCATION POLICIES AND PROCEDURES AND ALL APPLICABLE LAWS WITH RESPECT TO THE USE OF COMPUTER EQUIPMENT, NETWORKS OR DEVICES WHEN ACCESSING DISTRICT-SPONSORED SOCIAL MEDIA SITES.**
  - 5. THE BOARD OF EDUCATION RESERVES THE RIGHT TO MONITOR ALL EMPLOYEE USE OF DISTRICT COMPUTERS AND OTHER ELECTRONIC DEVICES, INCLUDING EMPLOYEE BLOGGING AND SOCIAL NETWORKING ACTIVITY. AN EMPLOYEE SHOULD HAVE NO EXPECTATION OF PERSONAL PRIVACY IN ANY COMMUNICATION OR POST MADE THROUGH SOCIAL MEDIA WHILE USING DISTRICT COMPUTERS, CELLULAR TELEPHONES OR OTHER DATA DEVICES.**
  - 6. ALL POSTS ON DISTRICT-SPONSORED SOCIAL MEDIA MUST COMPLY WITH THE BOARD OF EDUCATION'S POLICIES CONCERNING CONFIDENTIALITY,**

**INCLUDING THE CONFIDENTIALITY OF STUDENT INFORMATION. IF AN EMPLOYEE IS UNSURE ABOUT THE CONFIDENTIAL NATURE OF INFORMATION THE EMPLOYEE IS CONSIDERING POSTING, THE EMPLOYEE SHALL CONSULT WITH HIS/HER SUPERVISOR PRIOR TO MAKING THE POST.**

- 7. AN EMPLOYEE MAY NOT LINK A DISTRICT-SPONSORED SOCIAL MEDIA SITE OR WEBPAGE TO ANY PERSONAL SOCIAL MEDIA SITES OR SITES NOT SPONSORED BY THE SCHOOL DISTRICT.**
- 8. AN EMPLOYEE MAY NOT USE DISTRICT-SPONSORED SOCIAL MEDIA COMMUNICATIONS FOR PRIVATE FINANCIAL GAIN, POLITICAL, COMMERCIAL, ADVERTISEMENT, PROSELYTIZING OR SOLICITATION PURPOSES.**
- 9. AN EMPLOYEE MAY NOT USE DISTRICT-SPONSORED SOCIAL MEDIA COMMUNICATIONS IN A MANNER THAT MISREPRESENTS PERSONAL VIEWS AS THOSE OF THE BOARD OF EDUCATION, INDIVIDUAL SCHOOL OR SCHOOL DISTRICT, OR IN A MANNER THAT COULD BE CONSTRUED AS SUCH.**

#### **DISCIPLINARY CONSEQUENCES**

**VIOLATION OF THE BOARD OF EDUCATION'S POLICY CONCERNING THE USE OF SOCIAL MEDIA OR THESE ADMINISTRATIVE REGULATIONS MAY LEAD TO DISCIPLINE UP TO AND INCLUDING THE TERMINATION OF EMPLOYMENT CONSISTENT WITH STATE AND FEDERAL LAW.**

#### **LEGAL REFERENCES:**

**U.S. CONSTITUTION, AMEND. I  
CONN. CONSTITUTION, ARTICLE I, SECTIONS 3, 4, 14  
CONN. GEN. STAT. § 31-48D  
CONN. GEN. STAT. § 31-51Q  
CONN. GEN. STAT. §§ 53A-182; 53A-183; 53A-250  
ELECTRONIC COMMUNICATION PRIVACY ACT, 28 U.S.C. §§ 2510 THROUGH 2520**

#### **POLICY REFERENCES:**

**POLICY 4060, SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE  
POLICY 4110, EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEM  
POLICY 4120, NOTICE REGARDING ELECTRONIC MONITORING  
POLICY 5050, CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS  
POLICY 5051, STUDENT PRIVACY**

## **I. INFORMATIONAL**

## **K. COMMUNICATIONS**

September 29, 2011  
Suzanne M. Litwin,  
Asst. Town Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
SEPTEMBER 27, 2011 – 7:30 P.M.

