

TOLLAND BOARD OF EDUCATION
PLEASE NOTE CHANGE IN LOCATION

Tolland High School
Library Media Center
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
March 14, 2012

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
 - February 17, 2012 - Special Meeting
 - February 22, 2012 - Regular Meeting
- C. 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.
- D. POINTS OF INFORMATION
- E. STUDENT REPRESENTATIVE REPORT
- F. SUPERINTENDENT'S REPORT
 - F.1. BlumShapiro Audit Findings
 - F.2. Proposed 2012-2013 School Calendar
 - F.3. 2012-2013 Board of Education Budget (no enclosure)
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT

I. BOARD ACTION

I.1. Board Policies

- Board Policy 4090 – Reports of Suspected Abuse or Neglect of Children
- Board Policy 5060 – Non-Discrimination (Students)

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Public Hearing on Proposed 5-Year Capital Improvement – February 23, 2012
- Town Council Minutes from Regular Meeting of February 28, 2012

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

**TOLLAND BOARD OF EDUCATION
Tolland, CT****SPECIAL MEETING MINUTES – February 17, 2012**

Members Present: Mr. Andy Powell, Chairperson; Ms. Christine Riley Vincent, Secretary; Dr. Gayle Block; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Karen Kramer; and Mrs. Althea Gill.

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction; Ms. Dominique Fox, Principal, Tolland High School; Dr. Walter Willett, Principal, Tolland Middle School; Mr. James Dineen, Principal, Tolland Intermediate School; Mr. Thomas Swanson, Principal, Birch Grove Primary School; and Mrs. Jane Neel, Business Manager.

The meeting was called to order at 7:02 p.m.

PUBLIC PARTICIPATION

Mr. Ken Kittredge of 37 Farmbrook Drive felt that going forward with the budget as presented is not possible. It is necessary to go through the "At Risk" (see attached) list and have the educators determine what could be cut from the budget. In order to retain a glimmer of hope perhaps some of the cuts could be reduced in this budget. It will be necessary to do the best with what we have.

Diane Clokey of 29 Tolland Farms Road reminded the Board that their responsibility is to provide an excellent learning environment for the students. The budget that is forwarded to the Town Manager should be what will provide that environment. The Board represents over 3,000 young people who cannot vote.

Mr. Powell read into the minutes a letter from Sam Adlerstein of 164 Pine Hill Road.

Dear Board of Education,

I urge you to stay the course you have started and make your thoughtful reductions prior to passing the budget. The reasoning is this. No one is disputing that reductions will be made prior to the budget being brought to the voters. That said, only you can make the decisions that will minimize the impact to our schools. Anything else would be leaving the dirty work to someone else. I know from discussion that the Town Council would rather you make the necessary decisions. The worst thing we could do is to make these decisions without careful thought, just because we wish to manage a number.

I applaud the collaborative work you have begun, working with the Town Council on these complicated, multi-year issues, fully getting below the surface. No one has all the answers.

Respectfully,
Sam Adlerstein

BOARD ACTION

Adoption of the 2012/2013 School District Operating Budget

MOTION

Mr. Clark moved to adopt a Tolland Board of Education Operating Budget for the school year 2012-2013 of \$36,014,029. This is an increase in spending of \$1,351,672 over the approved budget for school year 2011-2012 or 3.90%.

This amount will be achieved by implementing the following reductions in the Superintendent's original Operating Budget Proposal of \$36,736,187 for school year 2012-2013:

1. Incorporation of all items contained in the Superintendent's budget adjustments dated 2/16/12 totaling \$109,051.
2. Incorporation of some of additional ECS money listed for Tolland in Governor's proposed budget totaling \$75,000.
3. Reduction in the school year for 2012-2013 from 183 days to 180 days resulting in a total of \$46,880.
4. Elimination of the Tolland Middle School World Language Program totaling \$158,789.
5. Elimination of ROPE program in 6th grade totaling \$8,200.
6. Incorporation of the following items from the Superintendent's "At Risk" list (1,2,4,5,7 through 20,23,24) totaling \$324,238.

The Superintendent is directed to make these revisions to the original budget document prior to forwarding it to the Town Manager. (A copy of the "At Risk" list is attached.)

There was no immediate second until Ms. Riley Vincent seconded for the purpose of discussion only.

Mr. Powell read the following letter from Mr. Pagoni into the minutes.

Fellow Board Members,

My apologies for being out of town. Here are my thoughts regarding the budget. Over my tenure on the Board I have seen a steady erosion of programs and staff in our system. By any measure when we compare our school system to any other school system in the State of Connecticut we are getting a big bang for the buck. We get the job done cheaper than just about anyone else because of the dedication of the entire staff of our school system and the support received from the families of our students. I have felt over the last couple of budgets that we have been working a triage. "What and who are we going to save" and "what or who are we going to have to let go." I am glad

that my daughter is graduating this year. I will not have to fear anymore the possible effects of the atrophy that our school system has been experiencing. I will continue to advocate for the children of this community in accordance with state statutes. Our job on the Board of Education in accordance with Connecticut State Statute Section 10-200, it to provide for the children of Tolland. You will not find in that statute any reference to running the system with the least amount of money possible. That said, the Board of Education has in the past has tried and with this current budget is trying to run the system as frugally as possible. We have experienced a loss of staff and programs over the last several years. This trend is not sustainable. Our staff cannot continue to do more with less. I have heard time and time again people in Tolland state "I am for a strong school system in Tolland." I believe they should add on to that statement, "If the budget does not exceed what I think it should increase by." You can't have it both ways. The Board of Education is composed of the subject matter experts on education and related expenses in Tolland. We deal with these issues all year round and particularly right now. I would not suppose that I could tell the Town Council, the Town Manager, a business owner or a homeowner how to run their affairs, because I don't know enough about their situation.

We the Board of Education, a group of non-compensated individuals, who put our reputation on the line to get elected and take office do our volunteer work the best we can looking at the entire picture of how to run this school system. I want to emphasize, the entire picture. We aren't just looking at the bottom right had corner of the photo as some will because that area is the one part that interest them. Yes we are the bearer of bad news - a budget that keeps going up. If the town does not want to support this budget, which by no measure meets the true needs of the students of Tolland, then the citizens of this town and the children who have no say will need to grow accustomed to the following: larger class sizes, less individual attention from teachers, Para's and specialist, more expensive fees for sports and clubs or none at all, dirtier schools, lower standardized test scores, lower quality education, lower expectation of what college a student can expect to attend, etc. This is just a partial list. Yes Tolland High School will at the end of a child's student career still graduate students and the schools will still continue to run. The question is how well prepared will the Tolland students of tomorrow be compared to their peers of 5 to 10 years ago.

In closing, I support the budget as currently proposed by the Superintendent. To support anything less is to support the further decline of the Tolland School system. The onus falls on the citizens of Tolland to either step up and support the school system or accept the consequences, which by the way will include accepting a lower price on the house you want to sell because, who is going to pay top dollar to move to a town who's school system is in decline?

Respectfully,
Bob Pagoni

Dr. Block stated that it was not the job of the Board of Education to cut the budget. We should be providing more than a good education to the children of Tolland. She felt that

the motion was sinful and she was advocating to support the Superintendent's budget request. The limited budgets had been hurtful to the school system.

Mr. Frattaroli stated that he had supported the budget from day one. During the 24 years he has lived in Tolland he has watched the cuts in the programs reducing the level of services.

Mr. Powell talked about a unified budget and that the Board has some control before it goes to the Town Council but he feels that it is a fiscally responsible budget. It is a reasonable number and it should not be reduced because of someone else's perception. The Board should be an advocate of education.

Mrs. Gill stated that they had been voted in to be fiscally responsible. The Board will make the cuts or the Town Council will make the cuts.

Mr. Powell stated that tonight four people will make the decision as to the final budget.

Mr. Clark explained some of his reasons for his motion. The elimination of World Language at the Middle School, keeping the pay to play the way it is currently and reducing the number of instructional days from 183 to 180 provided the biggest impact. The remainder were small amounts. He stated that the new Common Core Standards did not address world language or technology. Dr. Willet responded that to eliminate the World Language would alter the schedule as it exists and eliminate the teaming model at the Middle School. Mr. Clark indicated that the maintenance items that were eliminated could probably be accomplished through the use of volunteers.

The Superintendent noted that although not addressed in the Common Core Standards, a World Language program was important to the students in the 21st century.

Dr. Block stated that there were elements of the motion that were not acceptable such as going from 183 instructional days to 180 for a total savings of \$46,000.

Mr. Powell asked that they move to vote on the motion. No one was in favor of the vote. Mr. Clark withdrew his motion.

Dr. Block motioned and Mr. Frattaroli seconded to adopt a budget for 2012-2013 of \$36,627,136 as originally proposed by the Superintendent of Schools.

A discussion followed and Mrs. Gill indicated that the budget as originally proposed was not fiscally responsible. The Board needed to take a closer look for more ways to cut. Mr. Clark stated that the difference between the first and second motion were at the extremes. Dr. Block indicated that she was willing to compromise on the sports and pay to play. The Board requested cutting numbers 1, 2, 4, 5, 7-20 and 28 from the "At Risk" list. Numbers 29, 30 and 31 could not be cut because they are Special Services and would have to be paid anyway.

The proposal would reduce the budget request by \$209,391 or an increase of 5.06% over the current budget. The suggestion was made to also eliminate number 23 and 24 which were sports at the Middle and High School. This would result in a reduction of \$346,238 for a total budget of \$36,280,898 or 4.67% over the current 2011-2012 budget. It was decided to return sports but at a higher pay to play of \$175 at the Middle School and \$275 at the High School for both junior varsity and varsity sports. This would result in a reduction of \$314,093 for a total budget of \$36,313,044 or 4.76% over the current 2011-2012 budget.

