

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
May 23, 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
May 9, 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. VOICES Presentation
 - F.2. Unpaid Leave of Absence Request
 - F.3. Tolland Middle School – Project No. 142-0079
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
 - I.1. Board Policy 6030 – Parent –Teacher Communication
- J. PUBLIC PARTICIPATION (2 minute limit)
Comments must be limited to items on this agenda.

- K. POINTS OF INFORMATION
- L. CORRESPONDENCE
 - ♦ Town Council Minutes May 8, 2012
 - ♦ School Calendars for June
- M. FUTURE AGENDA ITEMS
- N. EXECUTIVE SESSION – Personnel Matters
- N. ADJOURNMENT

TO: Members of Board of Education

FROM: William D. Guzman

DATE: May 23, 2012

SUBJECT: VOICES Presentation

VOICES is a collaborative project of Tolland High School students, Tolland Resident State Troopers, Tolland Youth Services and Tolland High School administration. This project has offered over 70 high school youth an opportunity to address issues that these students have identified as important to them, their peers, and their community.

This year, students have addressed two topics of concern - bullying and the risks of DUI (Driving Under the Influence). The bullying segment brought the Names Can Really Hurt Us program to Tolland High School, facilitated by the Anti-Defamation League. The DUI segment of the program is funded by a \$10,000 OPM Police and Youth Grant awarded to Youth Services; the goals of the grant include promoting positive youth development and increasing the number of police officers who are experienced and comfortable working and interacting with youth. Youth and Resident State Troopers, with High School/Youth Services advisors, have planned group activities and school/community events to address these issues.

The VOICES students presenting at the meeting will be Matt Susca, Tiffany Tran, Katie Leibowitz and Mackenzie Dunham. The names of all of the students involved in this program are listed on the reverse side of this memorandum.

WDG:ca

Courtney Akerley
Josh Barnes
Liam Barry
Matt Beckius
Euphemia Bentil
Tuesday Boutin
Ryan Boutot
Ben Braz
Colton Bridge
Jacob Burns
Chris Byam
Jessica Campelli
John Carnemolla
Caterina Cathcart
Ashley Childers
Melanie Clarke
Taylor Coutant
Tory Cronin
Megan DeRoy
Zach Dionne
Bailey Domingos
MacKenzie Dunham
Stavros Evripidou
Alex Farnum
David Fiddler
Kayleigh Finik
Anne Fitzgerald
Bailey Flynn
Bailey Fontaine
Kayla Galli
Molly Goetz
Champagne Goldston

Ashley Gould
Taylor Hammeke
Ryan Hodina
Kelly Horila
Emily Howard
Katie Jacobs
Hugh Jeffries
Mark Landolina
Kaitlyn Liebowitz
Cristina Macklem
Nathan Maus
David Michaels
Kathleen Moriarity
Caroline Morrison
Alex Noonan
Briana Penny
Abby Plaskonka
Haley Provost
Cassidy Ricciardone
Kyle Rose
Kathleen Sprout
Erika Sturgis
Matt Susca
Rachel Takes
Anne Trainor
Tiffany Tran
Dan Vareed
Eric Venezia
Lindsey Walsh
Andrew White
Genevieve Wolfe

F.2.

TO: Members of Board of Education
FROM: William D. Guzman
DATE: May 23, 2012
SUBJECT: Request for Unpaid Leave of Absence

Mrs. Jennifer Parzych, Tolland Middle School Counselor, is requesting an unpaid leave of absence for the 2012/2013 School Year.

The Administration recommends approval of this request.

WDG:ca

Mr. William Guzman
Superintendent of Schools
Tolland Public Schools
52 Tolland Green
Tolland, CT 06084

May 10, 2012

Dear Mr. Guzman,

I am requesting an unpaid leave of absence from my position as middle school counselor for the 2012-2013 school year, as per Article 23 of the teacher's contract. I have been working toward my doctoral degree in counselor education part-time at the University of Connecticut for the past few years, and an unanticipated change in my program necessitates the request for a leave of absence.

The Ph.D. program in Educational Psychology/Counseling Education requires students to complete a one year in residence program. The Graduate School handbook states, "The essential criterion for full-time study as required for fulfillment of the doctoral residence requirement is whether the student is in fact devoting essentially full-time effort to studies, without undue distraction caused by outside employment." During the 2012-2013 school year, I will complete my requirements for the doctoral degree, serving as a program assistant to UConn's School Counseling department, completing remaining coursework, research and dissertation on the school counselor's role in promoting and attaining college/career readiness for all students.