**MEMBERS PRESENT:** Frederick M. Daniels, Chairman; MaryAnn Delaney Tuttle, Vice Chairperson; Dale Clayton; Jack Flynn; Francis Kennedy; Craig Nussbaum and April Teveris

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Steven R. Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; State Senator Tony Guglielmo; Walter Lawrence, Assessor; Linda Farmer, Director of Planning & Community Development; Agata Herasimowicz, Acting Director of Finance and Records

- 1. **CALL TO ORDER** Frederick Daniels called the meeting to order at 7:30 p.m.
- 2. **PLEDGE OF ALLEGIANCE** Recited.
- 3. **MOMENT OF SILENCE** Observed.
- 4. **PROCLAMATIONS:**

4.1 Lieutenant Allen Diamond – Honoring the occasion of his return home from active duty.

Richard Tapp, Chairman of the Veteran’s Recognition Commission spoke on behalf of the Commission. He invited the public to visit of the Wall of Honor on the 2<sup>nd</sup> floor of the Town Hall. He noted that we are here tonight to welcome home Lieutenant Allen Diamond. He served two tours in Afghanistan, and is presently doing full-time work at Bradley hazmat. He introduced members of the Commission: John Kearns, Leann Fritsch, Fred Frey, Mike Mita and the late Dr. Paul Query.

Dr. Daniels welcomed Mr. Diamond back to town and commented that the Tolland citizens are grateful for his service on behalf of the Nation. The town is proud to offer the following Proclamation:

*Proclamation*  
**for Lieutenant Allen Diamond  
on the Occasion of His Return Home from Active Duty**

WHEREAS, the United States Army, a key component of the United States Armed Forces, is made up of the best-trained, most dedicated, most respected Soldiers in the world — protecting America’s freedoms at home and abroad, securing our homeland, and defending democracy worldwide.

WHEREAS, a Soldier in the United States Army is the embodiment of physical strength, emotional strength and strength of purpose. This Soldier is prepared to serve our country whenever and wherever needed, is combat-ready at all times, and is trained to counter any threat, anywhere.

WHEREAS, Lieutenant Allen Diamond graduated from Tolland High School in 2001 and served two tours in Afghanistan before returning home in November, 2010. He is currently serving full time in the National Guard with a hazardous materials team.

WHEREAS, Lieutenant Diamond has trained as a Soldier; and served with distinction in Afghanistan, learning skills, gaining confidence, and exercising leadership, and is honored here for his service.

NOW, THEREFORE, BE IT RESOLVED that I, Frederick M. Daniels, Chairperson of the Tolland Town Council, representing the community at large, recognize the selfless contributions and dedication of Lieutenant Allen Diamond in service to our citizens. And together with his family, his friends and the entire Tolland community, I wish to share our overwhelming pride in his service to our nation, and offer him the services of our community and our warmest welcome home wishes.

State Senator Tony Guglielmo spoke and said that not only does the Lieutenant sacrifice, but his family sacrifices too. He quoted Winston Churchill, "Never have so many owed so much too so few." That is what we are talking about here. Our Country is blessed to have young people do this. Mr. Guglielmo read and presented Mr. Diamond with a Proclamation from the General Assembly.

Lt. Col. John Kearns welcomed Mr. Diamond home and gave a speech. He said that the people of Tolland are grateful for his service, his safe return and that he is reunited with his family and friends.

A gift basket was donated to Mr. Diamond from Bob Buettnier, a resident in town who has a florist shop in East Hartford.

Mr. Diamond thanked everyone and appreciated the warm welcome from the town that he came from.

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

**Sam Belsito of 55 Lee Lane** – One sided deal – one more appeal to the short-term Council – There is still time to reverse the geothermal project. He is pushing natural gas. Households who use heating oil will pay \$3,800 a year. Those with natural gas will use \$1,800. He feels that instead of spending \$4m on one building in town, it would be in the citizens' best interests to get out of the geothermal fiasco and hook up to natural gas.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a proposed ordinance for the Town of Tolland to be exempt from the personal property tax on any furniture and fixtures leased to the Town provided that the equipment is used exclusively for Town purposes.

Mr. Werbner commented that the Town has two leased copiers. The Town is paying the personal property tax on them. In reality, it is one town department paying another department for this particular tax. By Town ordinance and CGS, the Town can exempt itself from having to pay the tax. Lease/purchase equipment such as that involved with the Town Hall geothermal project and the fire engine that was a lease purchase become the property of the Town upon installation and therefore not impacted by this provision.

MaryAnn Delaney Tuttle asked if we would have to pay the personal property tax on the lease/purchase items. Mr. Werbner said not on lease/purchase equipment. Upon installation it becomes our personal property and is put on our inventory.

Jack Flynn motioned to open the public hearing; Seconded by Francis Kennedy. All in favor. None opposed.