A straw poll indicated that these changes were not acceptable to a majority of the Board. A recess of 5 minutes was suggested. Mr. Clark suggested the changes to the participation fees of \$225 at the Middle School and \$325 for junior varsity and varsity sports at the High School. This would result in a reduction of \$356,291 for a total budget of \$36,270,845 or 4.64% over the current 2011-2012 budget.

Dr. Block motioned and Mr. Frattaroli seconded to amend the motion to eliminate from the budget numbers 1, 2, 4, 5, 7-20, and 28 from the "At Risk" list. Additionally, the participation fees for athletics would be changed to \$225 for Tolland Middle School and \$325 for Junior Varsity and Varsity at Tolland High School.

Mr. Frattaroli, Dr. Block, Mr. Clark and Mr. Powell in favor. Ms. Riley Vincent, Mrs. Kramer and Mrs. Gill against. Motion carried.

ADJOURNMENT

Mr. Riley Vincent motioned and Mr. Clark seconded to adjourn at 9:10 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

<u>Priority</u>	<u>Amount</u>	<u>Description</u>	<u>Impact Statement</u>
1	\$22,000	IT Storage Area Network SAN-Backup	As the inclement weather in October demonstrated, the school district may be forced into a situation where it must operate with one or more of its buildings without power. By having a backup SAN located at the Board of Education, the district will be able to have a redundant data center.
2	\$4,040	IT Web Filter	Tolland currently uses a web filter provided by the State of Connecticut. With this filter, all staff and students must be given the same level of access. This has required the IT Department to block all content that would be unsuitable for young students. By purchasing its own web filter, the IT Department will be able to provide different levels of access to different grades of students as well as to staff. This will allow teachers to use ever-increasing amounts of online content in their classrooms, while still ensuring students only see age-appropriate content. Without the web filter, teachers will continue to be restricted from sites and technologies they are able to present to students in the classroom.
3	\$39,713	THS .50 Computer Teacher	Reduction of a 1.0 certified computer teacher to a half-time position. Reducing the position would also require students to choose another elective which would increase the class size in some of the remaining electives.
4	\$60,868	TIS 1.0 Grade 3 Teacher	A reduction in enrollment will keep third grade class size at current levels of 22 students per class. Smaller class size allows teachers to provide more attention to the children and differentiate their learning.
5	\$60,868	BGP 1.0 Grade 1 Teacher	This reduction will reduce the number of classrooms from nine to eight in grade one. Class size will remain at 22 per class. Smaller class size allows teachers to provide more attention to the children and differentiate their learning.
6	\$60,000	IT Computers	The IT department is looking to lease purchase 300 computers. These computers will go towards replacing aging computers in labs, libraries, and on teachers' desks, and are part of a plan to replace all of the district's computers over the next five years. Many of Tolland's oldest computers, some now a decade old, do not meet the requirements for Microsoft's newest versions of Windows. Since Microsoft will be ending support for the version of Windows that these computers currently run, they will have to be retired unless replaced. This would mean reducing the number of computers available to both staff and students. As newer versions of business and educational software arrive, they continue to require more and more from our computers. For students preparing for college and the workplace, it is important to expose them to the types of software they are likely to encounter. The older the software the students are taught on, the more outdated their skills become. The 300 computers presented in this budget are necessary to keep Tolland's computers up-to-date and ensure the number of computers we are able to make available to students does not dwindle.
7	\$700	MAINT Outdoor football bleacher cleaning at THS	Seasonal cleaning keeps bleachers from costly repairs.

Tolland Public Schools
 Business Services
 FY 2012-13 At Risk List by Priority

<u>Priority</u>	<u>Amount</u>	<u>Description</u>	<u>Impact Statement</u>
8	\$900	MAINT Cut, trim & clean up islands and bleacher area at THS	Weeds would overtake islands and bleacher areas.
9	\$1,500	MAINT Replace damaged recycle bins	Damaged bins would be replaced with cardboard cartons instead of plastic bins.
10	\$4,985	MAINT New boiler room expansion tank at THS	Two undersized tanks have problems with pressure from 3 large boilers and are costly to repair. An additional tank would alleviate pressure problem and save money.
11	\$4,000	MAINT District air conditioner start up in district	With cut major issues with a/c units would not be found early.
12	\$1,200	MAINT Parking lot light – Old Post Road – TIS pump station location	Dark parking lot causing safety problems for staff.
13	\$7,800	MAINT District masonry work – steps, entryways & ramps	Broken, cracked steps, entry ways and ramps cause safety issues.
14	\$4,000	MAINT Masonry work to replace two catch basins at BGP	Catch basin and area around basin could deteriorate and possible cave in.
15	\$1,800	MAINT Recoat TMS stage/gym wood floor	Due to heavy daily use the protective coating will deteriorate causing costly repairs later.
16	\$1,875	MAINT Recoat THS mini gym wood floor	Due to heavy daily use the protective coating will deteriorate causing costly repairs later.
17	\$1,200	MAINT Recoat TIS stage wood floor	Due to heavy daily use the protective coating will deteriorate causing costly repairs later.
18	\$4,800	MAINT Electric (1550 gallon) hot water tank heating coil replacement at TMS	Approximate cost to replace coil 1 of 2 is \$2,500. Installing smaller tank would allow district to conserve energy and hot water. Large tank was needed for showers not in use at present time.

Tolland Public Schools
 Business Services
 FY 2012-13 At Risk List by Priority

<u>Priority</u>	<u>Amount</u>	<u>Description</u>	<u>Impact Statement</u>
19	\$2,600	MAINT Window screens – TMS	Without screens classroom can become disruptive with insects entering and causing issues with student allergies, i.e. bees.
20	\$2,255	MAINT Cell phone amplifier – TIS	Present reception in very poor for administrators and key personnel making/receiving calls. This is especially difficult during emergencies.
21	\$46,293	THS 1.0 Custodian	Reduction of a full-time custodian would impact the amount of rooms and areas that are cleaned on a given day.
22	\$4,000	THS World Language Tuition On-Line	This will eliminate the registration fees for students taking on-line courses. In the 2011-2012 school year, four students took a French V course on-line.
23	\$119,850	THS Athletics Pay-to-Participate	Reinstating the pay-to-participate fee from \$125 to \$275 per sport w/no family cap, and the elimination of JV sports program.
24	\$16,997	TMS Athletics Pay-to-Participate	Elimination of middle school athletics.
25	\$30,651	BGP 1.0 Paraprofessional	The reading instructional paraprofessional provides support services to children in all grade levels for intervention in reading and kindergarten literacy.
26	\$30,651	BGP 1.0 Paraprofessional	The math instructional paraprofessional provides support services to children in all grade levels for intervention in math.
27	\$27,300	IT Wireless	As Tolland begins writing its 5-year Technology Plan, it is apparent that any effort to put more technology in the hands of its students will require a wireless infrastructure. A 1-to-1 computing initiative, electronic textbooks, iPad/tablet usage, or allowing students to bring in their own technology, all require that wireless Internet access be available throughout the district. An enterprise-ready wireless infrastructure will allow the IT Department to provide wireless services to both district-owned as well as privately owned devices.
28	\$22,000	IT Storage Area Network (SAN)	As Tolland's students are exposed to 21 st century skills, the space necessary to store their files continues to increase. Previously, this space had to be purchased at each school. With the new fiber optic infrastructure, Tolland has the opportunity to store all of its files in one location. By centralizing storage with a SAN, the district can meet its current and future storage needs at a much lower cost. The IT Department is also undergoing a virtualization project where many physical servers are combined "virtually" onto just three. This provides both cost savings as well as better disaster recovery options, but requires the data be stored centrally on a Storage Area Network (SAN).

<u>Priority</u>	<u>Amount</u>	<u>Description</u>	<u>Impact Statement</u>
29	\$1,000	SPECIAL SRVS Instructional Supplies/Materials	The speech pathologists require a wide range of instructional materials/supplies for students identified with speech/language impairments. Many materials/supplies are consumable and/or overused necessitating annual replacement. Reduction in this item will limit the number of materials/supplies the district's speech pathologists have access to for student intervention.
30	\$5,700	SPECIAL SRVS Outside Evaluations	The Planning and Placement Team (PPT) determines when the district requires outside evaluations by agents not affiliated with the district who possess an area of expertise for which the district requires assessment information. Since the PPT is a legal process, the district is obligated to provide such recommended evaluations as Neuropsychological, Central Auditory Processing, Clinical School Consultation, Behavioral, and Psychiatric as recommended by this team.
31	\$3,500	SPECIAL SRVS Equipment	There are children identified with special education needs who require physical equipment (standers, walkers, specialized tables) to access their educational programs. Annually, dollars are set aside to upgrade equipment as children outgrow what they are currently using. The district is required through the Individual Education Plan (IEP) to provide this type of equipment for the educational day when needed.
32	\$8,500	TIS Language Arts	This reduction will eliminate the purchase of leveled reading materials, guided reading materials, replacement textbooks an computer supplies used in reading instruction for grades three, four and five.
33	\$30,434	TIS .50 Special Education Teacher	Reduction of .5 of a special education teacher will significantly impact our ability to meet the needs of the special education student population.
34	\$60,868	TMS 1.0 Grade 6 Teacher	The teams in 6 th grade will be reduced from three teams, to two teams of five teachers each. There will be roughly 123 students per team, rather than the current 81. This will result in a greater number of students struggling academically, behaviorally, and socially as they transition from a two teacher model (elementary) to having six or seven different teachers and transitions during the day. As with any reduction in staff, this will also result in an increased class size to 22 students per class.
35	\$60,868	TMS 1.0 Grade 6 Teacher	The teams in 6 th grade will be reduced from three teams, to two teams of five teachers each. There will be roughly 123 students per team, rather than the current 81. This will result in a greater number of students struggling academically, behaviorally, and socially as they transition from a two teacher model (elementary) to having six or seven different teachers and transitions during the day. As with any reduction in staff, this will also result in an increased class size to 22 students per class.
\$755,716		Grand Total	

**TOLLAND BOARD OF EDUCATION
Tolland, CT****MINUTES – February 22, 2012**

Members Present: Mr. Andy Powell, Chairperson; Mr. Robert Pagoni, Vice Chairperson; Ms. Christine Riley Vincent, Secretary; Dr. Gayle Block; Mr. Steve Clark; Mr. Thomas Frattaroli; Mrs. Karen Kramer; Mr. Frank Tantillo; and Mrs. Althea Gill.