Thank you for your consideration.

Respectfully,

Jennifer L. Parzych
School Counselor

Cc: Walter Willett

F.3.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 23, 2012

SUBJECT: Tolland Middle School – Project No. 142-0079CV

Attached is the Final Grant Application for a School Building Project (ED049F). Final costs and financing for the asbestos abatement project at Tolland Middle School are as shown. This project was funded at 53.93 % of eligible costs.

The Administration recommends that the following certification be approved by the Board of Education:

The Board approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- a. The project has been accepted by the architect and construction management firms,
- b. All change orders of this project have been approved by the State Department of Education,
- c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account,
- e. The total sum noted in this application was expended for the school building project herein described, and
- f. Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein.

Please note that Town Attorney Richard Conti has certified that all legislative and regulatory requirements, including C.G.S. Sections 10-287 (b) and 49-41, have been met in the awarding of contract for this building project.

WDG:ca
Attachment

ED049F Rev. 05/09
Statutory Ref.: C.G.S. Section 10-282 et seq.
and Section 10-287c-1 et seq. of the
Regulations of Connecticut State Agencies

STATE OF CONNECTICUT
Department of Education
Bureau of School Facilities
165 Capitol Avenue
Hartford CT 06105-1830

PAGE 1 OF 2

FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

DISTRICT NAME: Tolland Public Schools	FACILITY NAME AND ADDRESS: TOLLAND MIDDLE SCHOOL ONE FALCON WAY TOLLAND CT 06084	STATE PROJECT NUMBER: 142-0079 CV
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Date project accepted as complete by applicant _____ (Final application must be filed within one year of this date.)

FINAL PROJECT FINANCING

General Fund/Bonding:
 General fund - Progress payments 189,593.00
 General fund - Other _____
 Current Bonds/Notes* (*Complete
 Bonds Issued schedule on page 2) 207,327.00
 Future Bonds/Notes _____
 Sub-Total General Fund/Bonding _____

Other Funding:
 Rebates _____
 Insurance Proceeds _____
 Federal/Other State Grants _____
 Other Financing _____
 Describe: _____
 Sub-Total Other Funding _____

TOTAL FINAL PROJECT FINANCING 396,920.00**

FINAL PROJECT COSTS:

ELIGIBLE COSTS
 Architectural Design _____
 Site Acquisition _____
 Facility Purchase _____
 Other professional fees 52,829.00
 Construction (Fully eligible) 342,340.00
 Bonus area - School Readiness _____
 Bonus area - Full day K/Class size reduction _____
 Equipment/Furnishings _____
 Eligible Costs Sub-Total 395,169.00

LIMITED ELIGIBLE COSTS
 Outdoor Athletic Facilities and Tennis Courts _____
 Natatorium _____
 Eligible auditorium seating area (from Item a6) _____
 Eligible gymnasium seating area costs _____
 Limited Eligible Costs Sub-Total _____

ELIGIBLE AUDITORIUM SEATING AREA COSTS COMPUTATION:

a1 Total square footage of auditorium _____
 a2 Square footage of seating area _____
 a3 Total construction cost of auditorium
 (excluding seats and installation) _____
 a4 Construction cost of seating area
 ((Item a2 / Item a1) x Item a3) _____
 a5 Costs of seats and installation
 (not included in Item a4) _____
 a6 ELIGIBLE AUDITORIUM SEATING
 AREA COSTS (Item a4 + Item a5) _____

Auditorium seating capacity

INELIGIBLE COSTS

Ineligible site acquisition costs _____
 Ineligible facility purchase costs _____
 Ineligible construction costs _____
 Ineligible bonus area-School Readiness _____
 Ineligible bonus area-Full day K/Class size _____
 Unauthorized cost increase _____
 Other ineligible costs 1,751.00
 Describe: non-abatement Work
 Ineligible Costs Sub-Total 1,751.00

TOTAL FINAL PROJECT COSTS 396,920.00**

** NOTE: "TOTAL FINAL PROJECT FINANCING" MUST AGREE WITH "TOTAL FINAL PROJECT COSTS".

ED049F Rev. 05/09

State Project No. 142-0079CV

FINAL GRANT APPLICATION FOR A SCHOOL BUILDING PROJECT

DETAIL FOR BONDS ISSUED:

Bonds or Notes: (by issue date)

<u>09/28/2011</u>	<u>207,327.00</u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>
<u> / / </u>	<u> </u>

TOTAL BONDS ISSUED 207,327.00 *

* NOTE: "TOTAL BONDS ISSUED" MUST AGREE WITH "CURRENT BONDS/NOTES" ON PAGE 1.

