

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
October 9, 2013

**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

September 25, 2013 – 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
  - F1. Board Policy 1010 - Use of School Facilities
  - F2. Parker Memorial School Closing - Bid Award
  - F3. 2014/2015 District Budget - Priority Discussion (no enclosure)
- G. COMMITTEE & LIAISON REPORTS
- H. CHAIRPERSON'S REPORT
- I. BOARD ACTION
- J. PUBLIC PARTICIPATION (2 minute limit)

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

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council Minutes from September 24, 2013

M. FUTURE AGENDA ITEMS

N. EXECUTIVE SESSION- Personnel matters. Discussion and possible vote on Clerical, Administrator and Teacher contracts.

O. ADJOURNMENT

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

REGULAR MEETING – September 25, 2013

Members Present: Mr. Andy Powell, Chair; Mr. Steve Clark, Mr. Frank Tantillo, Mr. Thomas Frattaroli, Dr. Gayle Block, and Mrs. Karen Kramer

Administrators Present: Mr. William Guzman, Superintendent of Schools; Dr. Kathryn Eidson, Director of Curriculum and Instruction

C. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:31 P.M.

D. APPROVAL OF MINUTES

September 11, 2013 – Regular Meeting

Mr. Clark motioned to accept the minutes of the September 11, 2013 Regular Meeting. Mr. Frattaroli seconded the motion. Changes: none. Mr. Powell, Mr. Clark, Mr. Tantillo, Mr. Frattaroli, and Dr. Block were in favor. None opposed. Mrs. Kramer abstained. Motion carried.

C. PUBLIC PARTICIPATION (2 minute limit) – None

G. POINTS OF INFORMATION

Mr. Frattaroli noted that the Cider Mill Run is on October 5<sup>th</sup>.

Mr. Powell noted that the ceremony to dedicate the field at Tolland High School went well. It was a great day for the Town and demonstrated how everyone can pull together. Although THS lost the football game, the Girls' Varsity and Junior Varsity volleyball teams won their games.

H. STUDENT REPRESENTATIVE REPORT

Ms. Zahid commented that the pep rally and homecoming will be held next week. Additionally, a Culture Fair is being planned to bring awareness to the various cultures in Tolland. The students at Birch Grove are the target audience and the event will be held at the elementary school on October 4<sup>th</sup> from 4-7 P.M. Thirty THS students will be in attendance and 16 countries will be represented. Different aspects of each culture will be presented including various foods.

F. SUPERINTENDENT'S REPORT

F.1. Class of 2013 Graduate Report

Ms. Corinne Lorenzet, the Guidance Director, coordinated the report and reviewed the data. She explained that the 2013 Graduate Report is similar to past reports in terms of general numbers. Historically, 60-65% of students report that they will attend 4-year colleges. In this report, that number has slightly decreased and the number of those

planning on attending 2-year colleges, vocational schools, and other post-graduate programs has slightly increased. Financial considerations have a huge impact on where students choose to attend and often the 2-year option becomes more attractive. In some cases, a student may have wanted to attend UConn but may not have had the grades and were admitted to the UConn West Hartford branch. Given the commute and expense, some students chose to go to Manchester Community College and do the guaranteed admissions program. Ms. Lorenzet understands that there has been a big push to build UConn's regional campuses. She expects that this, in combination with rising admissions requirements, will cause this trend to continue in the next year or two. She added that last year a student joined Job Corp and another joined AmeriCorps. Students are looking at different options. Further, a greater percentage of students joined the military than there has been in the past 13 years. The students applied to 235 different schools but where they are attending tended to be the same as in past years: UConn, Eastern Connecticut, and Manchester Community College.