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.

APPROVAL OF MINUTES

Dr. Block motioned and Ms. Riley Vincent seconded to approve the minutes of the regular meeting of February 8, 2012. Mr. Clark stated that “Mr.” should be eliminated from the approval of the January 30, 2012 Special Meeting. All in favor to approve with change. Motion carried.

Ms. Riley Vincent motioned and Mr. Clark seconded to approve the minutes of the special meeting of February 15, 2012. Mr. Clark, Mr. Frattaroli, Ms. Riley Vincent, Mr. Pagoni, Mrs. Kramer and Mrs. Gill in favor. Mr. Powell, Dr. Block and Mr. Tantillo abstained. Motion carried.

PUBLIC PARTICIPATION

None

POINTS OF INFORMATION

Mr. Pagoni reminded the members of the Board that their responsibility as outlined in State Statutes and Board Policy is to provide the best possible education for the students. It is not the responsibility of the Board of Education to send a budget to the Town Council that is perceived as being acceptable to the Town Council. At the Joint Meeting one of the goals was for the budget to be efficient and fiscally responsible. Over his time on the Board he has seen a steady erosion of programs. The district cannot keep doing more with less. The budget is not meeting the needs of Tolland. The Board needs to pull together to get the budget passed.

STUDENT REPRESENTATIVE REPORT

Kate-Lynn Walsh reported the Student Council had not collected enough prom dresses to have a dress swap. Dresses that have been collected will be donated to the “Princess and the Prom” program. The All State auditions have been completed and Senior, Emily Elsner, Clarinet and Junior, Meera Davé, French Horn made the cut for All States and multiple chorus students were also chosen. The annual dodgeball tournament will be held on March 3, 2012 and the musical “Bye, Bye, Birdie” show dates are March 9 and 10, 2012.

SUPERINTENDENT'S REPORT

F.1. Board Policies

- **Board Policy 4090 – Reports of Suspected Abuse or Neglect of Children**
- **Board Policy and Administrative Regulation 5060 – Non-Discrimination (Students)**
- **Administrative Regulation 5180 – Immunizations**
- **Administrative Regulation 5170 – Health Assessments/Screenings**

Board Policy 4090, Reports of Suspected Abuse or Neglect of Children, Board Policy and Administrative Regulation 5060, Non-Discrimination (Students), Administrative Regulation 5180, Immunizations and Administrative Regulation 5170, Health Assessments/Screenings were reviewed by the Policy Committee on February 8, 2012.

Board Policies 4090, and 5060 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administrative Regulations 5060, 5180, and 5070 are enclosed for your information and do not require Board approval.

This will be an action item at the meeting of the Board of Education on March 14, 2012.

F.2. Enrichment Programs - Status

Mr. Guzman presented an update on the afterschool enrichment program offered students at Birch Grove, Tolland Intermediate and Tolland Middle schools. Three separate sessions were planned for each school as follows:

<u>School</u>	<u>Club Name</u>	<u>Start Date</u>
Birch Grove	Adventures with Jack and Annie	Jan. 26
	Super Solvers	Mar. 8
	Math Magic	Apr. 26
Intermediate School	Adventures in Science Enrichment – Grade 5	Jan. 26
	Adventures in Science Enrichment – Grade 4	Mar. 8
	Adventures in Science Enrichment – Grade 3	Apr. 26
Middle School	Girl Power (Postponed until April/May)	
	Culinary Adventures	Apr. 9
	Rocketry	Apr. 30

The student enrollment in the first of the three sessions is as follows:

Adventures with Jack and Annie 30

Adventures in Science Enrichment (Grade 5) 23

This is the first year for this program and is on a trail basis. The Superintendent will provide a second update in April.

F. 3. Strategic School Profiles (2010/2011)

The 2010/2011 Strategic School Profiles have recently been issued and are on the School District website under District Offices - Superintendent (www.tolland.k12.ct.us).

The Profiles include the following separate reports:

- School District
- Birch Grove Primary School
- Tolland Intermediate School
- Tolland Middle School
- Tolland High School

The Superintendent outlined what was included in the **School District** Profile which provides data about total student enrollment, resources, student performance and District revenues and expenditures. The **School Profiles** provide information about each school with respect to school needs, resources and student performance. All the reports include comparative data with respect to District Reference Group C (DRG C) and the State.

F. 4. District Improvement Goals – Mid-Year Status Report

Mr. Guzman presented the 2011/2012 District Improvement Goals mid-year status reports. The District Goals are comprised of individual school improvement plans. The plans for each school are:

Birch Grove –

- To improve student achievement in each of the curriculum areas
- To continue to develop a school that is responsive to student, staff and family needs
- To implement Scientific Research – Based Interventions (SRBI) in reading, math and student behavior

Tolland Intermediate School –

- To improve reading and writing proficiency for all students in all grades by a minimum of 5% annually as measured by the CMT
- Through the implementation of the PBIS program, Tolland Intermediate School staff will decrease the total number of negative student behaviors, office referrals, by increasing the number of positive interactions and positive reinforcements. Baseline data will be collected during year one of PBIS implementation
- To develop a system of Response to Intervention (Action Plan)

Tolland Middle School –

- To improve student achievement and literacy

- To improve the school climate in the areas of respect and tolerance among all members of the TMS community
- To statistically evaluate the success of Rtl programs at TMS in an effort to continually improve student performance and culture and further evolve Rtl/SRBI programs at the school.

Tolland High School -

- To improve student literacy (reading, writing, and mathematical) skills at Tolland High School
- To improve school climate among all members of the Tolland High School community.
- Implement Rtl at Tolland High School

The Superintendent explained that measurable objectives, strategies to be utilized and measures to assess results are listed. The final status of the SMART (Strategic, Measurable, Attainable, Results-based and Time-bound) Goals will be presented to the Board of Education in August, 2012.

Kate-Lynn Walsh, the Student Representative, spoke concerning the Pride Passes and she felt that they were not as important as they had been, but she did feel that there has been a definite change in the atmosphere at the High School and that the PBIS program was responsible for these changes.

F. 5. Status of the Budget – February 13, 2012

In accordance with Board of Education policy 3010, the Superintendent presented a status report of the budget for fiscal year 2011-12 as of February 13, 2012.

The budget for fiscal year 2011-12 is \$34,662,357. As of February 13, 2012, expenditures and encumbrances total \$34,253,900, leaving an unexpended balance at this time of \$408,457 which is anticipated to be expended by year-end.

A review of the utility accounts has netted an anticipated surplus of approximately \$71,000. The projection is based on historical usages and the current utility pricing looking forward. Additionally, there are projected savings in the transportation program as a result of an anticipated surplus in the diesel fuel line account. A review of the transportation out-of-district bus runs and subsequent encumbrance adjustments also netted additional savings.

The Special Services program is currently in a deficit (\$94,887) due to two additional outplacements in January and an increase in legal services. A third student is scheduled to be out-placed in March. As usual, this account will be closely monitored through year-end.

There are no budget transfers requested at this time.

COMMITTEE & LIAISON REPORTS

- **Finance and Facilities Committee – February 21, 2012**

Mr. Frattaroli reported on the Finance and Facilities Committee meeting on February 21, 2012. There were several questions pertaining to the District's technology program relative to current projects including fiber optic lines, migration from Novell to Microsoft Active Directory, as well as migration from Windows XP to Windows 7. Mr. Sher responded to the status of each initiative.

The Superintendent provided an update on the grant application as submitted to the Department of Energy and Environmental Protection. The Town received \$20,000 from ARRA funds available to hire a company to develop a Request for Proposals (RFP) for possible energy performance contract. The Town Manager recently signed a contract with Celtic Energy to prepare the RFP. The RFP would be due before the end of the fiscal year.

Mr. Guzman reviewed the process for the application for converting Parker School into Senior Housing. The first step would be for the Board to transfer use and control of the school to the Town.

There was a discussion about the emergency preparedness plan. Mr. Guzman stated that he, the Town Manager, the Fire Chief, the Resident Trooper, and the Town and District Maintenance Managers met to review costs of updating the electrical requirements in order to provide heat, water and lighting at the High School should the school be used as a shelter. Dr. Block asked if there had been any discussion of accommodations for pets. She said that one of the biggest reasons that people do not go to shelters is because they would have to leave their pets behind. There were also questions about a backup plan should the High School not be available and accommodations for the elderly.

CHAIRPERSON'S REPORT

Mr. Powell thanked the Board members for their involvement in the budget process and he realizes that both sides are not happy. He referenced Dan Burbank who is on the International Space Station and a Tolland High School graduate. There is power in education. The High School just announced two National Merit Finalists. He expects everyone to move forward in future budget deliberations in a positive manner.

BOARD ACTION

I.1. Parker Memorial School

Dr. Block motioned and Mr. Pagoni seconded that the Board of Education return the use and control of Parker Memorial School to the Town pending approval of the project to renovate the building into senior housing. There was concern expressed about the fact that the building was made for little people and would not be appropriate for seniors. There was also concern about the patterns of the buses at Tolland Intermediate School.

Mrs. Kramer would have liked to see a rough sketch. Mr. Powell moved the vote. All in favor. Motion carried.

PUBLIC PARTICIPATION

Mr. Powell introduced Allison Farrish and Michelle Zimmerman, the National Merit Finalists, who were in attendance at the meeting and congratulated them on their accomplishment.

POINTS OF INFORMATION

None

CORRESPONDENCE

- School Calendars for March
- Minutes from a Joint Workshop of Town Council and Tolland Water Commission and Tolland WPCA
- Minutes from the Town Council Meeting on February 14, 2012

FUTURE AGENDA ITEMS

1. BlumShapiro Audit Results
2. Board Policies and Administrative Regulations
3. Report on the Insurance Collaborative

ADJOURNMENT

Mr. Pagoni motioned and Dr. Block seconded to adjourn at 8:45 p.m. All in favor. Motion carried.