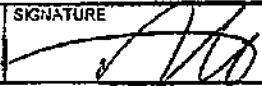
CERTIFICATIONS:

The Board of Education approves as complete and accepts the school building project herein identified for public school purposes and certifies that:

- a. The project has been accepted by the architect and construction management firms;
- b. All change orders for this project have been approved by the State Department of Education;
- c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
- d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;
- e. The total sum noted in this application was expended for the school building project herein described;
- f. Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and
- g. All the statements contained in this application are true and correct to the best of my knowledge and belief.

NAME OF SUPERINTENDENT	SIGNATURE	DATE
<u>William Guzman Esq.</u>		

All legislative and regulatory requirements, including C.G.S. Sections 10-287(b) and 49-41, have been met in the awarding of contracts for this school building project.

NAME OF APPLICANT'S ATTORNEY	SIGNATURE	DATE
<u>Richard S. Conti</u>		<u>5-17-12</u>

I.1.

TO: Members of the Board of Education

FROM: William D. Guzman

DATE: May 23, 2012

SUBJECT: Board Policy 6030 – Parent-Teacher Communication

The above Policy was presented for a first reading at the May 9, 2012 meeting of the Board of Education. It was reviewed by the Policy Committee on April 25, 2012.

Board Policy 6030 is revised. The new language is in caps and is bolded.

The Administration recommends approval of the Board Policy.

WDG:ca

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Parent-Teacher Communication

Number: 6030
Instruction

Approved: 2/28/01

REVISED:

The Board of Education believes that parents should be knowledgeable about the education that the school district provides to enrolled students. This Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

THE SUPERINTENDENT IS FURTHER REQUIRED TO INCLUDE INFORMATION ABOUT PARENTAL INVOLVEMENT AND ACTIONS TAKEN TO IMPROVE PARENTAL INVOLVEMENT, IN THE STRATEGIC SCHOOL PROFILE HE OR SHE SUBMITS ANNUALLY TO THE BOARD OF EDUCATION AND COMMISSIONER OF EDUCATION. SUCH ACTIONS TO IMPROVE PARENTAL INVOLVEMENT MAY INCLUDE METHODS TO ENGAGE PARENTS IN THE PLANNING AND IMPROVEMENT OF SCHOOL PROGRAMS AND TO INCREASE SUPPORT TO PARENTS WORKING AT HOME WITH THEIR CHILDREN ON LEARNING ACTIVITIES. THESE POLICIES AND PROCEDURES MAY INCLUDE MONTHLY NEWSLETTERS, REQUIRED REGULAR CONTACT WITH ALL PARENTS, DROP-IN HOURS FOR PARENTS, HOME VISITS AND THE USE OF TECHNOLOGY SUCH AS HOMEWORK HOT LINES TO ALLOW PARENTS TO CHECK ON THEIR CHILDREN'S ASSIGNMENTS AND STUDENTS TO GET ASSISTANCE IF NEEDED. SUCH POLICIES AND PROCEDURES SHALL REQUIRE THE DISTRICT TO CONDUCT TWO FLEXIBLE PARENT-TEACHER CONFERENCES FOR EACH SCHOOL YEAR.

Legal reference:

Connecticut General Statutes:

§ 10-221(f)

§ 10-221(F) BOARDS OF EDUCATION TO PRESCRIBE RULES, POLICIES AND PROCEDURES

PUBLIC ACT 10-111, AN ACT CONCERNING EDUCATION REFORM IN CONNECTICUT

Received May 10, 2012
Margaret W. Vito
RECEIVED
MAY 13 2012
Tolland Public Schools

MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL ROOM
MAY 8, 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; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Clem Langlois, Public Works; Eugene Koss, Chair of the Tolland Water Commission

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:** Honoring Walter A. Lawrence on the occasion of his retirement from the Town of Tolland.