A straw poll was conducted of all those in favor of this item. 8 in favor; 0 opposed.

Jack Flynn motioned to close the public hearing; Seconded by April Teveris. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following resolution:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following proposed ordinance of the Code of the Town of Tolland:

**Proposed Ordinance – Town of Tolland Personal Property Tax Exemption**

Effective with the Grand List of October 2011, the Town of Tolland, pursuant to Connecticut General Statute 12-81(58) is hereby exempt from the personal property tax on any furniture and fixtures leased to the Town provided that the equipment is used exclusively for Town purposes.

Seconded by Dale Clayton. All in favor. None opposed.

- 6.2 Consideration of a resolution to approve the donation of 30.5 acres owned by Crystal Peat Humus Company, Inc. to the Town of Tolland as part of the Carriage Crossing subdivision and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and subsequent closing documents.

Ms. Farmer began by saying that this property was part of the subdivision approval of the 45 lot Carriage Crossing subdivision. Some was outright ownership; other was Conservation Easements that once the subdivision was built out would become walking trails. At the time, Crystal Peat Humus Co., Inc. was not interested in conveying the property to the Town in fee. However, because of the trail system and connectivity of the open-space parcels, we got a Conservation Easement as well as a Public Access Easement that would allow use of the property. Ms. Farmer was approached by Joseph Calsetti, a representative of the Roncari family, stating that they would like to donate this 30.5 acre parcel to the town. The Conservation Commission has endorsed this acquisition, and the PZC voted in favor. Ms. Farmer prepared a memo to Mr. Werbner addressing several issues raised at the last Council meeting. The memo was provided to the members for their review.

There was discussion regarding the various easements and the enforceability of them. MaryAnn Delaney Tuttle believes the two easements counter one another with regard to allowing public access. Ms. Farmer commented that they use standard language for the Easements. The Conservation Easement doesn't allow any type of access, it is just for preservation. The other easement is separate. Ms. Delaney Tuttle questioned which easement would be enforced? Do we enforce the Conservation Easement today, or the Limited Access Easement? They are not compatible in her mind. Mr. Nussbaum believes the Conservation Easement is limited in scope in terms of the public access. He agrees with Mr. Flynn that it is limited to inspecting the property. Although, he sees what Ms. Delaney Tuttle is referring to, he believes when you get in the depth of it, there really is no conflict.

Dr. Daniels asked what the fundamental difference to the town is between the property that was taken fee-simple and the Conservation Easement. Are we prohibited from writing a Management Plan or using the property as we see fit? Ms. Farmer does not believe the owners are prohibited from allowing someone to hunt on the property, or the use of atv's. Mr. Clayton asked if we have a definition of passive recreational use and does it allow for horseback riding? Ms. Farmer believes so.

Mr. Nussbaum was curious to know why they wanted to donate the land. Mr. Calsetti, the representative for the Roncari family, didn't believe they needed to spend the money on taxes. The thought was why not just donate the land. He is trying to get "old alligators" off the books.



Dale Clayton motioned to open the public hearing; Seconded by Jack Flynn. All in favor. None opposed.

**Dorothy Mickiewicz**, member of the Conservation Commission spoke on behalf of the Commission -- They walked the property last Sunday and as the Conservation Commission, they would love to have this property owned by Tolland. Why? Connectivity, the habitat is unique, historical and educational opportunities and to control the property.

**Mark Gill of 32 Neff Hill Road** -- He commented that it is a unique piece of property. Anything we can do to see this beautiful property stay in that state he is all for it. He thinks the town should take it over.

**Rich Bozzone of 9 Elm Road** -- Cook Road why was it discontinued? Ms. Farmer commented that it was not improved. Could a future Town Council decide to make it a town road? Ms. Farmer said sure, but that is not usually the way we do town roads. There was no benefit in keeping the road. He asked if the land could be used as a working environment with the bogs and the peat hummus being on the property. Ms. Farmer said she was not sure of that. Mr. Bozzone thinks it would be a plus to own.

A straw poll was conducted of all those in favor of accepting the donation. 7 in favor; 1 opposed.

April Teveris motioned to close the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following *amended* resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the donation of 30.5 acres owned by Crystal Peat Humus Company, Inc. to the Town of Tolland and to authorize the Town Manager to enter into a Letter of Intent pertaining to the donation and **appropriate clean-up and** subsequent closing documents.

Seconded by Jack Flynn.