Respectfully submitted,

Cheryl J. Abbott
Board Clerk

F.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 14, 2012

SUBJECT: BlumShapiro Audit Findings – FY 2010/2011

Attached for your information is the Independents Auditor's Report dated December 1, 2011.

Also attached is a copy of the Federal Single Audit Report for year ended June 30, 2011 (Attachment 1) and a copy of the State Single Audit Report for year ended June 30, 2011 (Attachment 2). Attachment 3 is the auditor's report on the District's school year grant data. The forms reviewed include Form ED001 (End of Year School Report), Form ED006S (Public School Information System Supplemental Information), and the PSIS Racial Survey and Enrollment report.

The full audit report can be found on line in the electronic version of the Board agenda at www.tolland.k12.ct.us.

WDG:ca

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Independent Auditors' Report

To the Town Council
Town of Tolland, Connecticut

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2011, which collectively comprise the Town of Tolland, Connecticut's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of June 30, 2011 and the respective changes in financial position and cash flows, where applicable, thereof, and the respective budgetary comparison for the General Fund for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2011 on our consideration of the Town of Tolland, Connecticut's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Management's discussion and analysis on pages 3 through 12 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Tolland, Connecticut's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and schedules, and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements and schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section and statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and, accordingly, we express no opinion on them.

Blum, Shapiro & Company, P.C.

December 1, 2011

TOWN OF TOLLAND, CONNECTICUT

FEDERAL SINGLE AUDIT REPORT

JUNE 30, 2011

TOWN OF TOLLAND, CONNECTICUT

FEDERAL SINGLE AUDIT REPORT

JUNE 30, 2011

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Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program, on Internal Control over Compliance in Accordance with OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards

To the Members of the Town Council
Town of Tolland, Connecticut

Compliance

We have audited the Town of Tolland, Connecticut's (the Town) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs for the year ended June 30, 2011. The Town's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Town's management. Our responsibility is to express an opinion on the Town's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Town's compliance with those requirements.

In our opinion, the Town complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011.

Internal Control over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Town's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town as of and for the year ended June 30, 2011 and have issued our report thereon dated December 1, 2011. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, the Town Council, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

December 1, 2011

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2011**

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number/ Project Number</u>	<u>Expenditures</u>
United States Department of Agriculture <i>Passed Through the State of Connecticut Department of Education:</i>			
Child Nutrition Cluster:			
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 159,990
Fresh Fruit and Vegetable Program	10.582		<u>27,000</u>
Total United States Department of Agriculture			<u>186,990</u>
United States Department of Education <i>Passed Through the State of Connecticut Department of Education:</i>			
Title I, Part A Cluster:			
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679	62,530
Special Education Cluster:			
Special Education - Grants to States	84.027	12060-SDE64370-20977	\$ 513,729
Special Education - Preschool Grants	84.173	12060-SDE64370-20983	14,773
Special Education - Grants to States (IDEA, Part B), Recovery Act	84.391	12060-SDE64370-29011	<u>91,234</u>
			619,736
Career and Technical Education - Basic Grants to States	84.048	12060-SDE64370-20742	18,200
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858	50,577
State Fiscal Stabilization Fund Cluster:			
State Fiscal Stabilization Fund (SFSF) - Education State Grants, Recovery Act (Education Stabilization Fund)	84.394	12060-SDE64370-29054	1,534,973
Education Jobs Fund	84.410	12060-SDE64370-22405	<u>294,295</u>
Total United States Department of Education			<u>2,580,311</u>
Environmental Protection Agency <i>Passed Through the State of Connecticut Department of Public Health:</i>			
Capitalization Grants for Drinking Water State Revolving Funds - Recovery Act	66.468	12060-DPH48770-29029	<u>14,043</u>

(Continued on next page)

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2011**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Grantor's Number/ Project Number	Expenditures
United States Department of Homeland Security <i>Passed Through the State of Connecticut Department of Emergency Management and Homeland Security:</i>			
Public Assistance Grants	97.036	12060-EHS99690-21891	\$ 69,845
Emergency Management Performance Grants	97.042	12060-EHS99660-21881	<u>4,000</u>
Total United States Department of Homeland Security			<u>73,845</u>
United States Department of Housing and Urban Development <i>Passed Through the State of Connecticut Department of Economic and Community Development:</i>			
CDBG-State-Administered Small Cities Program Cluster:			
State Administered Small Cities Program	14.228	12060-ECD46350-20730	<u>190,195</u>
United States Department of Transportation <i>Passed Through the State of Connecticut Department of Transportation:</i>			
Highway Safety Cluster:			
State and Community Highway Safety	20.600	12062-DOT57343-20559	<u>4,350</u>
United States Department of Energy <i>Passed Through the State of Connecticut Office of Policy and Management:</i>			
Energy Efficiency and Conservation Block Grant Program (EECBG) - Recovery Act	81.128	12060-OPM20810-29009	<u>67,365</u>
Total Federal Awards Expended			\$ <u>3,117,099</u>

**TOWN OF TOLLAND, CONNECTICUT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2011**

Various agencies of the Federal Government have made financial assistance available to the Town of Tolland, Connecticut (the Town). These grants fund several programs including housing, education, human services, transportation and general government activities.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town conform to accounting principles generally accepted in the United States of America as applicable to government entities. The following is a summary of the more significant policies relating to the aforementioned grant programs.

Basis of Accounting - The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Town and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

NOTE 2 - NONCASH AWARDS

Donated commodities in the amount of \$32,059 are included in the Department of Agriculture's National School Lunch Program, CFDA #10.555. The amount represents the market value of commodities received.

Donated Fruits and Vegetables in the amount of \$27,000 are included in the Department of Agriculture's Fresh Fruit and Vegetable Program, CFDA #10.582. The amount represents the market value of the fruits and vegetables received.

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Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Members of the Town Council
Town of Tolland, Connecticut

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut (the Town) as of and for the year ended June 30, 2011, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated December 1, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Town Council, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

December 1, 2011

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2011**

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported
- Noncompliance material to financial statements noted? _____ yes X no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? _____ yes X no

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
84.027/84.173/84.391	Special Education Cluster
84.394	State Fiscal Stabilization Fund Cluster

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? X yes _____ no

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

TOWN OF TOLLAND, CONNECTICUT

STATE SINGLE AUDIT REPORT

JUNE 30, 2011

TOWN OF TOLLAND, CONNECTICUT

STATE SINGLE AUDIT REPORT

JUNE 30, 2011

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Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program, on Internal Control over Compliance in Accordance with the State Single Audit Act and on the Schedule of Expenditures of State Financial Assistance

To the Members of the Town Council
Town of Tolland, Connecticut

Compliance

We have audited the Town of Tolland, Connecticut's (the Town) compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the Town's major state programs for the year ended June 30, 2011. The Town's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the Town's management. Our responsibility is to express an opinion on the Town's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Town's compliance with those requirements.

In our opinion, the Town complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2011.

Internal Control over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered the Town's internal control over compliance with the requirements that could have a direct and material effect on a major state program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Schedule of Expenditures of State Financial Assistance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town as of and for the year ended June 30, 2011 and have issued our report thereon dated December 1, 2011. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, the Town Council and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

December 1, 2011

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2011**

<u>State Grantor/Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
Office of the State Comptroller		
Payment in Lieu of Taxes (PILOT) on State-Owned Property	11000-OSC15910-17004	\$ <u>52,736</u>
Department of Education		
Primary Mental Health	11000-SDE64000-12198	24,500
Family Resource Centers	11000-SDE64000-16110	97,000
Youth Services Bureau - Enhancement	11000-SDE84000-16201	5,000
Adult Education	11000-SDE64000-17030	9,676
Youth Services Bureau	11000-SDE64000-17052	21,113
Health Foods Initiative	11000-SDE64000-16212	24,959
Child Nutrition State Match	11000-SDE64000-16211	<u>11,452</u>
Total Department of Education		<u>193,700</u>
Department of Environmental Protection		
Boating Account	12060-DEP44000-34907	10,563
Small Town Economic Assistance Program	12052-DEP43000-40531	200,000
Non Budgeted Operating Approp	21014-DEP43720-40001	<u>82,996</u>
Total Department of Environmental Protection		<u>293,559</u>
Connecticut State Library		
Grants to Public Libraries	11000-CSL66051-17003	1,747
ConnectiCard Payments	11000-CSL66051-17010	1,594
Historic Documents Preservation Grants	12060-CSL66094-35150	3,000
Total Connecticut State Library		6,341

(Continued on next page)

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF EXPENDITURES OF STATE
FINANCIAL ASSISTANCE (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2011**

<u>State Grantor/Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
Office of Policy and Management		
Reimbursement of Property Taxes - Disability Exemption	11000-OPM20600-17011	\$ 1,691
Property Tax Relief for Elderly and Totally Disabled Homeowners	11000-OPM20600-17018	65,223
Property Tax Relief for Veterans	11000-OPM20600-17024	7,452
Property Tax Relief for Manufacturing Machinery and Equipment and Commercial Vehicles	11000-OPM20600-17031	75,056
Local Capital Improvement Program	12050-OPM20600-40254	58,159
Municipal Video Competition Tr	12060-OPM20600-35362	<u>1,839</u>
Total Office of Policy and Management		<u>209,420</u>
Department of Public Health		
Drinking Water Program	21018-DPH48770-42319	<u>10,812</u>
Department of Transportation		
Town Aid Road Grants - Municipal	12052-DOT57000-43455	40,000
Town Aid Road - STO	13033-DOT57000-43459	110,000
Bus Operations	12001-DOT57000-12175	<u>26,471</u>
Total Department of Transportation		<u>176,471</u>
Department of Veterans' Affairs		
Veterans Assistance	12010-DVA21134-16049	<u>200</u>
Department of Public Utility Control		
Public/Educ/Govern Programming	12060-PUC39170-35363	<u>3,802</u>
Total State Financial Assistance Before Exempt Programs		<u>947,041</u>

(Continued on next page)

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF EXPENDITURES OF STATE
FINANCIAL ASSISTANCE (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2011**

<u>State Grantor/Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
Exempt Programs		
Office of the State Comptroller		
Mashantucket Pequot/Mohegan Fund	12009-OSC15910-17005	\$ <u>41,412</u>
Department of Education		
Public School Transportation	11000-SDE64000-17027	151,228
Educational Cost Sharing	11000-SDE64000-17041	9,253,732
Excess Costs Student Based and Equity	11000-SDE64000-17047	1,007,449
School Construction Grants	13009-SDE64000-40896	59,612
School Construction Grants	13010-SDE64000-40901	<u>301,946</u>
Total Department of Education		<u>10,773,967</u>
Total Exempt Programs		<u>10,815,379</u>
Total State Financial Assistance		\$ <u>11,762,420</u>

**TOWN OF TOLLAND, CONNECTICUT
NOTE TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2011**

Various departments and agencies of the State of Connecticut have provided financial assistance to the Town of Tolland, Connecticut (the Town) through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. The financial assistance programs fund several programs including education programs, environmental programs, tax relief programs, health programs, public safety programs and transportation programs.