In terms of SAT scores, all areas were up. There were great gains in Critical Reading (6 points) and Writing (7 points). Math went up by 1 point. In regard to Advance Placement, fewer student than last year took the tests. One reason may be a concern that the credits may not be able to be used in post-graduate study. Most seniors know where they will attend school in January when they can elect the AP courses and in turn are aware of what credits may be accepted. Those who sit for the exams continue to perform well. Ms. Lorenzet added that there has been an increase in the number of students participating in the UConn Early Learning Experience which is held at the high school and taught by trained THS teachers. It uses the same curriculum, text, and exams that are used on the UConn campus.

In regard to the more stringent admissions requirements at UConn, Mr. Guzman inquired about the impact this has on students' ability to attend their state's university. Ms. Lorenzet explained that the UConn system has a 70/30 ratio of in-state/out-of-state students. She added that they offer very competitive financial aid packages to encourage top-scoring students to attend their program. She will research the ratio specific to the Storrs Campus and report back to Mr. Guzman.

Mr. Powell noted that THS has a graduation rate of 99% and 85-86% go on to pursue further education, far above the state average.

F.2. School Utilization and Assessment Study

Mr. Guzman noted that the announcement of the first of three public workshops to be conducted by DRA (Drummey Rosane Anderson) Architects as part of their school utilization and assessment analysis went out via the Digital Backpack and an e-blast. The session will be held on October 30<sup>th</sup> at 7:30PM at Tolland Middle School in the cafeteria. Another round of announcement will go out on Monday. Mr. Clark and Mr. Powell would like this to also be publicized in the Patch, the Reminder, and the Journal Inquirer. This will help shape what the district will look like from a structural and strategic standpoint. Mr. Guzman responded that the announcement would be sent to the publications as a public service announcement.

F.3. 2014/2015 Budget Discussion

This agenda item was included at the request of the Board members to allow for a preliminary discussion of the 2014/2015 budget.

Mr. Powell explained that there are two schools of thought. In an ideal world, the Board of Education, through the guidance of the Superintendent, would provide a budget that reflects the true needs of the district. Clearly, there has been a decline over the last 7 years in what is able to be provided to the students and community as a whole. Trying to explain these needs to people is falling on deaf ears. The problem becomes that the administration goes through the process to determine what it needs and then it is knocked down. The reality is that the Board hears what the number is and that is how it goes. In turn, why should one bother going through the exercise. Perhaps the budget should simply be built upon the number that is given and then show what could be added for increments above that number. The 2% number being discussed is an arbitrary number but one that reflects what has been recommended in the past.

Mr. Frattaroli inquired if the Community Conversation grant could draw more of the community into the initial budget conversation. Mr. Guzman explained that the Community Conversations will be held in the spring, after the budget development period for a number of reasons. These include the commitments to ESCO, the DRA Facility Analysis, and the Common Core State Standards. Further, the teachers and administrators are heavily involved with the teacher evaluation process and they need to ensure it is done correctly and with fidelity. He will meet with the administrators tomorrow to discuss where the district is in the process.

Mr. Clark commented that with upcoming elections, recommendations from the Board may only be pertinent for 30-45 days. Further, Mr. Pagoni and Mr. Sce are not in attendance to comment so he is unsure the Board should try to reach any conclusions at this time. Mr. Tantillo responded that this is not a finite discussion but a change in the budget dialog should take place. The 2% is just a number that is being discussed. The Board needs to go to the Superintendent with its specific priorities – those tasks which may not be touched in order to make the budget. Negotiations are taking place now that will have an impact so a definitive answer cannot be given. The personnel line item is the biggest part of the budget.

Dr. Block noted that picking a number based on what has passed the past couple of years is not the charge of the Board members. The Board sells the residents short by not telling them what the budget should look like. Just because it is not passed, it does not mean that it is not the budget that is needed to provide the best education. Every year, education is eroded. Although test scores may be good and competitive, the face of Tolland schools has changed over the years in a negative and sad way. The schools are not being supported as they should. Making a budget that is not the budget that the Superintendent believes should be in place and showing that as the first budget to the public is doing a disservice to the residents and students.