Mr. Clayton asked if there is any debris on the property. Ms. Farmer said there is. It was determined that Mr. Werbner, the parties counsel and Mr. Calsetti would work on the details to remove items. The Conservation Commission commented that the debris could be easily removed. It was agreed that the resolution would be amended to mention clean-up.

Mr. Clayton believes accepting the donation would be worthwhile. We are not giving up much in revenue. Mr. Nussbaum agrees.

MaryAnn Delaney Tuttle said she would like to see language saying it will remain open-space with limited access. Mr. Werbner said he has discussed this with the town attorney and he didn't see any problem with that language.

All in favor of the *amended* resolution. None opposed.

- 6.3 Consideration of a resolution making an additional appropriation of \$270,000 to the Passive Open Space III Account from DEP Open Space Grant received towards the purchase of the Luce Property.

Mr. Werbner commented that this is a partial reimbursement from the State Open Space Grant Fund of \$270,000 towards the total cost for the 83 +/- acre Luce property at a purchase price of \$540,000. This money is put back in the Passive Open Space account for future acquisition of open space property. There will be \$1,058,000 left in the Passive Open Space account.

Jack Flynn motioned to open the public hearing; Seconded by Francis Kennedy. All in favor.  
None opposed.

**Rich Bozzone of 9 Elm Road** – Asked if there were additional dollars we are waiting on? Ms. Farmer said no, there is \$1,058,000 in the account.

A straw poll was conducted of all those in favor of making this additional appropriation. 8 in favor;  
0 opposed.

Jack Flynn motioned to close the public hearing; Seconded by Craig Nussbaum. All in favor.  
None opposed.

MaryAnn Delaney Tuttle read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$270,000 in open space grant funds received from the State of Connecticut, Department of Environmental Protection, to Passive Open Space III (20400072-755728).

Seconded by Francis Kennedy. All in favor. None opposed.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Nussbaum commented that he attended the BOE meeting. There was nothing substantive for the Town Council, but he did mention that the Superintendent passed out the BOE Budget schedule. He suggested that the future Council try to schedule some joint meetings between the two bodies.

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

- 8.1 Consideration of a resolution making an additional appropriation of \$63,065.53 to the Capital Improvements Fire and Ambulance Fund from a Homeland Security Grant for \$59,968.90 and Town matching funds in the amount of \$3,096.63 from ambulance fees. These funds will be used for the purchase of hoses and appliances, and the setting of a public hearing thereon for October 11, 2011.

Mr. Werbner commented that this is a grant that the Fire Department was involved in with other regional fire departments in Union, Willington, and Crystal Lake. The purpose was for the joint purchase of 5" large diameter hose and its appliances. The Grant was split and our share was \$59,968.90. It is coming from the Department of Homeland Security and our match is 5% (\$3,096.63). The match is coming from ambulance fees, which we use to acquire capital equipment. The department provided a description defining the need for 5" hose. It is a tremendous investment for \$3,096.63, to be able to acquire \$60,000 worth of hose.

MaryAnn Delaney Tuttle motioned that the following ordinance be introduced and set down for a public hearing on October 11, 2011 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$63,065.53 in Capital Improvements Fire and Ambulance fund received Fund from a Homeland Security Grant for \$59,968.90 and Town matching funds in the amount of \$3,096.63 from ambulance fees.

Seconded by Dale Clayton. All in favor. None opposed.

8.2 Appointments to vacancies on various municipal boards/commissions.

MaryAnn Delaney Tuttle noted the resignations of **Stan Tetrault, Jeff Roman and Mina DiBella**, and thanked them for their time of service.

MaryAnn Delaney Tuttle nominated **Tom Rallo of 38 Barbara Road** to the Water Commission for the term of September 27, 2011 through January 31, 2015; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle nominated **Leslie Tervo of 103 Grant Hill Road** to the Permanent Celebration Committee for the term of September 27, 2011 through November 5, 2012; Seconded by Dale Clayton. All in favor. None opposed.

MaryAnn Delaney Tuttle re-appointed **Paul S. Batterson, Jr. of 13 Garnet Ridge Drive** to the Cable Advisory Board for the term of September 27, 2011 through June 14, 2013; Seconded by Dale Clayton. All in favor. None opposed.

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

- 9.1 Approval of a resolution in support of an application prepared by the Willimantic River Alliance recommending the Willimantic River Water Trail be designated a National Park Service Recreation Trail and approval of the stewardship plan for the site.