NOTE - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town conform to accounting principles generally accepted in the United States of America as applicable to government entities. The following is a summary of the more significant policies relating to the aforementioned grant programs.

Basis of Accounting - The financial statements contained in the Town's annual audit report are prepared on the modified accrual basis of accounting. The following is a summary of such basis:

Revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Expenditures are recorded when the related fund liability is incurred, if measurable.

The schedule of expenditures of state financial assistance, contained in this report, is prepared based on regulations established by the State of Connecticut Office of Policy and Management. In accordance with these regulations (Sections 4-236-22), certain grants are not dependent on expenditure activity and, accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the schedule of expenditures of state financial assistance.

BlumShapiro

Accounting | Tax | Business Consulting

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Members of the Town Council
Town of Tolland, Connecticut

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Tolland, Connecticut (the Town) as of and for the year ended June 30, 2011, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated December 1, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Town Council and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

December 1, 2011

**TOWN OF TOLLAND, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2011**

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported
- Noncompliance material to financial statements noted? _____ yes X no

State Financial Assistance

Internal control over major programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act? _____ yes X no

- The following schedule reflects the major programs included in the audit:

<u>State Grantor and Program</u>	<u>State Core-CT Number</u>	<u>Expenditures</u>
Department of Environmental Protection: Small Town Economic Assistance Program	12052-DEP43000-40531	\$ 200,000
Office of Policy and Management: Property Tax Relief for Elderly and Totally Disabled Homeowners	11000-OPM20600-17018	65,223
Local Capital Improvement Program	12050-OPM20600-40254	58,159
Department of Transportation: Town Aid Road Grants - Municipal	12052-DOT57000-43455	40,000
Town Aid Road - STO	13033-DOT57000-43459	110,000

- Dollar threshold used to distinguish between type A and type B programs: \$100,000

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

No matters were reported.

Independent Accountant's Report
on Applying Agreed-Upon Procedures

William D. Guzman
Superintendent of Schools
and Board of Education
Town of Tolland, Connecticut 06084

We have performed the procedures included in the Connecticut State Department of Education's Review Package, which were agreed to by the State Department of Education (SDE) and the Town of Tolland Board of Education ("LEA"), solely to assist the SDE in evaluating certain school year grant data as printed on SDE's Internet application in connection with education reimbursement claims submitted by the LEA for the year ended June 30, 2011. The school year grant data is reported on the following SDE forms and data systems:

- **Form ED001 dated October 13, 2011 at 09:12:52 AM**
- **Form ED001 SEDAC-G Data Adjustment Form dated October 13, 2011 at 10:32:32 AM**
- **Form ED006S dated October 13, 2011 at 9:26:18 AM**
- **PSIS Racial Survey and Detail of Enrollment for Entire District report dated October 13, 2011 at 11:57:57 PM**

Management is responsible for the LEA's compliance with the SDE requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the SDE. Consequently, we make no representation regarding the sufficiency of the procedures described in the SDE's Review Package either for the purpose for which this report has been requested or for any other purpose.

As a result of performing the procedures included in the SDE's Review Package, certain matters came to our attention that caused us to believe that adjustments should be recorded to the school year grant data reported on Form ED001, and the ED001 SEDAC-G Data Adjustment Form. The adjustments are incorporated in the following internet application printouts: Form ED001 dated November 18, 2011 at 02:37:38 P.M. and ED001 SEDAC-G Adjustment Form dated November 16, 2011 at 4:36:25 PM.

Town of Tolland
Page Two

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we been able to perform all procedures other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the SDE and the LEA and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

November 19, 2011

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 14, 2012

SUBJECT: Proposed 2012-2013 School Calendar

Attached for your review is the proposed school calendar for 2012-2013. The calendar has 183 school days with the first day of school being August 29, 2012. The February Break is proposed for two days. Professional development will be three half-day sessions falling on September 19, October 24, and January 30. The tentative last day of school falls on Friday, June 14, 2013.

WDG:ca

Tolland Public Schools

2012-13



August/Sept. (22 days)				
M	T	W	TH	F
IS	IS	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	HD	20	21
24	25	26	27	28

October (21 days)				
M	T	W	TH	F
1	2	3	4	5
8	IS	10	11	12
15	16	17	18	19
22	23	HD	25	26
29	30	31		

November (19 days)				
M	T	W	TH	F
			1	2
IS	6	7	8	9
12	13	14	15	16
19	20	HD	22	23
26	27	28	29	30

December (14 days K-8)				
(15 days 9-12)				
M	T	W	TH	F
3	4	5	PTC-HD	PTC
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January* (21 days K-8)				
(20 days 9-12)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	HD	31	

February (17 days)				
M	T	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March (20 days)				
M	T	W	TH	F
4	5	PTC-HD	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (17 days)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (22 days)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June (10 days)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	LD
17	18	19	20	21
24	25	26	27	28

*There will be an inservice meeting day for high school staff only on the day after the first semester ends. **No School for High School students.**

Note: Make up days due to inclement weather will be scheduled after June 14 up to June 21, if needed. If more school days need to be made up, the days may be made up during the April vacation beginning with the first day of the week. This decision will be made by March 22.

Students = 183
Teachers = 188



DATES

August 29, 2012 First Day
June 14, 2013 *Last Day
June 14, 2013 *THS Graduation

*TENTATIVE

NO SCHOOL =

August 27-28 Teacher Inservice
September 3 Labor Day
October 8 Columbus Day
October 9 Teacher Inservice
November 22-23 Thanksgiving
December 7 K-8 Conferences (PTC)
December 24-January 2 Winter Break
January 21 Martin Luther King Day
T.B.D. **THS Mid-Semester Day
February 18-19 Mid Winter Break
March 29 Contractual Holiday
April 15-19 Spring Break
May 27 Memorial Day

HALF DAYS = HD

September 19 K-12 Teacher Inservice
October 24 K-12 Teacher Inservice
November 21 Thanksgiving
December 6 K-5 Conferences (PTC)
January 30 K-12 Teacher Inservice
March 6 K-12 Conferences (PTC)
June 14 Last Day of School

*If school is closed due to inclement weather on the PTC scheduled for Thursday or Friday, Dec. 6 or 7, the make-up day will be Monday, Dec. 10. If school is closed due to inclement weather on the PTC scheduled for Wednesday, March 6 (1/2 days of school), the make-up day will be Monday, March 11 (1/2 day).

PTC = Parent/Teacher Conferences*

IS = Inservice Meeting for Teachers

HD = Half Day (Inservice)

LD = Last Day

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: March 14, 2012

SUBJECT: Board Policies

- **Policy 4090 – Reports of Suspected Abuse and Neglect of Children**
- **Policy 5060 – Non-Discrimination (Students)**

The above Policies were presented for a first reading at the February 22, 2012 meeting of the Board of Education.

Policy 4090 and Policy 5060 were reviewed by the Policy Committee on February 8, 2012.

Board Policies 4090 and Policy 5060 are revised. The language to be deleted is in brackets and new language is in caps and is bolded.

The Administration recommends approval of the Board Policies.

WDG:ca

Received February 23, 2012
Margaret DeVito
Town Clerk

MEETING MINUTES

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
FEBRUARY 23, 2012 – 7:30 P.M.**

RECEIVED
FEB 23 2012
Town Clerk's Office

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Michael Wilkinson, Administrative Services; Lisa Hancock, Director of Finance and Records; John Littell, Public Safety Supervisor/Fire Chief; Bob Guzman, Superintendent; Barbara Pettijohn, Director, Library Services; Gordon Daring of VHB, Inc.

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:33 p.m.
2. **PUBLIC HEARING ITEM**

2.1 Consideration of the Proposed 5-Year Capital Improvement Plan

Mr. Werbner gave a presentation to the Council and those in attendance using a PowerPoint. He began by explaining the capital budget process and what capital items are. The budget process for the capital plan started back in October and ends on May 1, 2012. It is a subset of the overall budget and will be included in the budget adopted by the Town Council, which is part of the budget approved during the referendum process by the voters.

He has made some revisions to the capital budget after submission to the Council on December 21, 2011. Those revisions consist of a reduction of \$86,014 to the General Fund portion. Replacement of the skylight at TIS and the purchase of security cameras are being moved to the second year of plan; and a used generator will be purchased at the Senior Center rather than a new one.

He reviewed the types of funding methods used for the Capital Improvement Plan: General Fund Contributions (this is becoming less and less), Capital Non-Recurring Fund, Non-Referendum Notes, Local Capital Improvement Plan Grant (State), Town Aid to Road Grant (State), State School Construction Grants and other State Grants, Ambulance Fees, Cemetery Funds, Referendum Borrowing, Unallocated Capital and Hicks Trust. A summary was provided showing Year 1 Capital Budget Funding.