Mr. Scavone read the following:



Town of Tolland
Proclamation
HONORING WALTER A. LAWRENCE
ON THE OCCASION OF HIS RETIREMENT FROM THE TOWN OF TOLLAND

WHEREAS, Walter A. Lawrence is retiring after thirty-eight years of service with the Town of Tolland. Walter was appointed as the first single assessor of Tolland on December 28, 1973 and was sworn in on January 5, 1974 and has been there ever since. Walter has served as the President of the Hartford Area Assessors Association, Tolland County Tax Association, President of the Tolland Windham Assessor's Tax Collectors County Association, International Association of Assessing Officers, Society of Professional Appraisers; he also sat on the executive board of the CAAO for 12 years and served as the President and Vice President; and

WHEREAS, Walter A. Lawrence has been an invaluable member of the Town's Management Team. He has extensive knowledge of the Town's property, has seen it grow and develop and has been a strong advocate of Tolland's potential for future development. His wealth of knowledge in his field has made him a significant resource for his peers as well as by Town residents for his historical perspective of the Town's development; and

WHEREAS, Walter's Town friends will miss his work ethic and dedication to the town. On a more heartfelt level they will miss his easy going manner, his youthful smile and his generous spirit.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tolland that it hereby recognizes and thanks Walter A. Lawrence for his professional and personal dedication to the Town of Tolland and its citizens. We honor Walter for his service to the Town of Tolland and offer him our sincere best wishes for the future as he embarks on his retirement.

Mr. Lawrence thanked everyone in Tolland. He commented that he has spent 38 years here, spoke of the changes he has seen over the years, and commented that it gave him the opportunity to develop himself. He has the honor of having his son, Jason, replacing him.

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

Mike Grogan of 212 Buff Cap Road – He is here as a resident and new local business owner, Autumn Oak Farms. He recently contacted the farmers market, and was told that he could not sell there. He went to the Market and realized that there were not many Tolland people selling there. He spoke with the Market Master and he said there was only one producer selling from Tolland. He would like the Council to move forward and investigate how they could get space for Tolland residents/farmers to sell their products. They want to be part of the community.

Bob Rubino of 296 Weigold Road – With regard to the generosity of Mr. Lawrence, he spoke of the 200 +/- families who participate in Ordinance 60, the tax freeze program (for qualifying seniors and permanently disabled). Mr. Lawrence got pulled into seeing what the town could do to assist those people who started here as humble and modest folk. The town took off with the building, etc., and it was Mr. Lawrence who took on the task to do all the calculations and extra efforts so that we could enjoy this program. Every 10 years the program is revisited. It will be up again for review in about 5 years. This is a great program because of Walter Lawrence and Beverly Bellody.

Mr. Field would like to get the farmer's market issue on a future agenda. Mr. Werbner investigated this and found that there are only a certain number of similar booths, because the volume is low at some of the markets and people are trying to make an income from it. Those whom have been there remain there. When there is a vacancy it is filled with a similar booth. They believe they are maxed out with the type of booth Mr. Grogan would like to have. Mr. Werbner believes it should be discussed with the Market Master so that Tolland people at the beginning of the season have the first opportunity, and then everyone else works around them. It may be late for this season, but it should be discussed and built into the rules. All the Council members believe the residents should be able to sell at the Tolland Farmers Market if they want to. It was determined that it would be on a future agenda and the Market Master would be invited to attend.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution concerning an application for the 2012 Small Cities Community Development Block Grant program and discuss amendments and approval of the Town's Program Income and Program Income Reuse Plan. Town staff will also update the Town Council and public on the 2010 ADA Elevator Installation at the Hicks Memorial Municipal Center & Library.

Mr. Werbner read the item summary:

ITEM SUMMARY: Prior to the submission of a Small Cities Community Development Block Grant application, municipalities are required to hold at least one public hearing to offer citizens the opportunity to comment on the Town's housing and community needs and discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the Town's application(s) for funding. Towns are also required to comment on the community's current 2010 Small Cities activity and provide their comments and approval of the Program Income Reuse Plan. The Town Council voted on March 27, 2012 to set tonight's public hearing.