Mr. Powell commented, to Mr. Clark's point, that the best people to provide guidance in the upcoming year are those who have lived through it. They should provide direction to the next Board from a guidance standpoint. The decline of the rigor and depth of programs is throughout CT and the U.S. Personnel are the largest cost driver and the

reason the district is as successful as it is. In Tolland, there has been a decline in services and an inability to garner support. The question becomes, why go through the exercise if 1% or 2% will be the number. Highlighting priorities may be an effective way to go forward.

Mr. Tantillo noted that if the Board puts up a 4-10% budget and on Referendum Day it is voted down, the Board is back to square one. Priorities should be given but the Board also needs to look at the process. Just because a budget is done a certain way does not mean it will pass. Further, a 2% increase on a \$36M is still an increase on \$36M. Dr. Block commented that the 2% increase does not keep up with maintaining services. While not going backwards on dollars, the district would be going backwards on delivering services. This is not aligned with the emphasis on education in other countries.

Mr. Clark commented that one must also look at what the Town Council fights for. He has not seen them fight for the Board. They fight for the library, the geothermal project, and the roads. They only tell the Board what it can have. Mr. Tantillo believes the motivation of the Town Council is for that of the entire town. They need to build and maintain infrastructure to bring more people in and increase the tax base. In turn, more money can be spent on education. Mr. Clark responded that if education decreases it will be more difficult to bring more people in. Mr. Tantillo agreed that it is a double-edged sword and there needs to be a balance.

Mr. Powell noted that there are two sides of the coin. On one side, it is the responsibility of the Board, without regard to cost, to say what is needed. On the other side, the Board knows the fiscal reality and history and should present what can be done with an x% increase and what could be done at each level of an incremental increase.

Mr. Frattaroli noted that it is the charge of the Board to provide the best education within the financial limits. That said, the Board must also listen to the town's people. There has been deterioration but the Board is still subject to what the town's people are willing to contribute. People have been more engaged in the last few years than they have been in the past and they want more information.

Mr. Powell asked Mr. Guzman if there is a difference in the amount of time and work that is needed if the Board requests to a budget process similar to the one done in the past or if the Board directs him to provide a 2% budget. Mr. Guzman responded that the time and work would be the same. He explained that as the school year unfolds, various items impact the budget. He has better information upon which to adjust a budget in March than he does in November. He used the health insurance line items as an example. This is the normal operation of managing a budget over time.

Mr. Powell commented to Mr. Guzman that he and his staff have a history of delivering as high a quality education as can be expected given the financial limitations and have won awards for doing so. There is never a question of how the number given is managed. The question is if the Board looks at fiscal realities or if it brings what is needed to the Town Council to be put in the mix. At that point, it becomes a political process. Mr. Powell is now leaning toward presenting what the district says it needs.

The Board members will review the strategic plan and each will come up with five priorities. These will be forwarded to Mr. Powell who will condense the list and send it to the members for discussion at the next meeting.

G. COMMITTEE & LIAISON REPORTS

EASTCONN - none

Finance & Facilities Committee

Mr. Powell explained that the Committee will meet this month to discuss the ESCO contract in terms of its implementation and management and how facility changes could affect the ESCO. They will also discuss security and safety. A meeting is scheduled with Chief Littell to discuss security in an Executive Session in October. Lastly, the Committee will have a follow up on this evening's budgetary discussion. Mr. Powell added that the ESCO contract needs to be properly managed at the outset with proper oversight, implementation, representation, and communication.

Policy Committee

Dr. Block noted that the Committee discussed the Open Choice Program. Ultimately, for a number of reasons, it is not a workable item for the Tolland School System. They also discussed use of the school facilities. There is a new federal act referencing the Boy Scouts specifically. The Committee is not done reviewing this item yet and needs more information. The Electronic Information Security policy, a new policy, was also discussed and the Committee is awaiting information from Mr. Powell.

Negotiation Committee

Dr. Block explained that they were in mediation with the teachers on Monday night 6PM-3:30AM and they did come to an agreement that needs to be ratified by the teachers. Present at the mediation were the Committee, the Superintendent, the Board attorney, and Town Council Chair Jack Scavone. Once ratified, it will go the Executive Board for approval and the Town Council. The committee is waiting for the administrators to ratify as well. The secretaries are expected to ratify on October 1<sup>st</sup>. They have not yet started with the nurses but expect to be done in the next six weeks. The meeting with the paraprofessionals will be held on October 1<sup>st</sup> and, if needed, the mediation session will be on October 30<sup>th</sup>. Mr. Powell thanked the Committee for its work and commitment.

Town Council Liaison - none

H. CHAIRPERSON'S REPORT

Mr. Powell explained that the announcement, distribution, and awareness of the school facility study to be hosted by DRA are a continuation of the Board's focus on its strategic vision. The Board is looking over the long term and this is an opportunity for the community to come forward with ideas. Tolland is changing. The needs are changing and one must look at how to best utilize its resources. People should attend to provide input. The first cow in the pasture gets the greenest grass.

The Board is continuing its efforts on security and emergency preparedness as winter approaches. Some dollars have been set aside for this but the policies and procedures must be

in the proper framework. Mr. Powell thanked and commended all those who came together to make the THS field dedication a success.

I. BOARD ACTION - none

M. PUBLIC PARTICIPATION

Sam Adlerstein, 164 Pine Hill Road, thanked those who participated in the negotiations for their hard work. He believes that Mr. Scavone's attendance provided him with some perspective. He thanked the Board for struggling with the budget process and thinking about what they envision it to be. It strikes Mr. Adlerstein that the Board is talking about a journey – taking the Town and the Town Council to some result that happens in May. What assumptions does the Board know right now? What would it cost to provide the exact same services with some assumption changes next year that are provided this year? In regard to assumptions, if one speaks to the insurance agent now, he will say 10% but in March he may say 7%. This is where one gets stuck and things get shifted around. If you do not have the 7% possibility on the table now, you get stuck later looking as though you are shifting things around. An analysis should be done to see what a 7% looks like. Some risk has to be taken so that in March big shifts do not take place as they have in the past.

N. POINTS OF INFORMATION

Mr. Tantillo asked if the Superintendent had received any outside inquiries about the Common Core, its impact, and why it is being instituted. Mr. Guzman has not received any specific calls on the topic. The district is always working on revisions.

Mr. Frattaroli asked if there are any components of the Common Core that dovetail with what the district has been doing. Dr. Eidson explained that while some of the concepts are the same, it is the pedagogy that is different. It can be challenging given the training and high stakes involved.

Mr. Tantillo noted that the Board needs to continue to improve the security of the schools. Students need to be in a safe environment. Mr. Guzman noted that the district is applying in the 2<sup>nd</sup> round for the state's security grant. This reimbursement grant is for 56%. The balance would need to come from the Capital Improvement Plan. Mr. Powell noted that the district could spend millions of dollars on security but a single procedural item could make it all for not. Process and procedure must be reviewed as well and it must include the district, the town, and public safety.

In response to Mr. Adlerstein's comment, Mr. Powell explained that there is risk either way. In terms of budgeting for 10% and getting 7% and then interpreting that one is moving things around, the counter is that one budgets for 7% and it comes back at 10% and priorities need to be changed. This is part of the struggle.

Mr. Powell inquired about the technology grant. Dr. Eidson noted that it is being resubmitted on September 26<sup>th</sup> with minor tweaking to the application.

O. CORRESPONDENCE

- Town Council Minutes from September 10, 2013
- School Calendars for October
- Smarter Lunchrooms Pictures



Mr. Guzman highlighted the following from the e-mail from Sarah Bourque of the State Department of Education to Abby Harned, Director of the Tolland Food Service program:

“I am reaching out to you because Susan Fiore and I, under the USDA’s Team Nutrition Grant we co-coordinate, are interested in working with your schools to capture pictures of your lunch and breakfast program. We would like to capture pictures of the set-up serving line, plated meals, staff serving/interacting with students, and students eating lunch. These pictures would be incorporated into our trainings and used as exemplary models for the rest of the state. I am reaching out to you specifically because of the wonderful reputation you have as having one of the best lunch programs in CT.”

P. FUTURE AGENDA ITEMS

1. Use of School Facilities Policy
2. Technology Security Policy
3. Executive Session – Clerical and Administrative Contract for Review
4. Budget Discussion – Aggregate Priorities

Q. ADJOURNMENT

Dr. Block motioned to adjourn the meeting at 9:05 P.M. Mr. Tantillo seconded the motion. All were in favor. None opposed. None abstained. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk

F.1.

**TO: Members of Board of Education**  
**FROM: William D. Guzman**  
**DATE: October 9, 2013**  
**SUBJECT: Board Policy 1010 – Use of School Facilities**

Attached please find the above referenced Board Policy. The Policy Committee reviewed this policy on September 25, 2013.

The language to be deleted is in brackets while new language is in caps and bolded.

WDG:ca

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

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BOARD POLICY

REGARDING: Use of School Facilities

Number: 1010  
Community/Board Operation

Approved: 2/28/01

Revised: 6/28/07

**REVISED:**

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**A. Application Procedures**

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 whether or not school is in session. **IN ACCORDANCE WITH 20 U.S.C. § 7905, THE BOARD OF EDUCATION SHALL NOT DENY EQUAL ACCESS TO OR A FAIR OPPORTUNITY TO MEET, OR OTHERWISE DISCRIMINATE, AGAINST ANY GROUP OFFICIALLY AFFILIATED WITH THE BOY SCOUTS OF AMERICA (OR ANY OTHER YOUTH GROUP LISTED AS A PATRIOTIC SOCIETY IN TITLE 36 OF THE UNITED STATES CODE) THAT WISHES TO CONDUCT A MEETING USING SCHOOL FACILITIES PURSUANT TO THIS POLICY.** Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate regulations and associated forms governing use of school buildings and facilities by community and other groups. Application for use of school buildings shall be made to the building principal. Groups requesting use of school buildings and facilities must identify specific facilities desired, and approval will be for those specific facilities only. All school equipment in the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of said administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked by the Superintendent or his/her designee.

## **B. Eligible Organizations and Priority of Use**

1. Educational programs approved by the school district.
2. Student activities.
3. Administrative, faculty, or staff activities.
4. School-affiliated organizations (*e.g.* PTO, Booster Clubs, After Graduation Committees, *etc.*).
5. Town department or agency activities.
6. Activities sponsored by and for organizations promoting the physical, political or cultural well-being of the residents of the Town.
7. Private organizations or businesses for profit operating within the Town.
8. Out-of-town organizations.

## **C. Restrictions on Use of School Facilities**

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Vendors shall be prohibited in school buildings or on school grounds.
4. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store.
5. Obscene advertising and/or decorations shall not be permitted.
6. Advertising and/or decorations which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages shall not be permitted.
7. Activities that are disruptive of the school environment or violate the rights of others are not permitted.

Violation of these restrictions may result in permanent revocation of the privilege to use school facilities against the group involved.

#### **D. Fees**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative faculty or staff activities: no rental fee or associated costs.
4. School affiliated organizations: no rental fee or associated costs.
5. Town department or agency activities: no rental fee; pay associated costs in accordance with fee schedule unless waived by the Superintendent.
6. Activities sponsored by and for in-town organizations promoting the physical, political, or cultural well-being of the residents of the Town: no rental fee, pay associated costs in accordance with fee schedule.
7. Private organizations or businesses for profit: pay rental fee and associated costs in accordance with fee schedule.
8. Out-of-town organizations: pay rental fee and associated costs in accordance with fee schedule.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the current contractual or prevailing rate, whichever is applicable in accordance with the fee schedule. Rental charges otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

#### **E. Responsibility for Damage to Property or Loss of Property**

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

Legal References:

Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes

Connecticut General Statutes Title 9. Elections.

Public Act 06-03, An Act Concerning Healthy Food and Beverages in Schools

**20 U.S.C., SECTION 7905. EQUAL ACCESS TO PUBLIC SCHOOLS FOR  
THE BOY SCOUTS OF AMERICA.**

**20 U.S.C., SECTION 101 ET SEQ. PATRIOTIC AND NATIONAL  
ORGANIZATIONS.**

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

**FROM: William D. Guzman  
Jane A. Neel**

**DATE: October 9, 2013**

**SUBJECT: Parker Memorial School Cleaning – Bid Award**

The Board of Education developed a Bid to clean sweep, vacuum and remove specified surplus furniture and obsolete equipment at Parker Memorial School. The bid was advertised in the Journal Inquirer on September 20, 2013.

Proposals were sent to the following companies:

Diversified Contractors, LLC  
Charter Oak Building Maintenance  
Service Master  
Transfer Enterprises  
Jani-King  
RTM Construction Services

The opening of the bids occurred at the Board of Education office on Thursday, October 3, 2013 at 2:00 p.m.

Submitted proposal results are as follows:

Transfer Enterprises	\$11,000
Jani-King	\$15,000
Charter Oak Maintenance	\$17,500 plus dumpster cost

Diversified Contractors, Service Master and RTM did not submit a bid.

The bid submitted by Transfer Enterprises in the amount of \$11,000 is the lowest of the bids submitted. The Administration recommends Board approval of this award to Transfer Enterprises in the amount of \$11,000.

WDG/ja

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM SEPTEMBER 24, 2013 – 7:30 P.M.

**MEMBERS PRESENT:** Jack Scavone, Chairman; Richard Field, Vice-Chair; George Baker; Josh Freeman; Mark Gill and Benjamin Stanford

**MEMBERS ABSENT:** Jan Rubino

**OTHERS PRESENT:** Michael Wilkinson, Director of Administration Services; Beverly Bellody, Human Services; Eugene Koss, Glenn MacDonald, Tom Rallo and Robert Evangelista, 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:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**
  - 7a.1 Tolland Water Commission report on budget and proposed rate increases.

A financial summary and capital budget were provided to the Council. Mr. Koss updated that the Commission is going to propose a rate increase of 10% later this year. The trend is positive, but there are some bumps in the road. The system is relatively new and sound, although there will be occasion when large sums of money have to be reinvested to rehabilitate things. That is what they are preparing for now. These are more preventative measures. If they don't reinvest now, it will become much more costly later down the road.

Mr. MacDonald spoke about the financials. He reviewed the rate increases since 2011, which was the first rate increase in 30 years. In 2011 there was a 15% increase; in 2012 a 12% increase, and in 2013 they will propose a 10% increase. The operating income has turned. Essentially, they will be at a break even going into 2014. The trend from 2011 going forward has shown a positive cash flow. On the surface, it is quasi good news. The more difficult discussion is the capital forecast. Beginning in the 2014/2015 fiscal year, and the three years following, the numbers get rather large. In his opinion, they can afford to borrow \$500,000 externally. There are some significant items on the capital list. One item is the rehabilitation of the water tank. This would be integrated with the regional pipeline. In order for



them to take the water storage off-line to rehab the tank, they would need to have the regional pipeline in place to allow for an alternate water source. This is slated for 12-18 months from now. If they are going to continue on this capital plan, they will need to discuss some sort of bonding or borrowing from the town. He closed by saying the operational picture has turned around, the cash reserves are starting to climb back up, but the capital investments on the horizon will be a challenge.

Mr. Scavone asked if any of the pipeline talk will mitigate any of this. Mr. MacDonald said it most likely will mitigate the \$800,000 expense, but it is a different solution for them. There are many nuances to the agreement having to do with the pipeline. It introduces a new source of water. Mr. Koss commented that the pipeline provides a bunch of monetary and non-monetary advantages to the Tolland water systems. One of the benefits is that it provides a backup water supply. It will enable them to do the rehab work on the water storage tank. They will also get some water from the pipeline, which will assist in taking care of the needs along the 195 corridor. Mr. Koss went on to explain the other benefits of the regional pipeline.

Mr. Freeman asked if the pipeline would assist in some of the infrastructure concerns (such as water pressure) that were proposed at the top of the hill on the 195 corridor. Mr. Koss advised that consulting engineers evaluated that situation and pointed out that it was actually a fire flow problem. The recommendations from the engineer were that they would need to revitalize or re-drill one of the wells, and that there would need to be an additional storage tank. Mr. MacDonald summarized by saying it could mitigate the issues, if it were separately plumbed. The pipeline would provide sufficient water to meet the fire flows.

Mr. Gill thanked the Commission for all their work. He appreciates the time they put into it, and how they are always prepared to come to the Council. Mr. Koss said the Commission appreciates the help it receives from the town and Ms. Bellody.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.

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

- 8.1 Consideration of a resolution making an additional appropriation of \$70,000 financed by the grant awarded by the Jeremy Worrell Foundation to the Artificial Turf/light project in the Capital Improvement Budget and the setting of a public hearing thereon for October 8, 2013.

Mr. Wilkinson said Ms. Bellody has to do a draw down, so this money needs to be appropriated. The money is going towards the artificial turf/light project.

Rick Field motioned that the following resolution be introduced and set down for a public hearing on October 8, 2013 at 7:30 p.m. in Tolland Town Council Chambers:

**BE IT RESOLVED** by the Tolland Town Council that it hereby appropriates \$70,000 financed by the grant awarded by the Jeremy Worrell Foundation to the Artificial Turf/light project in the Capital Improvement Budget, account number 20100772-755807-2003.

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

- 8.2 Consideration of a resolution to declare various equipment as surplus property within the Town.

Mr. Wilkinson updated that this is computer equipment that has been stored at Parker. The IT people have determined what should be categorized as surplus. The items will either be sold (if it is worth anything) or discarded. The goal is to get it cleared out of Parker.

Rick Field read the following resolution:

BE IT RESOLVED that the following items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property:

1. Ricoh 1018 D printer
2. HP Plotter
3. Savin 3350 printer
4. (3) scanners
5. Equipment batteries and back-up batteries
6. Sharp fax machine
7. Toshiba printer
8. HP 2600 printer
9. Konica printer

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

8.3 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 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Wilkinson said Celebrate Tolland and the field dedication went well. The Council members agreed. Mr. Field asked if Celebrate Tolland could be in a different location, and suggested the Green. The Farmers Market could be at one end, and Celebrate Tolland could be at the other. Mr. Wilkinson said they certainly would entertain changing the location. They are always looking to improve.

11. **ADOPTION OF MINUTES**

11.1 September 10, 2013 Meeting Minutes: Rick Field moved to adopt the minutes; Seconded by George Baker. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

12.1 Invitation to the 2<sup>nd</sup> Annual Fire Dept. Awards Ceremony being held October 21, 2013 at THS @ 7:00 p.m.

12.2 Letter from Rodney Hurtuk re: term expiration from the Historic District Commission

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

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

15. **EXECUTIVE SESSION:**

Rick Field motioned to go into Executive Session at 7:58 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Mark Gill. All in favor. None opposed.

15.1 Executive Session for the performance review of the Town Manager.

16. **ADJOURNMENT:** Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 8:10 p.m. All were in favor.

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Jack Scavone, Council Chair

Michelle A. Finnegan  
Town Council Clerk