The FY12-13 Significant Capital Projects Funded by the General Fund – Total \$231,877: **Town Administration:** the vehicles scheduled to be replaced are the Building Inspectors Jeep and the Highway pick-up truck. **BOE:** 1998 GMC pick-up truck replacement with 2012 pick-up. **Capital Equipment:** Dump truck #28 replacement. **Streets & Road:** Drainage Design priority is the paved portion of Johnson Road, including design of catch basins.

FY12-13 Significant Capital Projects Funded by Other Sources – **BOE:** TIS: Removal and replacement of asbestos floor tile; driveway and parking lot paving. **TMS:** track resurfacing. **THS:** lights for stadium field (town will be reimbursed through private donations). **Capital Equipment:** Replacement of 1992 utility body dump truck with Versa Lift. The council members asked if there was a definite need for the Versa Lift. Mr. Langlois said yes, it would be used to trim trees, change light bulbs, carry signs, etc. It

has a utility body on it. **Fire and Ambulance:** Service truck 140 and emergency back-up power generators. **Parks & Recreation:** Cross Farms Building with bathrooms, concession and storage area. **Public Facilities:** Hicks building roof, Study for improvements for Library and Public Works. **Streets & Roads:** *Construction and Reconstruction:* miscellaneous drainage construction including culverts; *Pavement Management:* road maintenance, parking lot paving, neighborhood roads.

Gordon Daring of VHB, Inc. gave a presentation regarding the Pavement Management Study for the Town of Tolland. The goal of the study is to maximize the value and life of the pavement network. Mr. Daring explained the process of the study using a PowerPoint: pavement section inventory, pavement distress identification and quantification, pavement condition index (PCI), define repair strategies and costs, test various budget scenarios, develop list of candidate projects, apply engineering and local judgment to define annual road program. Various slides were shown outlining the pavement deterioration curve, examples of various PCI indices, the average PCI across Tolland (71, this number has dropped over the years), a map showing the pavement conditions as of January 2012, current backlog summary: 123 miles = \$15,289,542, funding scenario comparisons, future pavement condition projections (*given the trend of poorer road conditions over the last three years, the planned increase in funding is wise*), development of annual road program: *the process* – determine funding levels, system recommends roads of highest benefit to the town, engineering judgment is used to adjust the program to reflect coordination with other projects, etc. *The strategy* – focus on most heavily travelled roads, reserve a portion of the budget to address some local residential roads, coordinate work on residential roads within neighborhoods, and use full range of pavement treatment options. A map was shown of proposed FY 2013 – 2017 pavement CIP.

Mr. Werbner continued with his portion of the PowerPoint and commented that the Council has the out year projects in the materials provided to them. The anticipated debt schedule, if the plan was put into use for five years was:

FY 12/13: \$4,642,785
FY 13/14: \$4,664,018
FY 14/15: \$4,672,829
FY 15/16: \$4,480,554
FY 16/17: \$4,561,092

The debt service budget year: \$4,642,785; breakdown: 71% school and 29% town.

What is not included in this Capital Budget: all facility improvements: Construction of a new library, Facilities Plan for public works buildings, metal storage garages/truck wash facility, parks/facilities garage, fire station upgrades for Station 140, additional space and roof to Station 340 and 440, and a fire/training complex.

A slide entitled Budget schedule: Important Upcoming Dates was shown. The annual budget referendum is May 1, 2012.

Mr. Werbner commented on some items that are not listed, but have come up recently. They have been recapping their major concerns with the BOE relating to the two major storms recently had, particularly shelter and shower needs. They have been looking at the high school in terms of the needs for greater housing of residents for a longer period of time. There is a high powered generator at the high school, which was never fully hooked up to all aspects of the building when the high school was built, for cost saving purposes. They have looked into what it would take to have hot water and kitchen use, and the cost for the first phase would be approximately \$15,000. This would tie the existing systems into the generator. This is not covered in the current Plan, but the Council may want to consider funding this out

of some unallocated portion of the capital budget, based upon savings from other projects. This should be discussed in the near future.

Another item that Mr. Werbner commented on was that the WPCA has been wrestling with their sewer facilities plan for a number of years. The original plan by the State, called for a large amount of constructive solutions, should there be sewer concerns in five distinct areas within the town. The costs for that were upwards of \$50M. They have been looking at alternative methods and discussing with the State that the problem may not be as significant as they deem it to be. They approached the State to use the Willie Circle/Eaton Road area as a model area to see what information they could produce to try and persuade DEEP that constructed solutions are not necessary throughout the community. To do that, it will cost additional dollars to do additional engineering work. They may be entitled to a 50% planning grant. The expenditures just for the Willie Circle area are about \$20,000. The WPCA is concerned that this is more of a town-wide concern. In order to move forward, because DEEP wants us to provide this information within the next two months, the WPCA is willing to fund this out of their reserves at this point, but they wanted this concern brought to the Council.

Jim Leahy, Coach, spoke about installing turf at the high school. They have looked to see how they could create a facility within the town that has more utility than it has now. In order to maintain those current fields, you are going to have to spend \$60,000 every three years. The \$300,000 for the lights would be reimbursed through private donations, and is also in the budget as a place holder. He suggested the Council not to move forward until other components were in place. They are currently going for a grant for the turf, which they should hear about by April. He believes by Fall 2013, there could be lights and turf at the high school. If folks are willing to help invest in the facility, it should be looked into. He discussed the potential for renting of the field, and the potential to play later into the seasons and into the evenings with the lights. Mr. Werbner said it does have a great potential to be a revenue generating opportunity, as well as meets the need of the school system.

Mr. Field said he understands the concept of moving to the artificial turf, but what about the safety of it? Most major league teams are now getting away from turf and doing natural grass. Mr. Leahy said with the newest products, the numbers are really good. Most colleges are now going artificial. Mr. Field would like to see a safety study on this.

Richard Field moved to open the public hearing for the purpose of public input on the Capital Improvement Plan; Seconded by Benjamin Stanford. All in favor. None opposed.

Pat Curylo of 17 Oakwood Lane – She noticed that her PCI rating for her road is low. Why are we waiting until 2015 for improvement if they are rated that low? Mr. Werbner said it is based upon usage in terms of how many people travel that road and where it is located.

Richard Bozzone of 9 Elm Road – He commented that the presentation on the roads was interesting. He asked if inflation in that area been a lot greater than other areas in the town's budget. Mr. Werbner said it is a petroleum based product, so our ability to do more is less. Mr. Bozzone wondered if the severe weather circumstances have undermined the road system. Mr. Werbner said that in years past, a lot of it was related to the methods used. Now, we are doing things right. He commended Mr. Leahy for his presentation. He thinks it is a very viable program. He believes the Council should look into it and ask our volunteer groups for assistance.

Pat Curylo of 17 Oakwood Lane - Versa Lift: What is the cost savings? It must be enormous. She asked if more people would need to be hired to utilize this truck. Mr. Werbner said no. Mr. Langlois said right now he is paying a tree cutting service for cutting the hangers from Storm Alfred, which is about \$28,000 every two weeks.

**Richard Filed moved to close the public hearing; Seconded by Mark Gill. All in favor.
None opposed.**

Pat Curylo of 17 Oakwood Lane – Thanked them for having the recent community talk, but found it annoying that it was packed with school people, and that no other issues were able to be discussed at that meeting. At the same time, there was also discussion on how to reach the community. Trust her, you are. There are enough resources out there, which are getting to them. You may not see them at meetings, you may not see them out in the public, but trust her they know what is going on. The biggest reason they don't show up in the public is because they are tired of hearing from the collective few who consistently come out and beat the same issues all the time. When the time comes, they will show up.

3. **ADJOURNMENT:** Richard Field moved to adjourn the meeting; Seconded by Benjamin Stanford at 9:22 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

Received March 1, 2012
Margaret DeVita
Town Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM FEBRUARY 28, 2012 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Barbara Pettijohn, Director, Library Services; Linda Calabrese, Collector of Revenue; Michael Wyman and Kenneth Houck, Registrars; Robert Labanara of Connecticut Conference of Municipalities ("CCM"); State Senator Tony Guglielmo; State Representative Bryan Hurlburt; Celeste Senechal and Katherine Farrish of the Permanent Celebration Committee

1. **CALL TO ORDER:** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*

Ken Kittredge of 37 Farm Brook Drive – He thanked them all for their hard work on the budget this year. The BOE submitted a budget increase of 4.67%. He would like the opportunity to vote on the BOE budget as submitted to the Council. He also wants to vote on a budget that adequately funds our town-wide services. He believes they need to be diligent in letting people know what needs to be done. He urged them to not reach for a number that they think will pass at the first referendum.

Karen Moran of 50 Merlot Way – She supports the BOE budget increase of 4.6% and asked that the Council put it out to the public.

Sam Adlerstein of 164 Pine Hill Road – He thanked the Council and the BOE for working together. He wants to know what the process is going forward, before they fill in the details, and how will they know when they get there. What are they looking for, and how do they know what that budget is that they are going to vote on?

Deirdre Goldsmith of 21 Marlboro Glade – She thanked them all for their collaborate efforts. She hopes that the Town Council will protect her children's' rights to access world language instruction for the coming school year.

Patty Luetjen of 815 Shenipsit Lake Road – She asked that they carefully consider the BOE's budget request in its entirety and allow the public to vote on that budget.

Kelly Pabilonia of 33 Deer Meadow Road – She would like the opportunity to vote on the 4.67% BOE budget.

Paul Krasusky of 26 Susan Drive – He encourages the Council to propose a budget that will support the town's needs in its entirety, from both the Council and BOE's perspective.

Abigail Jeffries of 121 Wildwood Road – She would like to vote on the BOE's budget as it has been brought forward. She urges the Council to give them that opportunity.