Mr. Werbner commented that the National Recreation Trail Nomination Request for Landowner Support Agreement was provided to Council members per their request at the last meeting.

Mr. Clayton commented on the improvements on page 2 of the Agreement (#'s 3 & 4). He is assuming that it is referring to the access way for the boat launch area? Do we know that both of these are true and correct before signing off on this. Cynthia MacDonald commented that as far as she knows the existing site met the requirements that the Willimantic River Alliance was looking for to put this Application through. Ms. Farmer commented that it is maintained by the Recreation Department. Ms. MacDonald commented that Mr. Ainsworth and Mr. Langlois have done a great job making sure it is accessible and in good shape during times of flooding. Ms. MacDonald showed the members the temporary signage. The permanent signage would be similar and very low key.

MaryAnn Delaney Tuttle read the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the stewardship plan authored by the Willimantic River Alliance (dated August 2, 2011) for the Heron Cove Canoe Access site; and authorizes the Town Manager to sign the "Request for Landowner Support" document as part of the National Recreation Trail (NRT) Nomination for the Willimantic River.

Seconded by Jack Flynn. All in favor. None opposed.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY)**

Mr. Werbner mentioned that the HVAC contract work has commenced. He reminded residents and employees to be careful in terms of where you park, walk and work in the area of the Town Hall. Portions of the lot will be serviceable, but they will be alternating. After the drilling of the wells, the interior work on the Town Hall will commence in mid-November. Updates of the construction will be daily on the website.

11. **ADOPTION OF MINUTES**

- 11.1 September 13, 2011 Regular Meeting Minutes – MaryAnn Delaney Tuttle moved to adopt the minutes; Seconded by April Teveris. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1 FEMA (roads)
- 12.2 Eagle Scout invitation
- 12.3 MCC Foundation Report
- 12.4 Governing Magazine
- 12.5 Hartford Foundation for Public Giving
- 12.6 Workshop of the CT Assoc. of Water Pollution Control Authorities
- 12.6 Willimantic River Alliance Newsletter

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

MaryAnn Delaney Tuttle wanted to congratulate the town and town staff for Celebrate Tolland Day. She also mentioned that this weekend will be busy in Tolland. There is a huge soccer tournament at TMS, open-house at the fire house, an artist reception at Town Hall and the 5k race.

Mr. Nussbaum wanted to congratulate Open Sky Corp. and Integrated Rehabilitation Services, both located in Tolland, for being nominated as two of the top places to work in 2011. They were mentioned in a pull-out from the Hartford Courant on Sunday.

Dr. Daniels asked the members if there was any interest in revisiting the geothermal project. Mr. Werbner commented that the Energy Task Force gave great deliberations over the natural gas line. It would have been very expensive to go that route. It was determined that no members had any interest in reviewing.

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

**Rich Bozzone of 9 Elm Road** – He asked what portion of the Library may need to be relocated? Mr. Werbner commented that public access will need to be worked out during the construction. He has seen in the news that towns were giving out \$200 towards food spoilage. Mr. Werbner said he had no idea on how the other towns got notified.

**Sam Belsito of 55 Lee Lane** – He is disappointed that you don't have the vision to see that the geothermal will cost more than \$4m. Your thought process is really bad. We have \$4m going into an old building. We didn't need to destroy everything in this building. You need to think about the taxpayers of Tolland.

**Josh Freeman of 338 Shenipsit Road** – He is on the Energy Task Force – he believes in the geothermal project. They investigated the alternatives. It's all numbers. The math doesn't add up for the option that was discussed. The taxpayers voted. It was the right decision. It will pay off.

**Mark Gill of 32 Neff Hill Road** – The taxpayers didn't vote. It was not a good representation of the town. So, that argument doesn't work.

**Rick Field of 139 Torry Road** – He disagrees with Mr. Gill. It was a referendum. The people had a choice to stay home or to come out. The people who wanted their voices heard came out.

15. **EXECUTIVE SESSION**

MaryAnn Delaney Tuttle motioned to go into Executive Session at 9:05 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Dale Clayton. All in favor. None opposed

15.1 Executive Session to discuss the Town Manager evaluation.

16. **ADJOURNMENT** – Dale Clayton moved to adjourn the meeting; Seconded by Craig Nussbaum at 9:45p.m. All were in favor.

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Frederick M. Daniels, Council Chair

Michelle A. Finnegan  
Town Council Clerk