Major activity categories are Housing – Support of New Construction, Housing Acquisition, Housing Rehabilitation, Community Facilities/Public Services and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives, as follows: benefit to low- and

moderate-income persons, elimination of slums and blight, or meeting urgent community development needs. The maximum award limits are \$25,000 for Planning Only, \$500,000 for Public Facilities, \$500,000 for Public Housing Modernization, \$400,000 for Streets & Sidewalks, \$300,000 for Economic Development and \$300,000 for Housing Rehabilitation Programs.

The Human Services Department, on behalf of the Town of Tolland, would like to apply for the maximum grant amount of \$300,000 under the Housing Rehabilitation category for the housing rehabilitation of various homes within the Town. This program is designed to provide zero interest loans to income eligible residents to address safety and public code violations and common home repair including: septic system repairs, roofing and siding, structural deficiencies, ADA improvements, replacement of windows, plumbing, electrical and heating systems.

Mr. Scavone asked what has been done recently with the funds. Ms. Bellody said they have used them to install the ADA elevator in this building, built out the basement and installed an elevator at the Senior Center and housing rehab.

Mark Gill motioned to open the public hearing; Seconded by Jan Rubino. All in favor. None opposed.

A straw poll was conducted of all those in favor of this resolution. 4 in favor; 1 opposed.

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

Richard Field moved to approve the following resolution:

WHEREAS, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Community Development Block Grant Program; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized disburse such federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Tolland make an application to the State for \$ 300,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement.

Seconded by Ben Stanford. All in favor. None opposed.

Richard Field moved to approve the following resolution:

WHEREAS, Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of Community Development Block Grant Program.

WHEREAS, Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using Community Development Block Grant funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with Community Development Block Grant funds; income

from the use or rental of real property that has been acquired, constructed or improved with Community Development Block Grant funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient;

WHEREAS, The Town of Tolland will generate Program Income from it's current activity, Housing Rehabilitation Program, of which after the approved projects have been completed, there will be additional funds remaining in that account;

NOW, THEREFORE, BE IT RESOLVED by the Town Tolland Council that the following Program Income Plan and Program Reuse Income Plan is hereby approved and further authorizes, Town Manager Steven R. Werbner, to sign such document.

Seconded by Josh Freeman. All in favor. None opposed.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Mr. Clark commented that the BOE meeting will be in the Auditorium tomorrow night.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** Mr. Belsito commented that the EDC is working on a town-wide survey and their website. Jan Rubino commented on the BOE meeting: the hot issue is Pay to Play. Mr. Gill added that the main topics of the BOE meeting were the Referendum and Pay to Play. He said that the BOE work really begins now; because they know exactly what the schools will be funded. Mr. Scavone commented on the workshop with the EDC and PZC at NERAC regarding signage. There were some great takeaways for the PZC to work from. It was well attended and participation was great.

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

8.1 General Budget discussion and consideration of a resolution to establish a mill rate.

Mr. Werbner said the good news is that the town-wide budget passed on May 1, 2012. The budget reflects a spending increase of \$934,572 or 1.85%, which is equal to a .87% tax increase of .26 mills compared to the current mill rate and requiring a tax rate of 29.99 mills.

Richard Field read the following resolution:

WHEREAS, the proposed FY 2012-2013 budget of \$51,362,234 passed at referendum on May 1, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 29.99 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2012.

Seconded by Mark Gill.

Jan Rubino wanted to thank Mr. Werbner and his staff. She believed it was a good and fair process. They all participated and she is proud that they got to this point. She also was glad that the townspeople came out and supported it. Mr. Scavone thanked Mr. Werbner, as did Mr. Field. Mr. Field also thanked the other Council members and said they really worked together as a team.

All in favor. None opposed.

8.2 Consideration of a resolution to approve deletion of Sections 146-79 and 146-80 of the Water Regulations which has been superseded by other regulations adopted by the Water Commission and the setting of a public hearing thereon for May 22, 2012.

Mr. Werbner said that there are provisions within the Tolland Code, which were adopted when the Council was the Water Commission as well, which are outdated. The Water Commission has regulations in terms of rates, which are now more current. There is old verbiage in that Code that they need to get rid of. Mr. Koss, Chairman of the Tolland Water Commission, said the sections they are removing are artifacts.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on May 22, 2012 at 8:00 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the deletion of attached sections of Chapter 146 – Water Regulations (sections 79 and 80) of the Code of the Town of Tolland.

Seconded by Jan Rubino. All in favor. None opposed. Mr. Belsito was absent.

The Council congratulated Mr. Koss and the Commission on the Diversion Permit.

- 8.3 Consideration of a resolution to appropriate an additional \$13,645 from the State Department of Transportation as results of the final audit of concrete sidewalks on the Southwesterly side of the Route 195 roadway improvements to the bridge over I-84. The Town would appropriate the funds to the Capital Improvement Unallocated Fund for future use. The setting of a public hearing thereon for May 22, 2012 is requested.

Mr. Werbner said the town paid \$31,350 for the installation of the sidewalk on the bridge over I-84. The DOT used \$17,705 to cover the costs. After a recent audit, the unused portion of \$13,645 is being returned to the town. These funds will go into the unallocated capital account for future capital projects.

Richard Field motioned that the following resolution be introduced and set down for a public hearing on May 22, 2012 at 8:00 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$13,645 in refunded funds received from the State Department of Transportation to Unallocated Capital Fund (20700072-777400).

Seconded by Ben Stanford. All in favor. None opposed.

- 8.4 Consideration of the appointment of members and the mission of the Tolland Technology Task Force.

Mr. Freeman read the following resolution:

Town Council Charge to the Tolland Technology Task Force

RESOLUTION CONCERNING THE CREATION OF A TASK FORCE ON INFORMATION AND TECHNOLOGY

WHEREAS, the Town of Tolland is attempting to modernize and improve Town and Board of Education information technology systems in order to improve services and reduce costs; and

WHEREAS, there are financial and operational benefits to the Town and Board of Education if their efforts are coordinated; and

WHEREAS, there are Town and Board of Education employees, and residents who are experts in the field of information technology; and

WHEREAS, it is in the best interests of the Town to avail itself of this expertise by forming a task force to provide direction on the best use of technology investment to improve services and reduce costs.

BE IT RESOLVED, that the Tolland Town Council does hereby create the Tolland Technology Task Force.

BE IT FURTHER RESOLVED, that the Task Force shall consist of not more than seven residents appointed by the Town Council for a term of six months with possible extensions. The members shall have background, education and/or experience in the fields of information technology, engineering or computer education, telecommunications, or such other background as may further the purposes of the Task Force. The Task Force shall be co-chaired by a member of the Town Council and Board of Education and liaisons from the Town (municipal departments) and Board of Education shall be appointed by the Town Manager and Superintendent.

BE IT FURTHER RESOLVED, that the Task Force shall:

1. Advise the Town Council, the Town Manager, the Board of Education, and the Superintendent with respect to issues pertaining to computers, networking, connections, telephone systems, associated infrastructure and software, access control systems, and communications infrastructure.
2. Establish and maintain a long-term integrated technology plan for the Town and the Board of Education, with initial technology plan delivered to the Town Council in October 2012.
3. Recommend changes to operations in order to coordinate and share such integrated technology and infrastructure within its constituent groups.
4. Oversee the establishment and maintenance of a complete inventory of hardware and software infrastructure, and identify opportunities for cost savings and/or obtain a higher level of service from support vendors.
5. Seek to avoid unnecessary duplication of costs and infrastructure within its constituent groups.
6. Measure and validate cost savings associated to any proposed technology investment, prioritizing recommendations by balancing impact to the technology plan with return on investment.
7. Identify, investigate, and make recommendations on funding options, including grant opportunities that may exist to help fund technology investments.

BE IT FURTHER RESOLVED, that the Town Council, in consultation with the Board of Education, shall re-examine the scope of the duties and responsibilities of the Task Force no more than every two years in order to ensure that its mission and structure permit it to provide the most current and effective advice to the Town.

Seconded by Richard Field.

Mr. Werbner said he believed this to be very thorough. He added that given the October 2012 time limit, people need to get appointed and things need to get moving as fast as possible. He also updated that he had met with someone from OPM, and she informed him that income associated with the Property Tax Relief Grant is coming in drastically less than they had anticipated. The town will not know until August what their receipts are. So, the town can't really count on those funds. He has informed the Superintendent of this. It does relate to one of the charges in terms of this group as an obligation to determine how to fund whatever its recommendation is.

Ms. Rubino asked how people will be vetted. Mr. Freeman thought that he could work with Mr. Powell on this. An e-blast, and possibly the Patch, could be used to solicit.

All in favor. None opposed.

Richard Field motioned to have Josh Freeman be the Co-Chair on the Tolland Technology Task Force; Seconded by Jan Rubino. All in favor. None opposed.

- 8.5 Consideration of the expansion and appointment of additional members to the Energy Task Force. Expansion of scope shall involve a review of efficiencies associated with Town facility consolidation, renovation or expansion.

Ben Stanford read the following resolution:

Town Council Charge to the Tolland Energy and Facilities Task Force

RESOLUTION CONCERNING THE RESTRUCTURING OF THE TOLLAND ENERGY TASK FORCE

WHEREAS the Town of Tolland recognizes that municipal government should find ways to cut energy costs and reduce energy consumption by reviewing usage data.

WHEREAS the Town of Tolland recognizes that municipal government should plan for equipment replacement and determine the best use of its limited resources for capital improvement and cost saving projects.

WHEREAS the Town of Tolland recognizes that municipal government should review and prepare and adjust long term plans based on current and projected needs for facilities maintenance, renovation, expansion and consolidation so as to be good stewards of financial and natural resources for current and future generations and Town needs.

WHEREAS the Town of Tolland seeks to manage and plan accordingly for future generation facility and energy needs and find ways of delivering current or increased levels of services at reduced cost and have greater efficiency in providing for the needs of Tolland's Citizens.

NOW THEREFORE BE IT RESOLVED that the Tolland Town Council does here by creates a Tolland Energy and Facilities Task Force to replace the existing Tolland Energy Task Force.

BE IT FURTHER RESOLVED, that the Tolland Energy and Facilities Task Force which shall be constituted of **not less than seven and not more than 13** Tolland Town residents and serve a term of 6 months with extensions as seen fit by the majority of the Council. The members shall have background, education and/or experience in Facilities planning, facilities management, construction, engineering, HVAC, or such other backgrounds as may further the purposes of the Task Force. The Town Manager and Superintendent of Schools shall appoint appropriate liaisons to the Energy and Facilities Task Force to facilitate information gathering and dissemination.

BE IT FURTHER RESOLVED, that the Tolland Energy and Facilities Task Force shall:

1. Gather and analyze town wide energy usage.
2. Identify energy and cost saving projects and initiatives based on usage. The top 3-5 cost saving ideas shall be further investigated and presented to the Town Council prior to October 2012.
3. Measure and verify the cost savings from the identified recommended projects above. Completed projects and initiatives shall be tracked to verify the cost savings.
4. Establish and maintain a database of town facilities and equipment that includes expected life expectancy and anticipated replacement date.

5. Identify and make recommendations regarding energy and facility grant options.

NOW THEREFORE BE IT RESOLVED that the Tolland Town Council charges the Tolland Energy and Facilities Task Force with the following goals:

1. Provide updates and reports as necessary on cost saving proposals prior to October 15, 2012 and each subsequent year.
2. A database should be established to catalogue Town assets and a long term facilities and capital maintenance plan should be developed.

BE IT FURTHER RESOLVED that the Town Council upon receiving reports and recommendations from the Tolland Energy and Facilities Task Force or on an annual basis will re-evaluate the scope, duties and responsibilities of the Task Force to ensure that its mission and structure allow it to provide the best advice to the Town.

Seconded by Richard Field.

Ms. Rubino asked if the members currently serving will be contacted and asked if they would like to remain. Mr. Stanford said he would contact them, and he also advised that there were five applicants for the four remaining positions. So, assuming all were still interested, they would have enough members. If they a short members, an e-blast can be sent. It was determined that a Council member would not chair this task force, but would be involved for the first 6 months or so to give guidance.

All in favor. None opposed.

Mr. Gill commented on the Economic Sustainability Task Force: He feels there needs to be discussion on which way they want to go. They need to look at how they would like to structure it. Do they want to go with a citizen's panel and have the Council remain the advisors?

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

Mr. Field suggested to Mr. Werbner that he let Ms. Rubino and Mr. Stanford assist him with the vetting of candidates for Boards/Commissions for which he is responsible for appointments. Mr. Werbner said he would be happy to allow them to do that. It will free up some time for him.

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 met with CL&P and his report outlines the expanded tree program for the community; the Diversion Permit has been resolved and accepted; the town has joined the Eastern Connecticut Health Insurance Cooperative: He is the Chairperson – There will be an organization meeting this Thursday; the Town Council thank you picnic will be on June 24, 2012 – R.S.V.P. to Janrubino@tolland.org.

11. ADOPTION OF MINUTES

- 11.1 April 10, 2012 Meeting Minutes: Mark Gill moved to adopt the amended minutes; Mr. Freeman noted that Richard Field was incorrectly referenced as Richard Filed throughout the minutes; Seconded by Jan Rubino. All in favor. None opposed.
- 11.2 April 24, 2012 Special Meeting Minutes:
- 11.3 April 25, 2012 Special Meeting Minutes:

Richard Field moved to adopt the April 24th and April 25th, 2012 minutes; Seconded by Josh Freeman. All in favor. None opposed.

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

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Belsito asked that an overview of the budget process be on an agenda. Specifically, how the Town Council looked at the budget and what they actually did on the budget. Mr. Gill suggested having a whole meeting dedicated to next year's budget and the process that they want to engage in next year. Mr. Gill also brought up the Economic Sustainability Task Force again and asked if they were talking about a finance committee? What is this group really going to focus on? If there are ideas for re-doing and restructuring departments, etc. does that fall in-line with the economic sustainability? It was decided that a workshop would be scheduled for June 7th at 7:00 p.m. to discuss the charge of the Economic Sustainability Task Force and the budget process.

Mr. Field wanted to make sure the farmers market issue doesn't fall off the horizon. Mr. Werbner acknowledged he would move forward.

The May 22nd Town Council meeting will begin at 8:00 p.m., rather than 7:30 p.m.

Mr. Field commented that the Community Hour will be May 31st at 7:00 p.m. in the Library.

14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit): None.















15. **ADJOURNMENT:** Richard Field moved to adjourn the meeting; Seconded by Ben Stanford at 8:57 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

June 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 28 No School- Memorial Day	29	30	31	Jun 1	2	3
4	5	6	7	8	9	10
11	12	13 Last Day for Pre School-Enjoy your summer! Board of Ed Meeting at the Council Chambers	14	15	16	17
18	19	20 Last day of School- Half Day	21	22	23	24
25	26	27 Board of Ed Meeting at the Council Chambers	28	29	30	Jul 1

[Print](#)

June 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 28  No School - Memorial Day	29	30	31  TMS tour for Ms. Moebus' class  TMS tour for Ms. Deliman's class	Jun 1  TMS tour for Ms. Storozuk's class  TMS tour for Miss Paquette's class <i>More events...</i>	2	3
4  TMS tour for Mr. Zanger's class  TMS tour for Ms. Leser's class  TMS tour for Mr. Campbell's class	5	6  TMS tour for Mr. McCarthy's class  TMS tour for Mrs. Racco's class	7  3rd Grade Assembly - Junie B. Jones	8  TIS Field Day	9	10
11  Field Day - Rain Date	12	13  4th Grade to Boston Museum of Science	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Jul 1

[Print](#)

June 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 28 Memorial Day - No School	29 Memorial Day - No School BBall/SBall vs. Ellington Grade 7 & 8 Band and Choral Concerts	30 Bermuda Trip BBall/SBall vs. Ellington	31 Bermuda Trip Softball Practice Baseball Practice Grade 6 Band and Choral Concerts	Jun 1 Bermuda Trip Band and Chorus Adjudication - 6 Flags	2 Bermuda Trip Track State Championship	3 Bermuda Trip
4 Bermuda Trip	5 Bermuda Trip Spring Concert	6	7 Breakfast with the Principal Grade 5 to 6 Parent Orientation	8	9	10
11 ROPE Graduation	12	13	14 8th Grade to Lake Compounce	15 8th Grade Dance	16	17
18 Awards Ceremony & Reception	19	20	21	22	23	24
25	26	27	28	29	30	Jul 1

[Print](#)

June 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 28 Memorial Day - No School	29	30	31	Jun 1	2 Project Graduation Bottle Drive SAT	3 Project Graduation Bottle Drive SAT Class Day
4	5 "An Evening of Excellence"	6	7 Music Concert	8 Senior Class Nite	9 ACT	10 ACT
11	12	13	14	15	16	17
18 End of 4th Quarter Final Exams - Tentative (Seniors Only)	19 Final Exams - Tentative	20 Final Exams - Tentative Class of 2012 Graduation	21	22	23	24
25	26	27	28	29	30	Jul 1

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