Jennifer Avery of 64 Tolland Farms Road – She would feel comfortable if she knew how the town and schools keep the base of the services at a particular level. She would like to hear long term goals in regards to improvements. She is in support of the 4.6% budget, and asks that it gets put forth.

6. PUBLIC HEARING ITEMS:

- 6.1 Consideration of a resolution making an additional appropriation of \$140,861.87 in bond premium from the 2011 bond issue and setting aside this amount as "assigned" general fund balance to offset future debt service expenditures.

Mr. Field advised that this was a public hearing at the last meeting, and offered the public time to speak tonight. There was no public comment.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$140,861.87 in bond premium from the 2011 bond premium to the "assigned" portion of the general fund balance for the future debt service expenditures.

Seconded by Mark Gill.

Mr. Belsito would like to see this be assigned to the Capital Expenditures budget for next year. Mr. Werbner said by law, the premium needs to be used for debt service and it is being assigned to the general fund balance for that particular purpose. It can't be used for any other purpose.

All in favor. None opposed.

- 6.2 Consideration of a resolution for an additional appropriation of \$11,290.89 to the Board of Education's unallocated Capital Improvement Account for unanticipated out-of-district tuition and transportation reimbursements.

Mr. Werbner commented that these funds were received unexpectedly by the BOE for an out-of-district student's tuition and transportation. The funds are being set aside in the Capital Improvement Fund, and will be used for future BOE capital needs, which will be determined by the Council and BOE.

Richard Field motioned to open the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

A straw poll was conducted of all those in favor of making this additional appropriation. 9 in favor; 0 opposed.

Richard Field motioned to close the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

Richard Field read the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Town Council that it hereby approves an additional appropriation of \$11,290.89 to the Board of Education's 2011-2012 Budget for out-of-district tuition and transportation reimbursements.

Seconded by Jan Rubino. All in favor. None opposed.

- 6.3 Consideration of a proposed ordinance to address the issue of re-districting State wide voting districts.

Mr. Werbner commented that this is a State mandate. Tolland has been separated into a third district. The voting will still take place at Hicks' gym, and the two districts will be separated into two locations with Hicks. Based on the number of voters, there should be minimal disruption in the process.

Richard Field motioned to open the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Ken Kittredge of 37 Farm Brook Drive – He was interested in why this was being done. Michael Wyman, Registrar, said this is done at the State level based on the 10 year census. It makes sure that each State Representative, Senator or congressional districts have an equal number of populations in those districts.

A straw poll was conducted of all those in favor of the proposed ordinance to address the issue of re-districting State wide voting districts. 15 in favor; 0 opposed.

Mark Gill motioned to close the public hearing; Seconded by Josh Freeman. All in favor. None opposed.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves a proposed ordinance to address the issue of re-districting State wide voting districts

Seconded by Mark Gill. All in favor. None opposed.

- 6.4 Consideration of a resolution for the approval of a contract (lease and tax abatement) between the Town of Tolland and The ACCESS Agency, Inc. for the leasing of the unoccupied section of the former Parker Memorial School for the construction and management of senior housing and in accordance with Public Act No. 07-218.

Mr. Werbner commented that the town currently has limited affordable housing for a rapidly increasing elderly population. The two facilities, Winding River and Old Post Village, have waiting lists that are very large and it may take a year, or several years, for a unit to become available. Recognizing that housing costs are a heavy burden for older adults with limited income and resources, the Town has made a commitment to expand the supply of senior housing.

In an effort to meet that goal, the town is considering renovating the unoccupied portion of the former Parker School for senior housing. It was determined that the site could accommodate 40+ units. The site is ideal, because of the close proximity to the center of town, medical offices, town library, etc.

The Access Agency has been selected as the non-profit Sponsor Agency for this project. They are eligible to receive State and or Federal construction and management funds. The town cannot receive those funds directly.

He commented that the school itself is in very bad shape in terms of repairs needed. They think this is an exciting possibility that meets a definite need within the community. Concerns regarding the traffic pattern will need to be looked at with an engineer and architect. This is not a slam dunk deal at this time. There will be plenty of things to do in order to move forward. The suggestion is that these agreements be approved at this time. He suggested that the TC and BOE appoint liaisons to work with the Administration as they go through this process.

The town owns the building, but at this time the BOE is in control of the building. In order for the town to apply for the grants, the BOE will need to relinquish the building back to the town. Mr. Werbner commented that the BOE agreed to do this last Thursday night at their meeting, and will do so at the point in time when there is a successful application. If the application goes nowhere, or is not accepted at any point in the process, the BOE would continue to retain the building until such a point in time something else comes up.

Mr. Gill asked what the other potential uses of that property are. Mr. Werbner said:

- ~a magnet school was discussed, but it didn't work out due to the proximity from the central city and the time it took to bus student;
- ~a library, but the cost to renovate the building was \$5m. Now, they are looking at expanding the Library at its present site;
- ~the BOE possibly thought of consolidating all their administrative functions into a location;
- ~there was discussion of the building housing all-day kindergarten, should that be decided at some point.

There is nothing else that has come up for a good use that the town could afford. The elderly housing option does not use town dollars. It would be primarily with in-kind services, ex: tax abatement and a federal grant that was received for the sole purchase of purchasing land for elderly housing. If this goes forward, assistance would be sought from Congressman Courtney to see if the use of that grant money could be used for infrastructure improvements.

Richard Field motioned to open the public hearing; Seconded by Josh Freeman. All in favor.
None opposed.

Pat Woods, Executive Director of the Tolland Housing Authority – She supports this project. There are currently 57 on a waiting list, and she will go years without any vacancies. By the time she gets to call someone on the list, they've either passed away, can no longer live in independent housing or have found other housing. She believes we really need this in town.

Karen Moran of 50 Merlot Way – She asked if the field behind the school would also be turned over. Mr. Werbner said yes. She was concerned, because TIS uses it for field day. Mr. Werbner said that there would be a cooperative agreement for the school to use it.

A straw poll was conducted of all those in favor of approving the contract between the Town of Tolland and The ACCESS Agency, Inc. 10 in favor; 2 opposed.

Richard Field motioned to close the public hearing; Seconded by Mark Gill. All in favor. None opposed.

Sam Belsito would like to know who made the decision to destroy this school in a short period of time. He realizes the elderly housing has a long waiting list, but to destroy a school that is specifically built to house

small children, and that will most likely be used in the near future does not make sense. Who is going to gain from this? At this point in time, he does not see any advantage in destroying this school. He votes no.

Josh Freeman clarified that they are voting on an arrangement with the Access Agency, which will allow for the town to explore the option further. We can see if we agree with that option at a later date.

Mark Gill commented that as this process goes further, there will be a lot more discussion on this, and more public participation. He sees this as going out and gathering the facts. There is no decision being made tonight to do anything. All they are trying to do is get a handle on what the options are.

Mr. Stanford asked what the Superintendent used to base his opinion that it could house all-day kindergarten if it was enacted today. He asked Mr. Werbner to get the information on demographics. He also asked if there was the potential to convert the entire building to elderly housing and look at relocating the Rec Center. Mr. Werbner responded by saying that when the design comes back, there will be an opportunity to look then.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the contract between the Town of Tolland and the ACCESS Agency, Inc. for the leasing of the unoccupied space at Parker Memorial School and the abatement of real property taxes to be effective only if the Town proceeds with the development of Senior Housing.

Seconded by Josh Freeman. Jack Scavone; Richard Field; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford were in favor. Sam Belsito was opposed.

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

- 7a1. Permanent Celebration Committee to give an update of activities and appoint a Town Council Liaison.

Celeste Senechal, President of the Permanent Celebration Committee – She thanked the Council for having a fully staffed committee to go forward with the town celebrations. They were asked to plan for the 300th year anniversary of Tolland, which will take place in 2015. They would like to request a Council liaison be appointed. They would also like the Council to think about putting aside a place for a memorial for the anniversary. The Historical Society does not consider the Green a place for the memorial.

Katherine Farrish, Secretary of the Permanent Celebration Committee – She handed out bookmarks with the new 300th anniversary logo, and advised that they are selling magnets and t-shirts with the logo at The Homestead. Justin Lappen, who graduated in 2006 from THS, designed and donated the design for the logo. This year, they are really trying to get awareness out about the anniversary coming up in 2015. Go to their Facebook page and "like" them.

Ms. Senechal commented that they would like to see the funding that has been previously granted to the anniversary continue. They are looking for a new stage. Their previous one lost its axil. They will be asking residents to donate a new flat-bed trailer for the committee to use. May 12, 2012 is the kick-off to get the word out about the anniversary. They have all kinds of events in the planning stages. March 1st at 7:00 p.m. at the Baptist Church, they will have a meeting to continue planning and to get people in town involved.

Ms. Rubino asked if the Council had given them money in the past. Ms. Senechal said yes, \$5,000.

Mr. Field volunteered to be the Permanent Celebration Committee Liaison.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Jan Rubino attended the BOE meeting. They gave Parker School control back to the town if the application is approved. Mr. Freeman said the PZC is going to discuss signage. They are looking to have business owners come together to discuss their needs/wants. Mr. Scavone and Mr. Field put a tentative list together for the Council / BOE hour and asked the rest of the members to review it, as well as, provided Mr. Clark with a copy to present to the BOE.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion on legislative concerns with State legislators and representatives from the Connecticut Conference of Municipalities (CCM).

State Senator Tony Guglielmo – Spoke regarding the budget. He said there are dueling estimates of what kind of shape we are in. The office of policy and management has a more optimistic estimate, while the office of fiscal analysis, which is the Legislatures financial advisors, has a less rosy picture. The State budget is hard to figure. There are a lot of revenue sources that are floating, and there are a lot of assumptions. Some of the projections are optimistic. This year's budget will probably get by. Most people studying it are concerned about the out-years. If the economy comes roaring back, we'll be just fine. The Governor has tried to address these long-term liabilities, but it is a formidable task.

State Representative Bryan Hurlburt - We do have competing views with the Administration and the Legislation as to whether we will end the year in the black. Either way, the Governor believes we'll end it in the black. Mr. Hurlburt commented that he has worked very hard on protecting towns from any cuts that would happen. The numbers that you receive need to stay solid and be as accurate as possible. The Governor seems to have that same interest. He will see that they maintain or increase their municipal aid. He suggested that the town continue to work through the State and that his office will help in whatever way they can. He commented that ECS went from per household to per capita. It raises the average income and puts us at a disadvantage. They are trying to figure out how to get that back. They used to rely on a per capita number from the census. He did send an e-mail to Congressman Courtney's office to re-purpose the grant towards elderly housing.

Robert Labanara of Connecticut Conference of Municipalities ("CCM") – He passed out copies of their *2012 Priorities*. The Governor's budget as proposed has flat funded municipal aid. There is a slight up-tick in the aid for education. One of the issues that they are really fighting, and that is not getting in the headlines, is the clarification of municipalities' authority to access partially constructed structures, or structures that are under improvements. Statewide, they are working with the Assessors, because they are looking at about \$31m in lost tax revenue if you are unable to assess homes as structures as they are being completed. They have fair market value. With regards to the storms, they are fighting on the town's behalf to make sure solutions are enacted as to what went wrong with the response and recovery.

- 8.2 Consideration of a resolution to approve the sale of Lot 10 in the Tolland Business Park to Darin Hanna or his assignee for the price of \$33,000 excluding the sewer assessment fee and to authorize the Town Manager, Steven R. Werbner to enter into a purchase agreement for said property and the setting of a public hearing thereon for March 13, 2012.

Richard Field motioned that this item be removed from the agenda; Seconded by Mark Gill. All in favor. None opposed.

- 8.3 Consideration of a resolution making an additional appropriation of \$3,125.78 to the Board of Education's 2011-12 Budget for Medicaid payments and the setting of a public hearing thereon for March 13, 2012.

Mr. Werbner commented that this is a routine reimbursement to the BOE.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on March 13, 2012 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

WHEREAS the Tolland Board of Education participates in the Medicaid Reimbursement Plan as administered by the Department of Social Services of the State of Connecticut, through which it bills Medicaid for the cost of speech and language, psychological, occupational and physical therapy services for students who are eligible for Medicaid; and

WHEREAS the Board of Education has received a payment in the amount of \$3,125.78 from the Department of Social Services' Medicaid Reimbursement Plan;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$3,125.78 in Medicaid payments to the Board of Education's 2011-12 budget.

Seconded by Mark Gill. All in favor. None opposed.

- 8.4 Consideration to amend Ordinance 78 to provide that motor vehicle taxes shall be due and payable in full in one installment due on July 1, 2013. Thereafter, motor vehicle taxes shall be due and payable in full in one installment on each July 1 following each subsequent Grand List and the setting of a public hearing thereon for March 13, 2012.

Mr. Werbner began by saying that this item had been previously discussed by the prior Council, and it was scheduled for review in February 2012. He read the following summary as background for this item:

ITEM SUMMARY: Under Connecticut law motor vehicle taxes are essentially due on July 1 of the fiscal year except that Towns may elect to allow two or four equal installments. In most Connecticut municipalities real estate taxes are collected in two installments and motor vehicle taxes are collected in one installment. The Town of Tolland's charter Sec C9-12 states "taxes levied by the Council shall be due and payable in two equal installments. The Town Council may by ordinance allow for other payment installments."

The Town Council voted on February 24, 2009 to convert to a single installment starting July 1, 2010. A public hearing was held on March 10, 2009 and the Ordinance 78 was adopted as amended. On May 25, 2010 and February 22, 2011 the Council amended the Ordinance 78 to be effective as of July 1, 2011 and July 1, 2012 accordingly. The previous Town Council indicated that this matter should again be reviewed in February of 2012. We are recommending a final amendment to delay the effective date to July 1, 2013 in order to provide advance communication and press releases to the public so they can be financially prepared for this change. Section C9-12 of the Town Charter and Conn. Gen. Stat. §12-144a regarding payment of tax on motor vehicles is attached as well as a portion of minutes from the February 22, 2011 Town Council meeting.

The advantages for making this change are as follows:

1. Cash flow will be significantly improved to cover expenditure requirements as well as additional funds available for generation of investment income to help offset the amount required to be raised from taxation.

2. There could be some reduction in staff processing time which can allow for an enhanced focus by staff on delinquent collections and other office responsibilities.
3. There will be a reduction in banking fees, deposit preparation time, requests for replacement copies of lost bills and office paper and ink for receipts.
4. There will be a reduction in customer confusion between the motor vehicle supplemental bills which are mailed in January and the current second installment. We can better manage the supplemental billing process during the January collection period.
5. There will be a reduction in duplicate delinquent tax collection efforts for each time a same taxpayer may be delinquent for the separate installments. Fewer delinquent billings will be mailed.
6. There can be a reduction in the number of late payments due to some people who tend to forget the January installment being due.
7. We can code and manage supplemental bills more accurately.

Mr. Werbner also added that it would be less confusing for the general public, and that 95% of the communities are single installment, rather than a dual. He would like a decision either way, because it's been on the books for three years, and just so people are not confused.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on March 13, 2012 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby amends Ordinance 78 to provide that motor vehicle taxes shall be due and payable in full in one installment due on July 1, 2013. Thereafter, motor vehicle taxes shall be due and payable in full in one installment on each July 1 following each subsequent Grand List.

Seconded by Jan Rubino. All in favor. None opposed.

- 8.5 Consideration of a resolution to make an appropriation of \$20,000 from the Department of Energy & Environmental Protection Municipal Quick Spend Energy Efficiency & Conservation Program to the Capital Budget and the setting of a public hearing thereon for March 13, 2012.

Mr. Werbner said this is a grant that the town and BOE collaborated on. They will be able to look at performance contracting for improvements in the HVAC systems, primarily at TMS and TIS. It will also allow for a RFP and preliminary work to be done so that they can see who the best contractor would be to work with the town and BOE. The Council and BOE can decide whether the economics are understandable and believable to go forward with a project. We are in the first stage and the \$20,000 needs to be expanded between now and the end of June. They have the money already.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on March 13, 2012 at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

WHEREAS, The Department of Energy and Environmental Protection notified the Town on February 8, 2012 that competitive grant application for an ESPC Owner's Representative Energy Consultant in the amount of \$20,000 had been approved.

WHEREAS, The ARRA EECBG QuickSpend Grant Award Contract has been signed by the Town and returned to DEEP. The Town is ready to proceed with the project. This project is required to be completed by June 30, 2012.

Seconded by Mark Gill. All in favor. None opposed.

8.6 Appointments to vacancies on various municipal boards/commissions: None.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner reminded of the following dates: His budget comes out around March 12th/13th; first budget discussion with the Council will be March 14th (not March 15th as previously advertised); the following week, there are two other session where the remainder of the town's budget will be discussed; his budget presentation will be March 28th at the THS Auditorium.

11. **ADOPTION OF MINUTES**

- 11.1 February 9, 2012 Special Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Ben Stanford. All in favor. None opposed. Sam Belsito abstained.
- 11.2 February 14, 2012 Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed. Sam Belsito abstained.
- 11.3 February 15, 2012 TC/BOE Joint Meeting Minutes: Richard Field moved to adopt the minutes; Seconded by Mark Gill. All in favor. None opposed. Sam Belsito and Ben Stanford abstained.

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

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Freeman would like the Council to consider creating a technology task force/advisory board, to sit down and assess the needs that we have in the town, as well as the BOE. He doesn't know what the plan is, so it is hard for him to step forward and fully accept that full list of purchases and see that it is getting us somewhere. Mr. Gill said that he believed there is a 5 year technology plan, although he is unsure what shape it is in. That is one of the items they asked the BOE for. He agreed with Mr. Freeman. Mr. Freeman commented that he did reach out to Andy Powell, and he would like to be on board and involved. Mr. Freeman requested that this be put on the next agenda.

Mr. Stanford commented on 8.5 – He thinks there should be discussion amongst themselves regarding what to task the Energy Task Force with regarding goals, new priorities and projects.

Mr. Gill would love to see the idea of turf and lighting at the high school driven. To have an idea like that could resolve a lot of pay to play problems, and provide revenue to this town. He would like to see what it would really look like. Ms. Rubino said that she would like to have the presentation that was given at the last meeting on paper.

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

Ken Hankinson of 54 Johnsonville Road – regarding the 300th anniversary – this celebration is going to be a much bigger event than the tree lighting and over a longer period of time. There are still relatively few

people doing a really big job, which will only grow. Three years is not that far away. He hopes that as the Committee comes to the Council for support, they will respond. It is going to take a town-wide effort. It is a small group of people, trying to do a big job.

Betty Lou Griffin of 40 Cervens Road – A year ago, she expressed how difficult it was to get to night meetings, because of the poor lighting and sidewalk conditions on the Green. She wants the Council to consider what can be done about it, and hopefully next year she'll be able to come and thank them for it.

Miranda Wojnar of 49 Cortland Drive – They moved to Tolland because of the great schools. Since they have come here, the schools have changed dramatically. The cuts being made here are not the same cuts that they are making in other districts. They are considering moving out of town. She believes the schools are running efficiently, but are they running too efficiently? She supports business growth. She would love to have the opportunity to vote on a budget that would allow the town and schools to continue to offer the services that they do.

15. EXECUTIVE SESSION

Richard Field motioned to go into Executive Session at 9:30 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Mark Gill. All in favor. None opposed.

- 15.1 Executive Session to discuss a Tolland Public Library Foundation matter and discussion of the sale of land.

The Executive Session started at 9:30 p.m. and ended at 10:03 p.m. All members of the Town Council were present, along with Steve Werbner and members of the Tolland Public Library Foundation.

16. **ADJOURNMENT:** Richard Field moved to adjourn the meeting; Seconded by Josh Freeman at 10:03 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk