

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

Meeting is In-Person for those who wish to attend and will also be offered through Zoom for those who wish to attend remotely

VISION STATEMENT

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

BOE GOALS

- Ensure the completion and implementation of the Portrait of a Graduate Report.
- Foster a culture and climate that supports high levels of learning and engagement, promotes mental and physical wellbeing, and leads to individual student success.
- Assess our district needs and advocate for resources to meet them, while pursuing non-traditional sources of revenue, ensuring a quality education for all students.
- Nurture and support an inclusive community where every person, regardless of their identity, is acknowledged and respected. This will ensure that Tolland students have the necessary resources to thrive at school, in the community, and in our diverse world.

REGULAR MEETING

7:00 PM

AGENDA
August 10, 2022

<https://us02web.zoom.us/j/86358441213?pwd=dUJpbnVDV3BoZW1MT1ZlZ1F1K21XZz09>
Meeting ID: 863 5844 1213
Passcode: 5FgfFH

Dial by your location
+1 929 436 2866 US (New York)
Meeting ID: 863 5844 1213
Passcode: 582724

Find your local number: <https://us02web.zoom.us/j/86358441213?pwd=dUJpbnVDV3BoZW1MT1ZlZ1F1K21XZz09>

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. ACKNOWLEDGEMENTS

C. APPROVAL OF THE AGENDA

D. APPROVAL OF MINUTES

June 22, 2022

July 25, 2022 – Special Meeting

E. 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.

F. CORRESPONDENCE

G. POINTS OF INFORMATION

H. STUDENT REPRESENTATIVES’ REPORT -Audrey McKown and Meerah Shaikh

I. SUPERINTENDENT’S REPORT

- I.1 Mental Health Taskforce attendance (no enclosure)
- I.2 Monthly Financial Report
- I.3 CABE- Nick Caruso – Board of Education Goal Setting (no enclosure)
August 10, September 14 and September 28
- I.4 Kindergarten Enrollment: Planning and Determinations

J. COMMITTEE & LIAISON REPORTS

K. CHAIRPERSON’S REPORT

L. BOARD ACTION

- L.1 Policy 4050- Employment Checks
- L.2 Policy 5160- Fundraising Activities
- L.3 UPSEU – Custodial Contract

M. PUBLIC PARTICIPATION (2-minute limit)

Comments must be limited to items on this agenda.

N. POINTS OF INFORMATION

Tolland Town Council/Commission on People with Disabilities/Tolland Green Historic District Commission-
June 29, 2022

Tolland Town Council – July 12, 2022

Tolland Town Council – July 26, 2022

O. FUTURE

P. NEW BUSINESS

Q. ADJOURNMENT

TOLLAND BOARD OF EDUCATION

Hybrid Meeting
Council Chambers
Tolland, CT 06084

REGULAR MEETING – June 22, 2022

Members Present: Ashley Lundgren, Chair; Sophia Shaikh, Vice Chair; Jacob Marie, Secretary; Jennifer Gallichant, Tony Holt, Jayden Regisford

Members Absent: Dana Philbin, Christine Griffin, Christina Plourd

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Lundgren called the meeting to order at 7:32 PM.

The Pledge of Allegiance was recited.

B. ACKNOWLEDGEMENTS

Dr. Willett noted that Time McCluskey sent some acknowledgements for athletics.

- Boys Outdoor Track & Field Team: placed second at the Class M State Meet.
- Baseball Team: won the CC East title
- Girls Lacrosse and Golf: CCC East Co-Champions
 - All State Athletes: Joey Keane (Baseball), Calista Mayer (Track), Luke Stoeffler (Track), Grace Kavanagh (Girls' Lacrosse), Marena Morales (Girls' Lacrosse), Thomas Sheehan (Boys' Lacrosse), Cole Ricardi (Boys' Lacrosse), Max Baldwin (Golf), Sophia Cunningham (Golf)
 - Academic All-State Honors: Calista Mayer

Dr. Willett highlighted some retirees who gave many years of service to the district.

- Henry Fay – TMS, did an amazing job for many years
- Karen Libby – TIS, transformed how reading intervention is done in the district
- Janice Kogut – made a massive difference in the district

Dr. Willett noted that they are sad to see these personnel go.

Ms. Lundgren wished them all joy in retirement.

C. APPROVAL OF THE AGENDA – n/a

D. APPROVAL OF MINUTES

- June 8, 2022

Mr. Holt motioned to approve the minutes of the June 8th meeting.

Mr. Marie seconded the motion.

Discussion – none

All were in favor. Motion passed unanimously.

E. PUBLIC PARTICIPATION

Alexis LaPorte, 39 Reed Road, commented that she is addressing the Board and the Superintendent regarding concerns she brought last year at this time. She was a senior last year and advocated for an offsite prom and an offsite graduation. From March 24, 2021, she was retaliated against by the Superintendent of Schools and several faculty and staff members. She approached the Board and requested that there be an investigation that Attorney Bartlett did not finish. The request was ignored and instead the Board went into executive session and without any knowledge of what occurred, listened to the lawyers tell them that Ms. LaPorte only wanted money and that the investigation would be more than the Board could afford. The Board decided to protect the Superintendent without direct knowledge of the harassment Ms. LaPorte endured from paid Tolland Public School employees the last 3 months of her senior year. Ms. LaPorte explained that she sent all the information about her experience and the fact that Attorney Bartlett stopped the investigation once she found evidence of the faculty and staff members who were responsible for letters, e-mails, and behaviors. The Board was aware that Attorney Bartlett found that her father was harassed and ultimately forced to resign; however, Attorney Bartlett stopped the investigation against the Superintendent, the high school principal, and several faculty members. Ms. LaPorte commented that the Board was aware that she was retaliated against as a student by several faculty and administrators but did nothing. The Board chose to protect the faculty and staff members instead of protecting students. She added that she will share more over the next few months and thanked the few Board members who reached out to apologize to her on behalf of Dr. Willett and other Tolland employees who have yet to do so themselves. They apologized for coaches who punished her and sent her e-mails criticizing her for advocating. [2-minute time limit reached]

Kristy LaPorte, 39 Reed Road, commented that the Board did not do anything. The Board was elected to protect children but instead has been protecting the Superintendent. There are 300 pieces of evidence. She added that she knows what happened behind closed doors because some members reached out to her. Dr. Willett is using tax dollar money. They FOI'd how much has been spent already for the Board to protect him and they got nothing back. She added that a staff member of the Journal Inquirer is in attendance. They need to know how much in taxpayer dollars is being spent to protect the Superintendent. Ms. LaPorte noted a letter that was left in her husband's mailbox. He was a teacher at the time. The letter is because of what Dr. Willett put in writing. Ms. LaPorte explained that the Board went to the Superintendent in the beginning and said he should not send the correspondence where he indicated that it was Alexis' fault and that she was dividing the school. Ms. LaPorte commented that it was Dr. Willett who was dividing the school and blaming an 18-year-old. Ms. LaPorte addressed Dr. Willett, "well done for being a superintendent and going after your students". She read a letter from "Tolland Public Schools embarrassed faculty and staff" to Alexis LaPorte and David. "I want to start by saying that I respected you as a colleague. Who do you think you are having the right to go into a senior parade? Your daughter was in the Jeep in front of you. The entitlement you think you have. First off, your family advocates for a prom offsite against Dr. Willett's wishes." Ms. LaPorte explained that faculty and staff said it was against Dr. Willett's wishes and know this because it was written in the Journal Inquirer. For three and a half months Alexis could not go into the office because she was being harassed. Ms. LaPorte commented that Mr. Zenczak said that Alexis could not go in the office and that she was not welcome. Ms. LaPorte added that Mr. Poland said that he was going to investigate what was going on but did not do so. During Attorney Bartlett's investigation, Mr. Poland said he did not investigate although he was the principal. Ms. LaPorte commented that the Board did not protect the students. [2-minute time limit reached]

F. CORRESPONDENCE

- E-mail – detailing complaints about the school bus fleet particularly regarding cleanliness and punctuality
- Email – providing information on the role of cell phones and technology in the classroom

G. POINTS OF INFORMATION

- Ms. Lundgren noted that they had been discussing items for the June 27th meeting. Dr. Willett will be on a superintendent trip, and she had asked the Board how it would like to address the meeting and the goal-setting item. She noted that while they could hold a virtual meeting, she does not want to do the goal setting in that format. The Board was in agreement with waiting.
- Mr. Holt commented that seeing the joy on the faces of the 8th grade students and their parents at the ceremony and hearing of the 3 teachers retiring was touching. He expressed his heartfelt appreciation and noted that it is because of people like those retiring that they were able to go to the ceremony.
- Mr. Regisford congratulated everyone who completed the school year. The officers who spoke at the ceremony put it perfectly – they noted what they accomplished.
- Ms. Gallichant commented that it was interesting to hear the officers' perspective on how they made it through the pandemic.
- Ms. Shaikh noted that her daughter ran for Student Rep and was elected.

H. STUDENT REPRESENTATIVES' REPORT – Nathalie Mitchell and Emily Pereira
Mr. Regisford congratulated Nathalie and Emily. They both worked very hard.

I. SUPERINTENDENT'S REPORT

I.1 Monthly Financial Report

Dr. Willett reviewed attachment I.1.

The May 2022 financial report shows a current available balance of \$108,589 or .27% of the BOE's current budget.

Dr. Willett highlighted line items including the following:

- Salaries (110) – under budget, some transfers were made due to grants etc.
- Substitutes (120) – under budget
- Overtime (130) – under budget; cannot be encumbered
- Stipends (150) – over budget; all budgeted stipends are encumbered for the year; pay to participate funds will continue to be collected
- Health/Benefits (190, 200, 210) – under budget
- Retirement/Reimbursement/Unemployment (240, 250, 260) – under budget
- Benefits/WorkComp (270, 310) – under budget
- Professional Ed Services (320) – over budget; due to special education needs
- Legal/Audit/Tech (340, 350) – under budget
- Maint/Cleaning/Repair (420, 430) – under budget; continued spending as year progresses

- Transportation (510) – over budget; excess cost backfilled this line; special education will continue to have an impact
- Sped Ed Tuition (560) – over budget
- Energy (620) - USIF; funds transferred at the beginning of the year
- Textbooks (640) – under budget; not yet fully encumbered
- Inst Supp/Equip (600, 610, 690, 730) - collectively over budget

Dr. Willett believes the district will end the year, with 8 fiscal days remaining, with a balance in the range of \$13K - \$60K given today's information but it could land in the \$0 - \$100K range. When looking at the trend, excluding the anomaly years, the district is on track.

I.2 Field Trip Report

Dr. Willett explained that in accordance with the Board policy, at the end of the year he reports the overnight field trips. He reviewed attachment I.2.

Mr. Holt requested information on how many students went on the trips. Dr. Willett noted that he can include this information and provided the projections.

Mr. Regisford explained that there are some caveats when it comes to the DECA trips and provided examples. He would also like to know which of the trips were extracurricular.

Dr. Willett noted that there will be more trips next year.

I.3 Obsolete and Surplus Equipment

Dr. Willett explained that this equipment is reported to the Board and then turned over to the town. He reviewed attachment I.3.

Dr. Willett explained that items are not being turned over in working condition. They have been stripped for items that will be used to repair other devices. The listed items are either updated, old, or stripped.

Mr. Marie noted that the policy has not been updated since 2001 and the district has much more technology. He asked if the policy could be revisited to control the salvaging component. Technology tends to have items such as precious metals that could have value for scrap. Technology has a high replacement cost and a short lifespan. Funds could be used to help replacement costs. Dr. Willett explained that once turned over to the town, not much remains. Mr. Holt noted that the Policy Committee could review it. He credited the staff with taking everything possible. He expressed concern about trying to recoup funds before turning items over to the town.

Ms. Shaikh commented that she likes Mr. Marie's idea and asked why the policy could not be changed so the district could recoup the money. Dr. Willett responded that it is a bit of a complicated endeavor and there are town ordinances or regulations to consider.

Mr. Holt motioned to move item I.3 to L.1 for action.

Mr. Regisford seconded the motion.

*Discussion: none
All were in favor. Motion passed unanimously.*

- I.4 Policy 4050 – Employment Checks
Dr. Willett reviewed attachment I.4 and the proposed edits. He explained that it is a full replacement and is in accordance with Shipman & Goodwin as well as in consultation with the Chief Personnel Officer.

Mr. Marie asked if the changes are due to a change in statute. Mr. Holt responded that it was due to the verbiage change recommended by Shipman and Goodwin.

- I.5 Policy 5160 – Fundraising Activities
Dr. Willett reviewed attachment I.5 and the recommended edits.

J. COMMITTEE & LIAISON REPORTS

- Curriculum – met last Wednesday, discussions included the following topics: 2nd grade social studies unit; technology and cell phones in the classroom
- Communications – meeting cancelled, PTO update
- Policy – meets next week
- Tolland Mental Health and Substance Use Advisory Task Force – met Monday; topics discussed included postvention process
- Negotiations – met and things are in process; start with teachers and administrators in July

K. CHAIRPERSON'S REPORT

Ms. Lundgren congratulated the graduates at all levels – Birch Grove to TIS, TIS to TMS, TMS to THS, and THS to their future. Students persevered and the year had some sense of normalcy. She encouraged everyone to rest and relax over the summer break and to stay safe and healthy.

L. BOARD ACTION

L.1 Obsolete and Surplus Equipment

Mr. Marie motioned to declare the below items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040.

Mr. Regisford seconded the motion.

Discussion: Mr. Holt asked if they could request tracking information regarding what happens to the equipment on the list. Dr. Willett will bring the question to the town and provide the response.

All were in favor. Motion passed unanimously.

M. PUBLIC PARTICIPATION - none

N. POINTS OF INFORMATION

- Tolland Town Council – June 9, 2022
- Tolland Town Council – June 14, 2022

- Mr. Marie commented that he would be happy to be part of the discussion about cell phones and policy.
- Mr. Holt commented that the Policy Committee would like to have the input of committee chairs on the respective policies.

O. FUTURE - none

P. NEW BUSINESS - none

Q. ADJOURNMENT

Mr. Regisford motioned to adjourn at 8:44 PM.

Ms. Shaikh seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi

Clerk

TOLLAND BOARD OF EDUCATION
In Person/Phone Call

SPECIAL MEETING – July 25, 2022

Members Present : Ashley Lundgren, Chair, Sophia Shaikh, Vice Chair; Tony Holt, Dana Philbin, Jayden Regisford, Jennifer Gallichant, Jacob Marie

Christina Plourd via call in; left at 8:43 pm

Members Absent: Christine Griffin

Also present via zoom: Attorney Thomas Mooney, Shipman & Goodwin, LLP

A. CALL TO ORDER

Ms. Lundgren called the meeting to order at 7:03 pm

B. Executive session: Discussion of confidential attorney-client communication regarding board options in response to potential board member misconduct.

Ms. Shaikh motioned to enter executive session at 7:04 pm for the purpose of a Discussion of confidential attorney-client communication regarding board options in response to potential board member misconduct and invite Attorney Thomas Mooney, Shipman & Goodwin, LLP to attend.

Mr. Holt seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

C. EXIT EXECUTIVE SESSION

The Board exited executive session at 9:12 pm

D. ADJOURNMENT

Mr. Regisford motioned to adjourn at 9:13 pm

Mr. Holt seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,
Ashley Lundgren, Chair



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education 1.2

FROM: Mark S. McLaughlin, Tolland Public Schools Business Director

RE: PRELIMINARY (PRE-AUDIT) EOY Financial Report for June 2022

Date: July 15, 2022 – Pre-Audit Report

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find the attached DRAFT financial report for the FY 2021-2022 fiscal year. The month of June 2022 is the 12th month of the 2021-2022 fiscal year. The financials for this school year are atypical as the district contends with the COVID pandemic. The attached report is only a DRAFT financial snapshot identifying the years activity. The financial attachment is provided in an object format to clearly show the adopted budget and the YTD expenditures. This summary report provides the essential groups of accounts so the BOE can better understand the functional areas of the budget. The object line items follow the reporting format required by the State Dept. of Education. The line items show the approved budget, 12 months of expenses, encumbrances and available balances as generated through the financial software.

The attached June 2022 Preliminary (prior to audit finalization) Financial Report shows a current available balance of \$9,951 or .02% of the BOE's current budget. This balance is subject to change because the numbers are NOT finalized because it has been 15 days since the year was closed. As previously stated, these amounts, encumbrances and balances could change as we finalize the year. This year the district has faced increased incurrence of special education accountabilities earlier in the fiscal year. This balance reflects the impact of special education transportation and special education tuitions. TPS received \$651,422 from the excess cost payment, which was applied to the special education lines to help balance the overall budget.

The Budget for FY21-22 was Town Council approved for \$40,819,289. The BOE is anticipating spending the allocated budget by year-end in accordance with CGS 10-222. As in the past, any balances may be returned to the town or the BOE will request to transfer the balance to the Educational Reserve Fund after final approval.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 7/1/2021

To Date: 6/30/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$23,366,979.52	\$23,175,455.49	\$23,175,455.49	\$191,524.03	\$0.00	\$191,524.03	0.82%
0100.0000.120.00.000.1	Substitutes	\$367,228.00	\$404,141.98	\$404,141.98	(\$36,913.98)	\$0.00	(\$36,913.98)	-10.05%
0100.0000.130.00.000.1	Overtime	\$218,871.00	\$213,401.77	\$213,401.77	\$5,469.23	\$0.00	\$5,469.23	2.50%
0100.0000.150.00.000.1	Stipends	\$394,028.03	\$419,800.12	\$419,800.12	(\$25,772.09)	\$0.00	(\$25,772.09)	-6.54%
0100.0000.190.00.000.1	Pension/Severance	\$160,374.00	\$51,378.76	\$51,378.76	\$108,995.24	\$0.00	\$108,995.24	67.96%
0100.0000.200.00.000.1	Employee Benefits	\$513,000.00	\$484,063.69	\$484,063.69	\$28,936.31	\$0.00	\$28,936.31	5.64%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,303,181.00	\$5,345,075.82	\$5,345,075.82	(\$41,894.82)	\$0.00	(\$41,894.82)	-0.79%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$729,822.57	\$681,667.66	\$681,667.66	\$48,154.91	\$0.00	\$48,154.91	6.60%
0100.0000.240.00.000.1	Retirement (ICMA)	\$258,273.09	\$248,795.51	\$248,795.51	\$9,477.58	\$0.00	\$9,477.58	3.67%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$50,000.00	\$22,950.00	\$22,950.00	\$27,050.00	\$0.00	\$27,050.00	54.10%
0100.0000.260.00.000.1	Unemployment Compensation	\$56,471.00	\$0.00	\$0.00	\$56,471.00	\$0.00	\$56,471.00	100.00%
0100.0000.270.00.000.1	Workers' Compensation	\$278,892.00	\$269,754.21	\$269,754.21	\$9,137.79	\$0.00	\$9,137.79	3.28%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$57,788.41	\$32,666.67	\$32,666.67	\$25,121.74	\$0.00	\$25,121.74	43.47%
0100.0000.310.00.000.1	Benefits Consultant Services	\$65,280.00	\$40,950.00	\$40,950.00	\$24,330.00	\$13,650.00	\$10,680.00	16.36%
0100.0000.320.00.000.1	Prof Educ Svcs	\$305,191.00	\$520,113.90	\$520,113.90	(\$214,922.90)	\$47,871.89	(\$262,794.79)	-86.11%
0100.0000.330.00.000.1	Professional Tech Svcs	\$34,482.00	\$18,216.30	\$18,216.30	\$16,265.70	\$0.00	\$16,265.70	47.17%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$213,145.00	\$196,030.97	\$196,030.97	\$17,114.03	\$18,000.74	(\$886.71)	-0.42%
0100.0000.350.00.000.1	Tech Services	\$530,180.72	\$496,499.14	\$496,499.14	\$33,681.58	\$41,743.15	(\$8,061.57)	-1.52%
0100.0000.410.00.000.1	Sewer/Water	\$35,465.00	\$35,307.00	\$35,307.00	\$158.00	\$0.00	\$158.00	0.45%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$136,558.00	\$141,473.02	\$141,473.02	(\$4,915.02)	\$27,717.99	(\$32,633.01)	-23.90%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$251,990.00	\$164,190.67	\$164,190.67	\$87,799.33	\$38,121.44	\$49,677.89	19.71%
0100.0000.440.00.000.1	Rentals	\$172,885.00	\$166,316.90	\$166,316.90	\$6,568.10	\$0.00	\$6,568.10	3.80%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,621,994.00	\$2,461,531.75	\$2,461,531.75	\$160,462.25	\$110,460.68	\$50,001.57	1.91%
0100.0000.520.00.000.1	Property/Liability Insurance	\$233,202.00	\$222,653.02	\$222,653.02	\$10,548.98	\$20,000.00	(\$9,451.02)	-4.05%
0100.0000.530.00.000.1	Telephone/ Postage	\$84,788.00	\$93,125.46	\$93,125.46	(\$8,337.46)	\$4,486.45	(\$12,823.91)	-15.12%
0100.0000.540.00.000.1	Advertising	\$26,500.00	\$19,055.51	\$19,055.51	\$7,444.49	\$5,388.81	\$2,055.68	7.76%
0100.0000.550.00.000.1	Printing and Binding	\$19,947.00	\$11,697.09	\$11,697.09	\$8,249.91	\$1,463.05	\$6,786.86	34.02%
0100.0000.560.00.000.1	Tuition Educ Agency	\$1,601,733.00	\$1,804,284.93	\$1,804,284.93	(\$202,551.93)	\$5,278.10	(\$207,830.03)	-12.98%
0100.0000.580.00.000.1	Travel and Conference	\$30,675.00	\$16,432.42	\$16,432.42	\$14,242.58	\$165.00	\$14,077.58	45.89%
0100.0000.590.00.000.1	Public Officers & State Troope	\$91,994.00	\$54,794.94	\$54,794.94	\$37,199.06	\$1,472.06	\$35,727.00	38.84%
0100.0000.600.00.000.1	General Supplies	\$165,553.00	\$171,155.13	\$171,155.13	(\$5,602.13)	\$6,694.20	(\$12,296.33)	-7.43%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$276,312.88	\$270,186.30	\$270,186.30	\$6,126.58	\$55,102.31	(\$48,975.73)	-17.72%
0100.0000.620.00.000.1	Energy	\$1,672,270.00	\$1,635,476.65	\$1,635,476.65	\$36,793.35	\$30,262.18	\$6,531.17	0.39%
0100.0000.640.00.000.1	Textbooks	\$189,074.62	\$159,896.49	\$159,896.49	\$29,178.13	\$30,251.90	(\$1,073.77)	-0.57%
0100.0000.650.00.000.1	Films and Videos Supl	\$500.00	\$1,691.87	\$1,691.87	(\$1,191.87)	\$0.00	(\$1,191.87)	-238.37%
0100.0000.660.00.000.1	Computer Software	\$48,794.24	\$49,964.29	\$49,964.29	(\$1,170.05)	\$0.00	(\$1,170.05)	-2.40%
0100.0000.690.00.000.1	Misc Supplies	\$56,478.21	\$54,168.35	\$54,168.35	\$2,309.86	\$13,235.07	(\$10,925.21)	-19.34%
0100.0000.730.00.000.1	Equip Instruct - New	\$136,640.89	\$81,365.20	\$81,365.20	\$55,275.69	\$40,671.65	\$14,604.04	10.69%
0100.0000.760.00.000.1	Equip - Spec Ed - Instr - New	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
0100.0000.810.00.000.1	Dues and Fees	\$61,897.00	\$58,662.17	\$58,662.17	\$3,234.83	\$2,909.75	\$325.08	0.53%
Grand Total:		\$40,819,289.18	\$40,294,391.15	\$40,294,391.15	\$524,898.03	\$514,946.42	\$9,951.61	0.02%

End of Report

PRELIM JUNE EOY 2022

DRAFT

— DASHI —

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Kindergarten Enrollment: Planning and Determinations

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

FOR BOE MEETING: August 10, 2022

ITEM SUMMARY:

- Enrollment as of August 5, 2022 – 174 students
- More enrollments are expected throughout August
- Class size with current staff would average 19.3
- Article 31 Section 1 (TEA) establishes a maximum for K of 20 students
- A 1-year Kindergarten position is being added (MA2 level)
 - Funded by
 - Not hiring a 1.0 FTE LEAP Paraprofessionals (\$17,427)
 - \$31,000 reallocated from a Grant to this position
- Position will be requested for FY24 budget.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

N / A

SUPPORTING MATERIALS ATTACHED:

N/A

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Policy Committee

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

FOR BOE MEETING: August 10, 2022

ITEM SUMMARY:

Policy 4050 was last updated in 2012. This is a full replacement and updating of the policy in consultation with our Chief Personnel Officer.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY OR LEGAL CONSIDERATIONS:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act,

Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

BOE ACTION DESIRED:

Second read.

When ready: *Motion to approve and accept the changes to Policy 4050 as presented in (item #L.1) of the (August 10, 2022) Board of Education meeting.*

SUPPORTING MATERIALS ATTACHED:

4050 Replacement policy, and original policy, below.

DRAFT REPLACEMENT for POLICY 4050
EMPLOYMENT AND STUDENT TEACHER CHECKS

As set forth below, each applicant for a position with the district, and each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience in the district, shall be asked to provide in writing: (1) whether he/she has ever been convicted of a crime; (2) whether there are any criminal charges pending against him/her at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below. For the purposes of this policy:

“Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
- (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.

b. to submit a written authorization that

- (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
- (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and
- (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

- (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
- (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an

allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication.
Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.
 3. Requesting information from the Department of Education concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:
 1. The applicant complied with paragraph I.A.1 of this policy;
 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to

- appropriate authorities; or
3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
1. denial of employment, or
 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
- I. If the district provides information in accordance with paragraph I.A.2 or I.G of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, and where possible before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience, the district shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

The district shall request information from the Registry promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. **Criminal Records Check Procedure**

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, shall be required to submit to state and national criminal record checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:*

 1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
 2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
 3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for

student teachers, in accordance with state law.

4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected applicant/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the school district.

V. Notice of Conviction

If, at any time, the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall send such notice to the State Board of Education. In complying with this requirement, the district shall not disseminate the results of any national criminal history records check.

VI. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the district shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the district, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal

online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the district.

- A. During the course of an employment check, the district may not:
 - 1. request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing a personal online account;
 - 2. request or require that an applicant authenticate or access a personal online account in the presence of the district; or
 - 3. require that an applicant invite a supervisor employed by the district or accept an invitation from a supervisor employed by the district to join a group affiliated with any personal online account of the applicant.
- B. The district may request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing:
 - 1. any account or service provided by district or by virtue of the applicant’s employment relationship with the district or that the applicant uses for the district’s business purposes, or
 - 2. any electronic communications device supplied or paid for, in whole or in part, by the district.
- C. In accordance with applicable law, the district maintains the right to require an applicant to allow the district to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
 - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or
 - 2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the district’s proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

VIII. Policy Inapplicable to Certain Individuals

This policy shall also not apply to:

- A. A student employed by the district who attends a district school.
- B. A person employed by the district as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for his or her position.

IX. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: _____

REVISED: _____

11/19/2020

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING:
EMPLOYMENT CHECKS

Number: 4050
Personnel

Approved: 2/12/03

Revised: 5/11/05

Revised: 1/25/12

Each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her at the time of application and whether the applicant is included on the abuse and neglect registry of the Connecticut Department of Children and Families ("DCF") ("the Registry") or an equivalent database maintained in another state if the applicant's current or most recent employment occurred out of state. Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

A. Reference Checking Procedures

Prior to hiring any person, the district shall make a documented good faith effort to contact previous employers of the applicant in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment.

B. DCF Registry Checks

Prior to hiring any person for a position requiring a certificate, authorization or permit issued by the State Board of Education, the District shall require such applicant to submit a records check of information maintained on the Registry concerning the applicant.

Prior to hiring any person for any other position, if the District does not have access to the information on the Registry without the consent of the applicant, the district shall request that the applicant provide the district with authorization to access information maintained on the registry

Concerning the applicant. **Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.**

On and after July 1, 2012, prior to hiring any person for any position, including one that does not require a certificate, authorization or permit issued by the State Board of Education, the District shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the District shall request that the applicant provide the District with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such

information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) days from the date of employment. Registry checks will be processed according to the following procedure:

- 1) No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the registry.
- 2) If consent is required to access the registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- 3) Upon receipt of Registry or out of state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the registry check.
- 4) **If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the registry check. If warranted by the results of the registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.**

C. Criminal Records Check Procedure

Each person hired by the district shall be required to submit to state and national criminal record checks within 30 days from the date of employment. Each worker placed within a school under a public assistance employment program, or employed by a provider of supplemental services pursuant to the No Child Left Behind Act, or in a nonpaid, noncertified position completing preparation requirements for issuance of an education certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks with 30 days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:

- 1) No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Tolland police department or by the police department, Resident Trooper, State Police Troop for the town in which the successful applicant resides. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the

processing of state and national criminal record checks.

2) No later than ten calendar days after the Superintendent has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Tolland police department or by the police department/Resident Trooper/State Police Troop for the town in which the successful applicant resides. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3) Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

4) Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.

5) Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

D. Notice of Conviction

If, at any time, the board of education receives notice of a conviction of a crime by 1) a person holding a certificate, authorization or permit issued by the or permit issued by the State Board of Education, or 2) a person employed by a provided of supplemental services, the Board shall send such notice to the State Board of Education.

E. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

F. Substitute Teachers

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1.) If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2.) If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another

criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.

G. Policy Inapplicable to Operators of School Transportation Vehicles.

1) This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).

2) This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

H. Falsification Of Records

The falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-221d. Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal.

Conn. Gen. Stat. § 10-212. School Nurses and Nurse Practitioners (As Amended by Public Act 04-181)

No Child Left Behind Act of 2001, Public Law 107-110

Public Act 11-93, An Act Concerning the Response of School Districts and the Departments of Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children Within a District.

SUPERINTENDENT’S AGENDA ITEM BACKGROUND

ITEM: Policy 5160 – Fundraising Activities
ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent
FOR BOE MEETING: August 10, 2022

ITEM SUMMARY:

Legal reference needs to be updated for Policy 5160.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY OR LEGAL REFERENCES:

[Conn. Gen. Stat. § 10-215f](#)

BOE ACTION DESIRED:

Second read.
When ready: *Motion to approve and accept the changes to Policy 5160 as presented in (item #L.2) of the (August 10, 2022) Board of Education meeting.*

SUPPORTING MATERIALS ATTACHED:

See removed language in ~~blue highlight and strikeout.~~
See additions in yellow highlight and italics.

RECOMMENDED UPDATE:

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY REGARDING: Fundraising Activities
Number: 5160
Students
Approved: 12/16/02
Revised: 6/13/07

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fund-raising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal References:

~~Public Act 06-63 An Act Concerning Healthy Food And Beverages In Schools~~
[Conn. Gen. Stat. § 10-215f](#) *Certification that food meets nutrition standards*

SUPERINTENDENT’S AGENDA ITEM BACKGROUND

ITEM: UPSEU-Custodial Contract
ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent
FOR BOE MEETING: August 10, 2022

ITEM SUMMARY:

Negotiations with the UPSEU bargaining unit (Custodians) is now complete.

As part of the process, the UPSEU / BOE agreement negotiated by the BOE Negotiating Team is brought to the Board of Education.

- Three year duration: July 1, 2022 – July 30, 2025
- Written statements of accumulated vacation and sick time will no longer be provided as these are available through other methods (e.g. paychecks)
- Employees temporarily required to assume the duties of another employee of a higher classification or in addition to his/her own duties beyond 14 calendar days or 10 working days will be paid at the same step in the higher classification until relieved of those duties.
- BOE share of H.S.A. deductible will be reduced from 62.5% to 50%.
- Employees shall be responsible for paying the following percentages of the premium costs for the high deductible/HSA plan:

2019 <u>2022-2020</u> 2023	15.5 <u>16.0</u> %
2020 <u>2023-2021</u> 2024	15.5 <u>16.5</u> %
2021 <u>2024-2022</u> 2025	15.5 <u>17.0</u> %

- The Board shall provide for the participating employee for the duration of the contract, the cost of family coverage or individual coverage, (whichever is applicable) for Full Service Dental plan with Rider A, and Life Insurance.

- The custodians shall pay the following percentages of the costs for these plans:

2019 <u>2022-2020</u> 2023	17.5 <u>18.0</u> %
2020 <u>2023-2021</u> 2024	17.5 <u>18.5</u> %
2021 <u>2024-2022</u> 2025	17.5 <u>19.0</u> %

- Wages:
 - 2022-2023: \$1.00 & 2% GWI
 - 2023-2024: \$1.00 & 2.5% GWI
 - 2024-2025: \$1.00 & 3.0% GWI

BOE ACTION DESIRED:

1. Move to action as L.3. Second. Discussion. Vote
2. Proposed motion: *Motion to accept the BOE / UPSEU (Custodian) bargaining unit agreement to be in force from July 1, 2022 through June 30, 2025.*
Second.
Discussion.
Vote.

SUPPORTING MATERIALS ATTACHED:

N/A

**SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL/COMMISSION ON PEOPLE WITH DISABILITIES/
TOLLAND GREEN HISTORIC DISTRICT COMMISSION
HYBRID MEETING
COUNCIL CHAMBERS OR ZOOM**

June 29, 2022 – 7:00 P.M.

Town Council Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio; Colleen Yudichak

Members Absent: none

Commission on People with Disabilities Members Present: Kim Little, Susan Lucek-Hughes, John Molteni, Randa Utter

Members Absent: Julie Burns, Robert Deichert, Aaron Weintraub

Tolland Green Historic District Commission Members Present: Jodie Coleman-Marzialo, Chair; Kathy Bach (Zoom), Michael McGee

Members Absent: Mariah Bumps, Ann Deegan, Rod Hurtuk, Timothy Malone, Celeste Senechal

Also Present: Brian Foley, Town Manager; Bev Bellody, Human Services, Director; David Corcoran, Director, Planning & Development; Lisa Hancock, Finance & Records, Director; Scott Lappen, Public Works, Director; Mike Wilkinson, Administrative Services, Director; Philip Barlow, TO Design @ FHI Studio

1. Call to Order: The Chair called the meeting to order at 7:04 P.M.
2. Discussion of the Historic Stone Walkway Study prepared by TO Design @ FHI Studio
Mr. Barlow introduced himself and noted that he is a landscape architect. Much of his work is on historic properties. The firm was engaged to examine the walkways on the Green and make recommendations. They met in April via Zoom with the Commission on People with Disabilities and the Tolland Green Historic District Commission to gather input.

Mr. Barlow reviewed the following presentation: Historic Stone Walkway Study, Tolland Green Historic District, June 2022.

- Accessibility Guidelines
- Photographs of the Green
- Tolland Green, Existing Walk Materials
- Options
 - Reset and repair existing stone walks
 - Replace historic stone walks with new stone walks
 - Install concrete walks parallel to historic walks on Route 74
 - Install stone dust or asphalt walks parallel to historic walks on Route 74
 - Repair and expand historic stone walks
 - Establish a walkway in Carriage Road
- Probable Sidewalk Replacement/Repair Costs
 - New Concrete Walk \$150K-\$200K
 - New Stone Dust Walk \$75K-\$100K
 - New Stone Walk \$420K-500K
 - Repair Stone Walk to be accessible \$150K-180K
 - Delineated walk area within Carriage Drive \$25K-\$50K
 - Stone Dust strip along existing walks \$30K-\$50K

Mr. Luba asked if Mr. Barlow is referring to the property on Route 74 from the current sidewalk to the street as private property. Mr. Barlow responded that they work with the DOT mapping which shows the right-of-way. They do make the caveat that it is approximate and it is well within the area so it appears to be on private property. Mr. Luba explained that it is his understanding that the DOT also has a right-of-way and asked if this is accurate. Mr. Barlow did not believe so and noted that that DOT right-of-way goes to the property line. Mr. Luba asked if the current sidewalk is town property. Mr. Barlow responded that on Route 74 the sidewalk appears to be on private property until one goes north to approximately where the road curves based on the DOT right-of-way maps. Mr. Luba asked if it is accurate that if any work is done on the walkways, they would need to work in conjunction with the property owners or pursue eminent domain or other activity to install the walkways. Mr. Barlow responded that he assumes this is accurate.

Ms. Nuccio asked if the existing walks on Route 74 are currently on private land. Mr. Barlow responded that for the most part they are. Ms. Nuccio noted that Route 74 is a state road and confirmed that if they wanted to put an adjacent walk, they would need permission from the state. She confirmed that the new walk would be on state property and asked if it would be maintained by the town. Mr. Barlow responded that he assumes so and this would be typical. Ms. Nuccio confirmed with Mr. Lappen that currently residents maintain the sidewalks in terms of shoveling etc. and if an adjacent walk is added, it would be the town's responsibility in terms of clearing. Ms. Nuccio asked if the adjacent walks are parallel until they cross over. Mr. Barlow did not believe they would cross but be closer. Ms. Nuccio confirmed that where they meet something would need to be done with the existing stone.

Ms. Murray asked what the outcome is that they are looking for and noted that there are some interesting options. Mr. Jones responded that the impetus of the issue is about safe accessibility on the Green for all residents regardless of their ability to traverse the Green so they may experience the Green in a way similar to those who are more able. Ms. Murray asked what the Green is in terms of the area being discussed. Mr. Corcoran explained that it extends from approximately Cider Mill Road to the Catholic church and a few hundred feet from the post office. Ms. Murray asked if the goal is to have the entire stretch accessible and if there are priorities for the area. Ms. Lucek-Hughes explained that they would like to see the walk on the Green be safer. Someone in a wheelchair, using a walker, or is visually impaired has great difficulty maneuvering on the Green's walks. A phased approach would be acceptable if not desirable. It would allow them to see what is most important and they may be able to only address one side. Accessibility strives for the shortest, most direct route between 2 points. Thus, if they map out the most important points on the Green, there are ways to get around doing the entire area. Ms. Utter commented that she believes the priority would be in the area of the museums, Town Hall to the Tolland Inn, and from the Art Center to the Jail Museum. Other parts are in need and are part of the historic district, but the area she noted is where visitors and town people would have trouble.

Mr. Luba asked if the estimate provided is for one side. Mr. Barlow responded that it is for both sides including from the curve in the road as well as on Carriage Drive to the end of the Green.

Ms. Yudichak asked Ms. Lucek-Hughes' about her concerns in terms of the area. Ms. Lucek-Hughes noted that she lives next to St. Matthew's and when there is activity on the green people park on the church's lot. The sidewalks are used and have not been maintained but she does not believe they need to be addressed first in terms of a phased approach to allow for everyone to get around on the Green.

Ms. Murray commented that when discussing a separate issue, Chief Littell used Carriage Road to demonstrate his concerns in regard to a 20' wide road. She is unsure if he has had an opportunity to provide input on the possibility of dedicating some of Carriage Road to being a sidewalk, but he may have information to contribute. Mr. Jones responded that he does not believe Chief Littell has weighed in on this. Mr. Jones asked Mr. Lappen if there would be concerns with maintenance in terms of the clearing of snow. Mr. Lappen responded that it would be easier having a smaller road, but the snow would fill the sidewalk and the residents would be responsible for its removal.

Mr. Luba asked when the stone was laid in the historic district. He explained that everyone wants to keep the historic value. Sections along Carriage Road have stone, concrete, and asphalt. Ms. Bach responded that the granite is the oldest and from when many of the oldest buildings on the Green were erected in the early 1800s. The blue stone was used to replace and repair damaged granite and the concrete was a contribution from the Hicks family which took up the granite from in front of their home and the Hicks Memorial building (erected and paid for by the family) in the early 1900s. The bituminous is new and used for repair. Ms. Bach noted that some stones were damaged and replaced with old granite in front of the church. Thus, it is a historic walk. Mr. Luba confirmed that depending on the location, the stones are 200-300 years old. Ms. Bach added that in terms of traversing the Green, the problems are with foot traffic dealing with vehicle traffic. It has gotten worse since the improvements to Route 195. Without the stop signs it has become horrible and it does not have anything to do with the sidewalks. It is the speed of the cars and how pedestrian traffic is routed. She noted there is sufficient and significant parking in the museum lots and the town lot behind the courthouse.

Mr. Khan asked Ms. Bach how a second sidewalk would look on the Town Hall side – old/new. He commented that the old and new sidewalks do not make sense to him. Ms. Bach responded that she does not believe having 2 sidewalks makes sense. Years ago, many people worked hard to create a historic district. The neighborhood and town both voted to have the historic district. While someone fell and was injured, she was power walking on a sidewalk not designed for athletic activity. The town has built many areas for athletic activities, but this area is not designed for them. Ms. Bach noted that several years ago she recommended that the area be posted as a historic district and that many activities are not suggested in the area. They need to think about protecting the district and allowing everyone to use and enjoy it but note that certain activities should not take place in certain areas. Improvements can be made to the Green to make it available and usable like the buildings, but she would need to think about having parallel sidewalks. Ms. Bach noted that she suggested looking at the stone dust but understands that there is some concern about maintenance. She added that granite sidewalks do need to be maintained. The granite cannot be allowed to sink into the ground. Ms. Coleman-Marzialo noted that they have gone through a lot of trouble to try to preserve the area. The Green was the stagecoach center of Boston/Providence/Hartford and carries a story. It is nationally registered and with the designation of State Scenic Road, they are in the process of making it either an All-American Road or a Federal Scenic Highway. It meets all the criteria and would increase tourism. To alter its history would defeat everything they have strived to do in terms of preservation. Mr. Khan noted that he is from New York City and when he visits there are always changes including taking the roadway and making bicycle lanes etc. The side road can be divided in half for traffic and a walkway. Ms. Coleman-Marzialo noted that she reached out to learn what a sidewalk would look like on Carriage Road abutting the Green with hitching posts as barriers. She explained that many residents on Carriage Road are concerned about traffic and speeding, and she cited a recent incident with a tractor trailer truck that drove over the Green. Ms. Utter explained

that the Commission on People with Disabilities has not formed a position on an option, but she agrees with keeping the charm of the historic district. In her opinion, leveling and repairing the historic stones would be the best option. Mr. Molteni commented that as a Commission they were strongly against the walk adjacent to Carriage Road for reasons of maintenance and appearance. He explained that when they are talking about accessibility, they are not talking about jogging paths but for ways that people in wheelchairs or those with physical disabilities can traverse the Green in a safe way. They support anything that moves in this direction. Ms. Lucek-Hughes added that they are all in agreement. The maximum impact for those with physical limitations would be the resetting of the walk with minimal impact to historical significance.

Mr. Jones asked when the stones were last reset. Ms. Bach responded that she believes it was in the 1980s. Mr. Jones asked if anyone is aware of any groups in the region that could be contracted that could do the work and guarantee the integrity of the stones. Ms. Bach noted that Earthworks Landscaping does this type of work but is unsure if the integrity of every stone can be guaranteed. Mr. Barlow added that there are stone masons that specialize in historic property. Mr. McGee commented that he believes it makes sense resource-wise and historically to reset the stones as best as possible. While some areas may need something more, if overall this can be the approach, it would have the least impact and be the most pleasing aesthetically.

Mr. Reagan commented that when reviewing the options, the one that made the most sense was to repair the stones. He asked about maintenance. Ms. Coleman-Marzialo explained that stone dust will be put underneath and the stones will need to be edged. Mr. Jones noted that Mr. Lappen indicated that they would want to contract out general maintenance to a specialist on a regular basis. Mr. Reagan commented that when previously discussed, it was stated that resetting the stones would not be an option due to the condition of some of the stones and where this opinion now stands. Mr. Lappen explained that some stones are broken or have cracks so care will be needed. His concern is not with stones that are not level but those with more than the maximum deviation within the stones themselves. Mr. Reagan asked if there is a confidence level from both commissions that the stones can be leveled out to avoid issues and be usable by those with disabilities. Ms. Bach explained that there may be a couple that will need replacement but by and large the surface is granite so there will not be a smooth finish; however, she does not believe many stones are far from the allowable deviation. Ms. Coleman-Marzialo noted that the Planning Department has a document which has every stone numbered and includes highlighted issues.

Mr. Luba explained that if they want to reset the stones, they need to keep their structural integrity. He asked if during the process some stones break, or are already broken, what will be the process and what will be used for replacement? What will the Historic District Commission look for in terms of replacement stones? If the replacement stones are not a match, why are they resetting and repairing the current stones? While he understands the historical value, there are other ways this can be done. In terms of Carriage Road in front of the museums, there will not be a match given the 3 types of surfaces. He recommended doing something historically accurate at a reasonable cost that would be more functional and usable than using the current stones. Mr. Luba explained that the walkways are a nice addition, but he does not believe it is crucial to keeping the historical value of the houses, museums, and the Green. Ms. Bach responded that people go to the historic Green for the experience. The homes are private residences, so they visit for the overall experience. This is why people pay privately to replace the antique lamps and opposed widening the road – they wanted the road to be narrower to slow traffic. They

wanted to make it a neighborhood and not just a connector from the north end of town to the highway. They wanted to keep the ambience. Ms. Bach noted that there will be some broken stones but not all will need replacement, only resetting. She added that a lot has been lost over the years and they need to be careful how much they are willing to give up. Mr. Luba responded that he does not believe the sidewalks will be the crucial part of issues noted by Ms. Bach. Ms. Bach explained that in terms of the stones, they need to consider the budget. One option is sourcing stone from the east side to repair the west side and concrete could go back in front of the Hicks building to maintain the story. Bituminous would go away as it is not at all historic. In terms of replacing stones, they would need to price this out. Mr. Luba explained that the reason for tonight's conversation is to maintain the historic value of the Green. If the stones are damaged during the process of lifting and balancing them, he would like to know the alternative and if the alternative would be something better for consideration. Ms. Bach explained that she does not believe they will have many stones broken during the process, but they will need to address those that are already damaged. Professionals will be hired to perform the job.

Ms. Nuccio commented that most important is that the Green be accessible regardless of ability. She is pleased everyone is interested in keeping the stones that are in place, doing the needed repairs, and making the Green accessible to everyone. She cited the \$150K - \$180K estimate and asked if the town staff can do part of the project. Mr. Lappen responded that it is not that he doubts the ability of the staff but knowing the sensitivity of this issue, he would be hard pressed to have them do anything other than removing the growth. Ms. Nuccio explained that on the Carriage Road side of the Green, the material is not congruent so there could be more leeway. On the Town Hall side, many stones are broken. She asked if the estimate includes historical stone or stone that is comparable in nature. Ms. Marzialo-Coleman responded that there is a quarry with material of a similar shade and style – there are ways to make things look historic. She added that 12-15 stones are damaged out of about 200 and not all of them need to be leveled. Ms. Nuccio expressed concern that they are looking at lifting the stones, putting down stone dust, and replacing the stones and that this may not be the right way to do it. Mr. Lappen responded that the scope of the project could be increased considerably if they add items such as a drainage base. He recommended a 2" bed of mason sand. Ms. Nuccio noted that for this project she wants there to be a contingency to address stones that may break and if they do not lift every stone, the price. Most importantly, she would like to know how they would bring more congruency to the Carriage Road side. She also expressed concern about the crosswalk to nowhere that would make much of this a non-issue if there was a connector from Carriage Road to the corner and the post office for accessibility. They also need to consider the non-marked crosswalk in front of St. Matthew's and get more details about the \$150K-\$180K estimate.

Mr. Foley explained that leveling the stones is a talent and that this is nothing against Mr. Lappen and his staff. Once one stone is pulled and leveled, they all need to be leveled and will need bedding. It is not inexpensive. He respects the estimate of \$150K-\$180K but everyone has seen pricing be off and they need to get estimates.

Mr. Jones noted that as they come closer to a decision, they will want the town engineer and stakeholders to provide a formal plan including costs and prospective vendors. In terms of financing, the Council has discussed using ARPA funds and/or seeking federal grants for the project to offset the use of municipal funds. Ms. Hancock noted that grants may be available depending on the scope of the project. Once a plan is in place, they can apply.

Ms. Yudichak commented that the commissions seem want to work together on adjusting the historic stones. She asked about the costs presented. Mr. Jones responded that the cost for repairing the existing stones was one of the higher options. Ms. Yudichak asked if they have reached out to the residents on the Green. Mr. Jones responded that once the minutes are available, they will approach the residents to make them aware of the discussion and encourage them to provide input through the Town Manager's Office that can be shared with the Council. One resident did reach out and Mr. Jones encouraged them to speak with other residents and e-mail the Council. Ms. Coleman-Marzialo requested that snail mail be sent as well. Ms. Yudichak added that this has been discussed for a while. It should be on the Council's agendas and have a timeline. The commissions are working hard and she does not want to push this out to the next council. Mr. Jones explained that getting consensus tonight is a big step so the town can use its resources to get a plan in place. Further discussions will take place during the summer. Mr. Lappen noted that in terms of vendors, he has worked with a contractor in Glastonbury that did beautiful work.

Mr. Khan stated that he is in favor of a walkway for disabled people. He explained there are various materials including concrete on the other side and some may be broken. He is unsure why they are making a big deal out of it. He understands that there is a history to it but believes there is a double standard.

Ms. Murray explained that the issue becomes difficult because there are potentially conflicting priorities. She is thrilled to hear that the 2 groups have the same requests and recommendation. It is a great first step. The Green has a lot of charm and a wonderful history. The community is advocating strongly to keep this, and part of the overall picture includes the sidewalks. The idea of reset and repair is great, and Ms. Murray asked that the commission members identify and map the areas of concern and prioritize them. This will assist in working with vendors and allow the work to be done in phases if needed. Ms. Murray added that crosswalks need to be included in the consideration. She understands those who ask why they should go through the historic exercise if the result will be a non-historic outcome. She noted that some of the cracked stones could still be reset and maintain the integrity of the walkway. For the small number of stones that need to be replaced, a close replica can be used to maintain the historic character. While she is in favor of this, it needs to be part of the equation when the project is evaluated.

Mr. Reagan asked Mr. Barlow if the companies who perform the repair and reset work are confident that they can make the walkway accessible and can level the stones. Mr. Barlow responded that while it will not be perfect, it will be better. The stones are irregular but there will not be gaps. In terms of the vendor, it needs to be a professional who works with this type of stone and its historic nature. The stones are at least 100 years old. Mr. Reagan explained that his concern is going this route and ended up with something that is not functional. Mr. Barlow explained that the next step is to speak with contractors. He noted that they could engage someone to do a 50' sample. Ms. Bach noted that the sidewalk in front of the jail museum was re-laid by the men who were incarcerated over 50 years ago if anyone would like to see what it looks like after a period of time.

Mr. Jones asked about the estimates. Mr. Barlow responded that they were based on similar work that has been done. It is a range and the exact cost cannot be predicted.

Ms. Nuccio believes they should have some stone masons provide estimates and recommendations. Mr. Foley noted that he will reach out to Mr. Symonds at Earthworks Landscaping who has worked on historic sidewalks in other communities.

Mr. Molteni asked if a homeowner on the Green may pull up a sidewalk in front of their house. Mr. Jones explained that he asked this at one point and recalls that it would be a question for the town attorney. Ms. Coleman-Marzialo noted that the owner of the Tolland Inn had some stones adjusted – mainly on his walkway rather than the sidewalk. Ms. Lucek-Hughes noted that she shared a report regarding the financial responsibility for sidewalks by municipality. Tolland was listed as a municipality having the financial responsibility. When researched, information can be found regarding who is liable for injury or damage.

Ms. Bellody asked about the crosswalk to nowhere and if there is any possibility that it can be addressed. Mr. Jones recognized Ms. Vallo. Ms. Vallo commented that she was part of the planning meetings for the state project and anticipated that there would not be a crosswalk between the Red and White and the jail museum. She approached the DOT representatives, and an additional study was done. It was determined that due to driver frustration they would not be able to put in an additional crosswalk because an additional stop would be needed. Ms. Coleman-Marzialo noted that they could reach out to the DOT. An MOU was signed for the project with stipulations including work to be done on the stone wall in front of the post office. This has not yet been addressed.

3. Consideration of a resolution to transfer \$3,750 from the Town Contingency FY 2021/2022 account to the Wanat donations account, to fund the Wanat Senior Conservation Area through Phase III.

Mr. Bob Rubino, Head Steward of the Conservation Corps and lead for the Wanat project was in attendance.

Mr. Jones thanked Mr. Rubino for the thorough work. Mr. Rubino noted that they have a good group of volunteers, and this is one of the best examples of governmental agency working with private sector volunteers to stretch the taxpayers' dollars. Wanat is a special place.

Ms. Nuccio motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the transfer of \$3,750 from the FY 2021/2022 Town Contingency account (18900072-744700) to the Wanat donations account, to fund the Wanat Senior Conservation Area through Phase III.

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

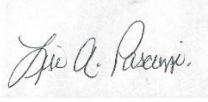
4. Adjournment

Mr. Luba motioned to adjourn the meeting at 8:59PM

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Lisa A. Pascuzzi", is centered within a light gray rectangular box.

Lisa Pascuzzi
Town Council Clerk

Town Council Chair

MINUTES

TOLLAND TOWN COUNCIL HYBRID MEETING July 12, 2022 – 7:00 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Lou Luba, Katie Murray, Tammy Nuccio (Zoom), Colleen Yudichak (Zoom)

Members Absent: Sami Khan

Also Present: Brian Foley, Town Manager; Mike Wilkinson, Director, Administrative Services; Lisa Hancock, Director, Finance; Bev Bellody, Director, Human Services; John Littell, Fire Chief/Director of Public Safety; Bruce Watt, Director, Recreation; Kim Kowalyszyn (Zoom); Leslie Campolongo, Projects/Grants Manager

1. **CALL TO ORDER:** The Chair called the meeting to order at 7:01PM.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2-minute limit) - none
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution appropriating \$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations.

Mr. Foley noted this was proposed in the capital improvement plan for 2022/23.

Ms. Murray motioned to open the public hearing.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Public Comment: none

Ms. Murray noted that 2 e-mails were received regarding this public hearing item. Both e-mails were in support of the ADA walkways. The e-mails were forwarded to the Council clerk for inclusion in the minutes. [Attached per the Clerk.]

Mr. Luba motioned to close the public hearing.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Discussion: none

Mr. Luba motioned:

BE IT RESOLVED, by the Tolland Town Council that it hereby appropriates as follows:

\$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations. A copy of the full text of the resolution is recorded following these meeting minutes.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

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

7b. **REPORTS OF TOWN COUNCIL LIAISONS**

- Agricultural Commission – Ms. Murray noted that a meeting was held last night.
- Planning & Zoning Commission - Mr. Luba noted a meeting was held last night.
- Veterans Recognition Commission – Mr. Luba provided an update.
- Recreation Advisory Board - Ms. Yudichak noted that a meeting was held last night.
- Mental Health Task Force – Ms. Yudichak provided an update.
- ARPA – Ms. Yudichak provided an update. Next meeting: July 27th (Special Meeting)
- Commission on People with Disabilities – Ms. Yudichak provided an update of the June 16th meeting.
- Permanent Celebration – Ms. Nuccio provided an update.
- Eastern Highlands Health District – Ms. Nuccio provided an update.
- Conservation Commission – Mr. Jones provided an update including information on the site walk held at Stopleworth on June 23rd.

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

8.1 Consideration of a resolution to authorize the Tolland Little League to have two scoreboards installed at River Park.

Mr. Foley noted that the scoreboards are great additions and Ms. Hancock has funds set aside for the Eversource expense. Mr. Watt agreed it would be a great addition to the field and will give a major league feel. Mr. Jones confirmed that the funds are coming from an encumbrance.

Ms. Murray motioned:

WHEREAS, the Tolland Little League would like to install two new scoreboards at River Park, 461 South River Road.

WHEREAS, the primary funding for the project will be provided by the Tolland Little League at River Park, located at 461 South River Road.

WHEREAS, that Brian J. Foley, the Town Manager, authorizes the project to proceed on behalf of the Town of Tolland. Brian J. Foley currently holds the Town Manager position and has held that office since June 27, 2022.

BE IT RESOLVED by the Tolland Town Council that it hereby approves the Tolland Little League to have two scoreboards installed at River Park.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.2 Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.

Mr. Foley noted that the application is for up to \$500K and the town should take advantage of this. He added that a 20% match is recommended. The funds will be used to resurface some tennis courts and replace others. He cited the courts located on Cider Mill Road at Crandall's and on Old Cathole Road near THS.

Mr. Jones noted that a number of e-mails have been received over the past few months regarding safety hazards at the tennis courts and he believes this is an ideal project.

Mr. Luba confirmed that this resolution is only an application and that funds are not being allocated.

Mr. Jones noted that \$82K (for a 16% match) is in the plan for the current year but has not yet been allocated.

Ms. Murray asked if they would hold off on any repairs or improvements to the tennis courts until they hear if the grant will be awarded. She noted that \$82K is in this year's plan for crack repair. Mr. Foley responded that a slip and fall took place the other day and Mr. Lappen and his crew have addressed the weeds which can be slippery. They will hold off on repairs and improvement until they learn if the grant will be received. Ms. Murray asked about the timeline for the grant and notification. Ms. Campolongo explained that the grant requires a match from the town. To leverage the \$82K in municipal funds, they will use the funds set aside as the match portion to show OPM that it is a community-wide effort. Ms. Murray confirmed that work on the courts at Crandall Park is included in the 5-year plan in the amount of \$300K. Ms. Campolongo noted that in today's dollars it is estimated that it will be a \$500K project. Ms. Murray noted that if the grant is awarded, the town will be able to take something off its capital plan and have it paid for in an alternate way. In terms of the timeline, Ms. Campolongo noted that applications are due August 15th and notifications are planned to be sent by September 15th.

Mr. Luba motioned:

WHEREAS, the Office of Policy and Management is accepting applications for funding under the 2022 Small Town Economic Assistance Program (STEAP) and the Town of Tolland is an eligible community; and,

WHEREAS, the Town of Tolland project is consistent with the State Plan of Conservation and Development and the Tolland Plan of Conservation and Development,

AND FURTHERMORE, STEAP funds can only be used/or Municipal capital projects; the Town of Tolland will submit an application for the renovation and replacement of the community tennis courts at Crandall Park, located at 64 Cider Mill Road and 120 Old Cathole Road North, which abuts the Tolland High School property.

BE IT RESOLVED that Brian J. Foley, the Town Manager, is duly authorized to enter into and sign said application on behalf of the Town of Tolland. Brian J. Foley currently holds the Town Manager position and has held that office since June 27, 2022.

The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto to obtain said 2022 STEAP Grant with the State of Connecticut for the rehabilitation of the community tennis courts at Crandall Park, located at 64 Cider Mill Road and 120 Old Cathole Road North, which abuts the Tolland High School property.

Ms. Murray seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 8.3 Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

Mr. Jones provided background information. He noted that the BOE approved this equipment at its June 22nd meeting.

Mr. Luba asked what would be done with the items i.e., if they will be sold. Mr. Foley responded that he spoke with Dr. Willett who noted that anything of value has been stripped from the equipment.

Ms. Murray motioned:

BE IT RESOLVED that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

Ms. Yudichak seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 8.4 Consideration and action on approving the Administrative Secretary II Human Services (Senior Center) Job Description.

Mr. Jones noted that this position was passed in the budget.

Ms. Bellody explained that the current administrative job description needed to be changed so it would be better aligned with the duties at the senior center. These duties include assisting Ms.

Kowalyshyn with daily activities, assisting with future grants, setting up programs, helping with the newsletter and website, greeting visitors, and initiating new programs. Ms. Kowalyshyn added that other duties will include assisting with social media and answering phones.

Ms. Yudichak commented that she is very excited to add this much needed position.

Mr. Luba motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached non-exempt CSEA union group Human Services (Senior Center) Job Description.

Ms. Nuccio seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 8.5 Consideration and action on a resolution appointing Town Manager, Brian Foley to the Board of Directors of the Eastern Highlands Health District to fulfill a term of service through May 2024.

Ms. Murray motioned:

BE IT RESOLVED that Brian Foley is hereby appointed as a member of the Board of Directors of the Eastern Highlands Health District for a term of service through May 2024.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 8.6 Consideration of a resolution authorizing Brian J. Foley, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #21-45 by updating the Town Manager's name to reflect Brian J. Foley's appointment.

Mr. Luba motioned:

BE IT RESOLVED that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Brian J. Foley, Town Manager of the Town of Tolland, is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Brian J. Foley now holds the office of Town Manager and that he has held that office since June 27, 2022.

Ms. Yudichak seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

- 8.7 Appointments to vacancies on various municipal boards/commissions.
- 8.7.a. Appointment to the ARPA Subcommittee
 - 8.7.b. Appointment to the Delinquent Tax Collection Enforcement
 - 8.7.c. Appointment to the Land Acquisition Advisory Committee
 - 8.7.d. Appointment to the Tolland Housing Authority
 - 8.7.e. Appointment to the Tolland Mental Health and Substance Use Advisory Task Force
 - 8.7.f. Reappointment to the Land Acquisition Advisory Committee

Mr. Luba motioned to approve the appointments outlined in 8.7.a. through 8.7.f.

Ms. Murray seconded the motion.

Discussion: Mr. Luba noted that applicants were screened by Mr. Khan and himself.

They found that they all met the requirements and are fortunate to have people interested in filling the vacancies. They encourage anyone who would like to get involved to submit their information. Mr. Luba appreciates the town staff, including Ms. Massa, for keeping on top of the applications.

A roll call vote was taken. Motion passed unanimously.

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

10. **REPORT OF THE TOWN MANAGER**

- Mr. Foley thanked the women and men of the Tolland Fire Department. He went to the fire today and was on scene where a detached garage caught fire and the house began to be involved. Mr. Foley noted that thanks to Chief Littell, his staff, and the surrounding towns they were able to get water quickly to the scene.
- Mr. Foley noted that they had a great meeting today with Eversource regarding planning for storms and power outages. Future meetings will be scheduled that will include a view of Eversource's dispatch center in Tolland. Mr. Foley added that Eversource is one of the town's largest employers.
- Mr. Foley met with the Director Doug Racicot at TN regarding dispatching 911 and other services in town.
- Mr. Foley noted that as he is meeting with his direct reports, he is pleasantly surprised with the efforts staff make to go above and beyond.
- Mr. Foley noted this week they discussed and addressed some serious delinquent tax issues that will go to sale.

Mr. Jones thanked Ms. Massa for all of her work in the Town Manager's Office during a very difficult time. She has done well and is moving forward in her career. He is pleased to see vacancies in the Human Services and Assessors offices being filled.

11. **ADOPTION OF MINUTES**

- 11.1 June 1, 2022, Special Meeting Minutes
- 11.2 June 9, 2022, Special Meeting Minutes
- 11.3 June 14, 2022, Regular Meeting Minutes

11.4 June 29, 2022, Special Meeting Minutes

Ms. Murray motioned to accept the minutes as laid out in 11.1 through 11.4.

Mr. Luba seconded the motion.

Edits: none

A roll call vote was taken. Motion passed unanimously.

12. **CORRESPONDENCE TO COUNCIL**

(11 e-mail communications were received between June 15th and July 12th)

- E-mail regarding the library
- E-mail regarding electric school buses
- E-mails (2) regarding sidewalks on the Green
- E-mail regarding electric vehicle charging stations
- E-mail regarding board and commission vacancies
- E-mail regarding pedestrian crosswalks on the Green
- E-mails (2) regarding the Veteran's Memorial
- E-mail regarding electric vehicles
- E-mail regarding the tennis courts

13. **CHAIRPERSON'S REPORT**

- Chair Hour was held at a new location in the library last week. Future dates will be posted.
- Mr. Jones received communication from Mr. Powell, the Chair of the Planning & Zoning Commission. The Commission is interested in meeting with the Council to have a follow-up conversation regarding the affordable housing trust.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Mr. Luba commented that over the past several weeks and terms, a lot of discussion has taken place about the Green and its use. A spirited discussion took place about the sidewalks, and they sought funding for projects including rehab of the jailhouse. Mr. Luba requested that the Council ask groups including the Permanent Celebration Committee, the Economic Development Commission, the Historic District Commission, and the Commission on People with Disabilities to come together to formulate a plan and come up with a proposal. Repairs are being made and they are adopting rules and regulations as well as encouraging people to use the Green for items such as the Farmers' Market, but Mr. Luba does not see a cohesive plan and believes the Green is underutilized. During discussions about the sidewalks, the Historic District Commission noted that it wants to keep the historic value of the Green because it draws people to town, and he agrees with this but believes more could be done to get people to the Green. He would like the Green to be used as it used to be – bringing everyone together to share news and hear what is going on in town.
- Ms. Nuccio noted that a letter was received regarding the Veteran's Commission and coming up with a memorial for veterans. Ms. Nuccio commented that she believes it is time to discuss what they would like to do to have a veterans' recognition on the Green – a good use of the Green would be to recognize military, and she would like this on an upcoming agenda. Mr. Jones noted that they are planning to have this as an agenda item in August.
- Ms. Murray noted a communication was received from Mr. Rubino regarding crosswalks on the Green. She explained that as they discuss greater usage of the Green, pedestrian safety needs to be part of the consideration and she asked that this be included in discussions as well as the sidewalks.

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

Philip Dooley, 192 Goose Lane, commented that his is in favor of spending even more money on a fire truck. He spoke with Chief Littell and Public Works. They considered electric vehicles but at 4 times the cost, the vehicles are not being considered at this time. He noted that there is an effort to look at a dual battery system. Mr. Dooley explained that all vehicles left to idle should have the option of having the ignition turn off and not draining the starting battery. This feature has been a standard option on pickup trucks for 50 years. Charging ports will be needed before getting electric town vehicles and he understands they would be at a cost of \$80K but he believes another town spent less. Mr. Dooley believes the solar panel areas should be modified so they can be used in the event of a grid failure. If the grid is down for a week, emergency people will not want to be dependent on electricity. He noted that in order to get gas when the grid is down, they need to go to local gas stations running on generators. He asked about solar panels at the industrial park. *Mr. Jones noted that a solar array is located on River Road.* Mr. Dooley would like to know what company installed it so he can ask what it would cost to be able to feed power from the array when power is down. The equipment is not made to do this, but it can be used locally, and the question is if the equipment can be modified inexpensively. Some equipment includes this as a feature. *Mr. Jones noted that he will ensure they get information to Mr. Dooley regarding the solar array.* Mr. Dooley commented that he understands some meetings took place about electric vehicles and chargers and would like to know the results.

16. **ADJOURNMENT**

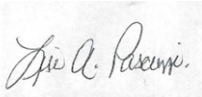
Ms. Murray motioned to adjourn the meeting at 7:49 PM.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,



Lisa Pascuzzi
Town Council Clerk

Town Council Chair

TOWN OF TOLLAND

TOWN COUNCIL

RESOLUTION APPROPRIATING \$750,000 FOR PURCHASE OF FIRE RESCUE TRUCK, APPROPRIATING \$140,000 FOR RESURFACING OF TRACK, APPROPRIATING \$115,488 FOR LAWN MOWER ACQUISITION AND APPROPRIATING \$191,878 FOR ADA WALKWAY IMPROVEMENTS, AND AUTHORIZING THE ISSUANCE OF UP TO \$1,197,366 BONDS AND NOTES TO FINANCE THE APPROPRIATIONS

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of \$750,000 for the cost of purchasing a fire rescue truck (the "Fire Truck Acquisition"), (ii) the sum of \$140,000 for the cost of the resurfacing of the track located at the Tolland Middle School (the "Track Resurfacing Project"), (iii) the sum of \$115,488 for the cost of purchasing one (1) 16' Toro lawn mower (the "Lawn Mower Acquisition"), and (iv) the sum of \$191,878 for the cost of construction of an ADA-compliant walkway to provide access from the parking lot to the upper athletic fields located at the Cross Farms Recreation Center (the "Walkway Project," together with the Fire Truck Acquisition, the Track Resurfacing Project and the Lawn Mower Acquisition, collectively, the "Projects"). The appropriations may be spent for design, manufacture and construction costs, equipment, materials, the preparation of bid documents and other preliminary materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings, costs of issuance, and other financing costs, and other expenses related to the Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.

(2) That to finance said appropriation for the Projects, the Town issue bonds or notes in an amount not to exceed \$1,197,366 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said Projects). The bonds or notes shall be issued pursuant to the Charter of the Town, Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed \$1,197,366. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the “Officials”) be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Projects. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Projects.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriations for the Projects, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Projects consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

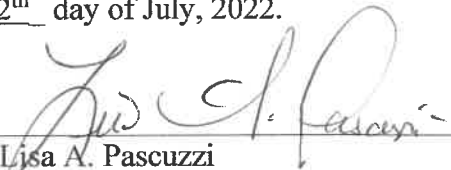
Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Jones, Luba, Murray, Nuccio, Reagan, Yudichak

Opposed: None

I, Lisa A. Pascuzzi, the duly appointed and qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on July 12, 2022 authorizing an appropriation of \$750,000 for the acquisition of a fire rescue truck, an appropriation of \$140,000 for resurfacing of the track at Tolland Middle School, an appropriation of \$115,488 for the acquisition of a lawn mower, and an appropriation of \$191,878 for the construction of an ADA-compliant walkway at Cross Farms Recreation Center, and to finance such appropriations authorizing the issuance of bonds or notes in an aggregate principal amount not to exceed \$1,197,366; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; 6 members were present at said meeting; a roll call vote was taken and 6 members voted in favor of said Resolution and 0 members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 12th day of July, 2022.



Lisa A. Pascuzzi
Clerk
Town Council
Tolland, Connecticut

Item 6.1

From: K Moran <[REDACTED]>
Sent: Tuesday, July 12, 2022 9:21 AM
To: Town Council; Brian Foley
Subject: [EXTERNAL]Public Hearing - Tuesday, 7.13.22

Re: Consideration and action concerning a resolution to: (a) appropriate \$750,000 for acquisition of a fire rescue truck, appropriate \$140,000 for resurfacing of track at Tolland Middle School, appropriate \$115,488 for acquisition of a lawn mower, and appropriate \$191,878 for the construction of an ADA-compliant walkway at Cross Farms Recreation Center; and (b) authorize the Town to issue and sell its notes and bonds pursuant to the Connecticut General Statutes, or any other provision of the law thereto enabling, in an amount not to exceed \$1,197,366.

Dear Town Council members and Mr. Foley,

I am extending my support for the appropriations noted above for the Public Hearing taking place this evening.

I am pleased to experience my taxes being invested in positive improvements for our community.

I would like to speak briefly to one particular item. The ADA-compliant walkway at Cross Farms is long-time coming. I have personally witnessed and had to help folks navigate the steep, uneven entryway to the fields. Sending vehicles up that hill with many people around has also proven to be a dangerous situation. This complex is used by not only community members, but visitors from outside our community. It is way past time, and it will be a welcome improvement for ALL to enjoy the complex.

Thank you for all your hard work.

Kind regards,
Karen Moran
50 Merlot Way, Tolland

From: Susan Lucek <[REDACTED]>
Sent: Tuesday, July 12, 2022 3:42 PM
To: Town Council <TownCouncil@Tollandct.gov>
Cc: Commission on People with Disabilities <copwd@Tollandct.gov>
Subject: [EXTERNAL]ADA walkway funding

Hello

I am writing in support of the public hearing agenda item tonite considering the appropriation of \$191,878 for ADA walkway improvements.

I strongly support this item and commend the Council, Town Manager, Dept of Human Services, Dept of Public Works and everyone who has worked so hard for so long to make this happen.

All of our public parks and recreation areas should be as accessible as possible and this is a great "step" in the right direction.

Thank you for your consideration.

Susan Lucek-Hughes
95 Tolland Green
Vice-Chair Commission on People with Disabilities

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Administrative Secretary II	DEPARTMENT:	Human Services – Senior Center
REPORTS TO:	Director of Human Services or Designee	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 8
DATE PREPARED:	06/27/22	DATE APPROVED:	

SUMMARY

Performs secretarial and office administrative work at a skilled and responsible level for a department or major unit with some complexity in duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Supervisor for a variety of administrative and clerical assignments; prioritizes work tasks within assignments

Plans and organizes work according to established or standard office procedures; develops and/or updates office procedures as necessary to reflect changes in municipal, state and federal program guidelines/requirements

Composes routine correspondence and other materials without instruction; types letters and reports from rough draft; types statistical and narrative reports

Observes strict confidentiality in maintaining restricted files and records

Organizes and prepares materials for publication such as administrative regulations and activity schedules and newsletters; maintains and posts information on Department's webpage on Town website and Facebook

Provides general support for various department programs.

Helps maintain department budget books, processes department purchase requisitions and performs related bookkeeping duties

Assists with maintaining inventory of office supplies, materials, and equipment

May assist in the preparation of Senior Center grant applications and any associated RFP, bid documents, financial reporting grant drawdowns and budgets

Provides administrative services to Senior Center staff as required including notification of program cancellation, mail, copying, collating, etc.

Welcome and assist seniors as needed and answer questions

Assists with setting up program space

Gathers materials, data, and other information for review by Supervisor

Helps prepare Department's annual budget submission and helps maintain Department accounts in Town's financial system (MUNIS)

SUPERVISORY RESPONSIBILITIES

The employee holding this position will exercise no direct supervisory authority

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work. Ability to type with speed and accuracy. Ability to accurately process paperwork. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Must have a working knowledge of word processing and spreadsheet office computer applications sufficient to perform all required tasks of the job. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to compose routine correspondence and reports. Ability to collect and organize information as requested.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES AND REGISTRATIONS

Notary Public optional

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Vibration		X		

LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
	X			
Work near moving mechanical parts				
	X			
Work in high, precarious places				
	X			
Fumes or airborne particles				
	X			
Toxic or caustic chemicals				
	X			
Outdoor weather conditions				
	X			
Extreme cold (non-weather)				
	X			
Extreme heat (non-weather)				
	X			
Risk of electrical shock				
	X			
Work with explosives				
	X			
Risk of radiation				
	X			
Vibration				

NOISE EXPOSURE

The position requires exposure to the following noise levels:

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.

MINUTES

TOLLAND TOWN COUNCIL HYBRID MEETING July 26, 2022 – 7:00 P.M.

Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio, Colleen Yudichak

Members Absent: none

Also Present: Mike Wilkinson, Director, Administrative Services; David Corcoran, Director, Planning & Development; Lisa Hancock, Interim Town Manager, (Zoom); Bev Bellody, Director, Human Services; John Littell, Fire Chief/Director of Public Safety; Brian Foley, Town Manager; Bruce Watt, Director, Recreation (Zoom); Michele Manas, Collector of Revenue (Zoom)

1. **CALL TO ORDER:** The Chair called the meeting to order at 7:02PM.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2-minute limit)

Andy Powell, 21 Clearbrook Dr, noted that on July 16th between 2AM and 3AM he had a heart attack. It is because of the timely, professional, and complete response from Tolland EMS and Tolland Fire that he was able to go to Hartford Hospital and be in a position where he could start his rehabilitation. Tolland EMS and Tolland Fire arrived, knew what to do, got him where he needed to be, and provided treatment. He is still here. Everyone expects service but at 2AM on a Saturday that could have been the worst day of his life, it ended up being a great day in his life because he was able to go on and move forward. Mr. Powell expressed his deepfelt thanks to Tolland EMS, the fire police, and all those who were involved. They are needed and they are needed all the time. He is living proof of this.

Marilee Beebe commented that she is standing before the Council this evening as a private citizen, property owner, and representative of her family whose property was vandalized on the evening of July 17th. She asked the Council to make a clear statement emphasizing the importance of respecting private property rights and rejecting the attempted intimidation of her family and the LGBTQ community that the act was intended to convey. Ms. Beebe explained that her family's sign is on commercial property across from the exit 68EB off-ramp and was painted with a rainbow. She and her husband painted the rainbow after vandals ripped down, damaged, or stole previously placed placards and a flag commemorating nationally recognized events of action and inclusion. After every act of vandalism, they have hardened the sign's infrastructure and continued to post positive and inclusive messages for events including Earth Day, Black History Month, Women's History Month, Juneteenth, Pride Month, and to commemorate 9/11. Ms. Beebe explained that the image of the man who damaged the property was captured, and he communicated to passersby that he committed the crime so he would not have to see the implied message the rainbow conveyed nor acknowledge the members of the LGBTQ community that it supports. His intent was to erase the reference to certain human beings from the public space. His actions have only made her family double down on Tolland's goodness, generosity of spirit, and confidence in accepting all human beings as contributors to the fabric of the community. She asked that the Council

join them by emphasizing that such intimidation has no place in Tolland. Ms. Beebe explained that they know from history that when bigoted bullies are emboldened, whether through action or silence, that no one in a community is eventually safe. Silence is interpreted by bullies and bigots as acceptance. Ms. Beebe asked that they not provide this comfort.

Claudette Morehouse, 89 Merlot Way, commented that she is in support of improving the Veterans Memorial on the Green. It has been dormant for some time and a group of veterans would like to improve and expand on it and make it what it should be. The veterans need to be honored with dignity and pride. There has been some discussion about putting it at the Lion's Field near the gazebo, but this area does not receive much traffic. The parade no longer passes this area as it goes from the Senior Center to the library. Ms. Morehouse asked that the Council consider allowing some leeway. She would like to work with the veterans and the Historic Society to come up with something that has the dignity, class, and respect that the veterans deserve. The monument is in place and at one time was approved. This should set a precedence that it should be able to be cleaned up, improved, and expanded. Ms. Morehouse added that the well water test results have been received and asked what the next step will be by the town or the DEP.

Alfred Mancini, 47 Plains Road, noted that he is a member of the Tolland Veterans Recognition Commission. He explained that they have been in contact with the Boy Scouts of America to adopt the field and create a veterans' field in conjunction with the monument on the Green. What the town lacks in its veterans' recognition it makes up for in its veterans. Mr. Mancini noted that he has lived in Tolland for 33 years and until the pandemic he did not know there was a monument. He presented an illustration of a rough sketch of what he would like to see on the Green and noted that he e-mailed it to the Council as well. This is something the Commission is actively pursuing.

6. **PUBLIC HEARING ITEMS:** none

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

Birch Grove Building Committee – Ms. Murray noted that they are collecting the paperwork from the vendor for the last change order and will then begin the process of project closeout.

7b. **REPORTS OF TOWN COUNCIL LIAISONS**

- Agricultural Commission – Ms. Murray referred to the minutes.
- Planning & Zoning Commission - Mr. Reagan provided an update and referred to the minutes of the July 25th meeting.
- Tolland Mental Health and Substance Use Advisory Task Force – Ms. Yudichak provided an update of the July 18th meeting.
- Commission on People with Disabilities – Ms. Yudichak provided an update of the July 21st meeting.
- ARPA – Will meet tomorrow
- Water Commission – Mr. Jones provided an update of the July 18th meeting.
- Conservation Commission – Mr. Jones noted that a site walk (public meeting) will be held on July 28th at the King Riverside Conservation Area.

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

- 8.1 Consideration of a resolution to authorize Lion's Field Area to be designated as the Tolland Veteran's Memorial Park.

Mr. Jones noted that the Recreation Advisory Board, through Mr. Watt, submitted a favorable memo on this item.

The Veterans Recognition Commission Chair Bob Maynard was in attendance via Zoom.

Mr. Maynard commented that they have never thought of not doing something on the Green. It has been discussed and there are plans to address it. He has been working to get estimates for the additional emblems (Space Force and National Guard) and it will be approximately \$600-\$800/emblem. He noted that they need to discuss if they would like to add an emblem for the Merchant Marines as well. He has been working with Ms. Morehouse and Ms. Burns who have been advised that they may do what they would like in the area. This will include removing overgrown bushes and flowers and they have discussed planting more appropriate foliage. Mr. Maynard would like to have the tree in front of Town Hall taken down as well so a monument area may be created. They will also have discussions with the Historical Society about what can be done. If this is the direction the town would like to go in, he will make this area the first area of focus. In regard to Lion's Field, many people walk the paths. It is a quiet area and people can sit near the water and contemplate. He understands that there have been past discussions about the property being a veterans memorial park. A very nice monument area could be developed. The Commission is in place to serve the town and veterans. It will address whatever the majority would like done first but it will take some time and money. Given the times, he understands they will need to raise much of the funding themselves. Mr. Maynard explained that during the winter months his plan is to digitize the Wall of Honor. It will always be left in place as a physical presence, but he has received multiple letters from veterans asking to be on the Wall. He explained that this does not always happen and by digitizing the information, more people will be able to see the Wall of Honor. Mr. Maynard added that he has been selected to be part of the oral history project in town and will focus on veterans. He was in the Air Force and can provide information and hopes other veterans would like to tell their stories. This would be part of the digitized wall. In regard to the monuments, while nice to have the names, if it is digitized the website address could be engraved in the monument. The Commission is in place to serve the town. Mr. Maynard does not believe it is a case of choosing – they can do all of it over time. It is a question of what they should address first.

Mr. Jones explained that for this agenda item the focus is on the draft resolution and designation of the space, but they would like to keep the conversation going regarding the Green. He has heard a lot of energy and enthusiasm for the space at Lion's Field.

Ms. Nuccio commented that she supports both making an area at Crandall's a veterans memorial park as well as expanding the Green and having a true monument there for veterans. She believes both can be done and would not want the veteran's memorial to be at Crandall's. It is not a highly traveled area, and the parade does not pass by. People should be able to drive by and see the monument. Ms. Nuccio noted that she likes the idea of digitizing the information and having interviews posted. She supports the veterans memorial park as long as they are also pursuing a more glorious monument on the Green. If they are going to do both, she is in support; otherwise, she is not. Mr. Jones noted that there is an interest in working on both. This agenda item is only in regard to the designation. Ms. Nuccio noted that she can see, and supports, making a meditative garden at Crandall's in honor of veterans.

Mr. Luba commented that having been involved with the discussions and knowing the general direction the Commission would like to go in, he fully supports the designation of Crandall's as a veterans park. It is a good start. They need to continue and have something more recognizable on

the Green. This ties into his vision of having a cohesive development plan for the Green. He thanked the members of the Commission. It has been great working with them on this and they could not have selected a better group of people. He looks forward to seeing where everything goes.

Mr. Jones noted that he likes the idea of connecting the Green and setting up a veteran's gateway to the Military Museum.

Ms. Yudichak thanked all of the service members and those who have served the country. She noted that she heard that the monument was overgrown and asked if Public Works cares for the area. It was explained that there is some history behind this. Ms. Yudichak confirmed that it is town property. Mr. Jones explained that the responsibility for caring for the area is a bit of a grey area. The removal of the tree would fall under Public Works. Ms. Yudichak supports the area at Crandall's Park but would like to see something done on the Green as well. She also supports digitizing the information.

Mr. Luba motioned:

WHEREAS; *the open space located at Lion's Field is to be designated as the Tolland Veteran's Memorial Park.*

BE IT RESOLVED *that Brian J. Foley, the Town Manager, is duly authorized to designate the open space at Lion's Field to be the location of the Tolland Veteran's Memorial Park.*

Ms. Nuccio seconded the motion.

Discussion: Ms. Yudichak asked if they could have an addendum to include the Green. Mr. Jones responded that the resolution gives the Commission a charge to go forward.

Discussions regarding the Green can be held at a future meeting.

All were in favor. Motion passed unanimously.

- 8.2 Consideration of a resolution to approve a Bid Waiver for the purchase of the new ambulance as well as labor and materials associated with the replacement of Ambulance 540.

Mr. Jones noted that this item is part of the capital improvement plan for 2022/23 and the bid waiver is to use a vendor that has been used in the past.

Mr. Foley explained that industry delays are driving this. It is taking a long time to get emergency vehicles and the longer they wait, the longer it will take, and the price will increase. They cannot argue the importance of ambulances in town but there is a fiscal component as well.

Ms. Murray commented that this is similar to an item the Council was asked to approve, and did so, last month regarding another piece of equipment. She asked why this vendor has been selected and recommended to do the work. Mr. Foley explained that the vendor was used last time for the purchase of the exact same equipment that is being purchased. The vendor is reputable, and the customer service has met the needs of the department. The town has a history and relationship with this company. Chief Littell confirmed that years ago they went out to bid for the ambulances and switched to the vendor given its proximity and the service that was provided. They have worked with the vendor for the past 4-5 cycles and have been extremely pleased with the service. Chief Littell cited examples. The reason for the push now is due to the increasing prices. In 1

month, the price has gone up \$35K. In terms of bidding, only a few manufacturers are in the area, but all have delays. Ms. Murray noted that she understands and agrees with the need for the ambulance, to get it for the best price, and the industry delays. She explained that this is the second public safety item in the current year's capital improvement plan that has been requested for a bid waiver and it feels a bit "weird". She asked if they are going to proceed with all public safety purchases with bid waivers and wants to be sure this is one of those times when a bid waiver is truly needed. Mr. Foley explained that he would like to put it out to bid and have the luxury of time and money but the request for the bid waiver is due to the dynamic time they are in. He assured Ms. Murray that this is not how they will move forward unless there is an anomaly such as the one that exists now.

Ms. Nuccio confirmed that this item is the one in the capital improvement plan and would be coming out of the ambulance reserve fund. She asked what limitations they are expecting due to the supply chain issues and noted that they are still waiting for the fire truck. Mr. Foley responded that at this time they are unsure if they will purchase a 2022 or 2023 model – the latter would have a price point adjustment as well. Chief Littell explained that he would have liked to have placed the order in June and the money, in the ambulance fund, has been designated for the purchase. By doing it properly and waiting until July, the price increased \$35K. In terms of delays, he still does not have a VIN for the ambulance from the same manufacture that was ordered in September. Prices continue to be increasing and if they wait and go out to bid, the cost could be another \$70K-\$80K. Ms. Nuccio explained that her concern is that if a bid waiver is done today and the ambulance is ordered that they will come back and say it will take 18 months with an increased price. She asked if the price would be locked in. Chief Littell explained that the bid specs have solid language. They have a responsibility to deliver the vehicle, or they start having to pay the town back. He will approach the Council again regarding selling the surplus rescue. Ms. Nuccio explained that if the price will be locked in, she is in support, but the town has a good process in terms of going out to bid and they need to do this going forward. She understands the current market.

Mr. Luba asked if there is a provision in the contract or purchase agreement regarding damages where if the vehicle cannot be delivered at the price, that the town can sue for specific performance. He asked if there is a provision for legal fees if this has to be done or a provision to offset the damages if the vendor refuses to perform and the town has to go outside and now incur costs and delays due to its reliance on the vendor. Mr. Luba explained that locking in the price is great, but it does not lock the vendor into performance. If a bid waiver is done, he would want this included in the agreement. If the vendor fails to perform, the town can sue for specific performance, or the vendor must cover any damages that have to be paid above and beyond the agreed purchase price.

Ms. Murray motioned:

WHEREAS, the Town of Tolland historically purchases ambulances through Eastford Fire and Rescue Sales, Inc., a local specialized sales vendor for Life Line Emergency Vehicles; and

WHEREAS, Eastford Fire and Rescue Sales Inc. being the manufacturer's authorized dealer has intimate historic knowledge of our ambulance fleet; and

WHEREAS, Eastford Fire and Rescue Sales Inc. has a direct relationship with the manufacturer and their engineering staff that design and manufacture ambulances; and

WHEREAS, Eastford Fire and Rescue Sales, Inc. has successfully been building ambulances for the department for over 10 years and have always stood behind their product; and

WHEREAS, Town staff highly recommends buying the new ambulance through the local specialized vendor, Eastford Fire and Rescue Sales, Inc. with whom we have an established positive history; and

WHEREAS, Town Staff feels that it is in the best interest of the Town to waive formal bid requirements in order to maintain apparatus consistency and to address potential ordering delays. This constitutes a bid waiver under Town Policy A-176 11D(7);

NOW THEREFORE BE IT RESOLVED, by the Tolland Town Council that the requirements for bidding the purchasing of Ambulance 540 are hereby waived in accordance with Town Policy A-176 11D(7) and the Tolland Town Council hereby authorizes Brian Foley to execute an agreement with Eastford Fire and Rescue Sales Inc., for the purchase of a new ambulance; Ford chassis, box, labor and materials not to exceed \$370,000. This agreement shall be executed upon approval of this item by the Town Council.

Ms. Yudichak seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

8.3 Discussion on the potential creation of an Affordable Housing Trust Fund.

Mr. Jones noted that this item is being presented for discussion and a joint meeting will be held to review the potential final language.

Mr. Corcoran explained that the purpose of this item is to update the Council and discuss the potential adoption and administration of an affordable housing trust fund. It would be funded by money collected as set by the PZC regulation.

Mr. Corcoran noted that in 2019, in the development of the Plan of Conservation and Development (POCD), the PZC identified and developed a set of goals in compliance with affordable housing. One of the goals in the POCD was to try to require that any development with at least 5 units contributes affordable housing. The state would like to see 10% affordable housing stock and has mechanisms in place that allow developers to circumvent zoning if they want to build affordable housing and the town is not at 10%. Currently, Tolland is at approximately 4.5%. To increase this, last year the PZC proposed modifications so any new development with at least 5 units would be required to provide at least 5% affordable housing. A buyout of \$50K was also included if a developer opted not to construct any affordable housing. This was presented to the Council and PZC has been reviewing the proposal. Modifications include switching the \$50K to a scaled amount with a threshold of 10 units rather than 5. With 10 units, the buyout could be \$25K rather than \$50K. Further, the regulation could allow the PZC to grant a density bonus to a developer looking to build at least 10% affordable housing. Another consideration is the removal of the special permit requirements for 2-family housing and allowing it by zoning permit. This would remove the need for a public hearing. The PZC may come before the Council at a later date with a proposal to modify the special permit

fees as they pertain to multifamily housing to make the town more competitive with surrounding communities. Mr. Corcoran explained that the way the proposal is drafted, it requires the Council to adopt an affordable housing trust fund and presented a sample ordinance. If an ordinance was passed, an advisory committee would be created that could recommend expenditures to the Council. The goal is to have people build affordable housing and not buyout, so they do not expect the fund to be very active. Potential eligible expenditures were based on what is allowed in CGS Sec. 8-2i. Funds may be used for rehabilitation of existing town-owned housing or potentially for negotiation with developers that want to go above and beyond in building affordable housing.

Mr. Luba supported what was presented given that there has been consideration to changing the requirements and providing more leeway including a sliding scale. The proposed code revisions are a good start. They are on the right path, and this would be good for the town.

Ms. Nuccio thanked the PZC for partnering with the Council on how to get more affordable housing. She liked the sliding scale but expressed concern that 5% of 10 units is $\frac{1}{2}$ of a unit. Mr. Corcoran explained that the sliding scale would allow a buyout at \$50K for 20 units and \$25K for 10 units.

Andy Powell, the Chair of the PZC, explained that they are working on this. Tolland has been a leader in a number of different areas and the Commission realized when thinking of how to have people come to the community, that the initial proposal of a set fee did not work and discouraged small development. The town does not have large tracts of land for 300-unit types of environments. For small developments, the original option was nearly financially unattainable. Affordable housing needs to be affordable to build and the town is in competition. If the town is going to be open for business, this needed to be a consideration. Further, down they line perhaps they need to look at the 2-acre land requirement given that affordable housing has shifted from shared housing to individual housing. Auxiliary Units were approved but they need to look at how smaller buildings can become affordable, acceptable, and usable. They need to discuss not only depositing funds if a developer wants to do a buyout but also how to get the money out of the fund. The PZC and Council need to work together on this. The American Dream is not the same as it was 20 years ago and they need to adjust so they can serve the citizens of today and those in the future. They want to make it easier for people to build in Tolland. Mr. Powell noted that he believes smaller multi-family units may be more appropriate for the town due to the lack of infrastructure in place. He encouraged looking at what the town can do with what it has and moving forward.

Ms. Nuccio noted that she is pleased to hear this about the fees. They have worked hard to change the reputation of Tolland not being business-friendly, so it is good it is being addressed.

Mr. Reagan asked if the PZC has a sense of what developers are willing to do in regard to the fees and if it makes more sense for them to pay the fees and not build affordable housing. Mr. Corcoran responded that it depends on the developer but there is an increasing number of developers who are amenable to building affordable housing in the state. From what they have researched, the numbers seem to be competitive but may need to be adjusted to incentivize affordable housing. Mr. Powell noted that residential and suburban buyout options have been limited. When people want to build in the area, they are not accustomed to having the option, but this would make it more attractive to developers when compared to other communities. Mr. Reagan asked how the fee schedule would be developed. Mr. Corcoran responded that they are still in the research phase of determining a number. The \$50K was proposed by the consultant who helped with the regulation updates, but they need to review the market conditions.

Ms. Murray commented that it sounds like the fee issue may change as the market changes. PZC would establish the fee and the Council would consider an ordinance for the funds to be deposited and administered. She asked if they should allow for some flexibility in the fee income so the town can be more responsive to business based on market conditions. Mr. Powell explained that part of the process was going to the sliding fee and if the math is correct, looking at how it compares to other communities. It can be changed and there is flexibility, but they want to get the foundation right so there is a process. Corrective action can be taken if needed. Ms. Murray would like to ensure that as the ordinance is developed, that the Council and Commission have the flexibility to change based on the market or priorities so the town can continue to be business friendly. Ms. Beebe noted that if the fund is established, the general statutes provide a lot of leeway with how the funds may be used. The Commission's preference is to hit a sweet spot that provides alternatives so affordable units will be incorporated.

Mr. Jones asked what role the Non-Profit Housing Corporation may play in regard to the fund. Ms. Bellody explained that the fund could be used to improve some of the existing elderly housing infrastructure. Additionally, Ms. Nuccio is working with the Commission on People with Disabilities regarding the future of disability housing. There is a lot of potential. Mr. Powell noted that the Non-Profit Housing Corporation has an omnidirectional view and would be perfect as the administrator of the fund.

Ms. Nuccio asked if the sliding scale is a way the PZC could work with developers in terms of flexibility. Mr. Powell explained that they are trying to provide consistency for developers. They are streamlining and consolidating regulations so there is consistent behavior. This is how trust is developed. They looked at density bonuses as a way they can help developers versus fees that are set. They have until January 1st to address the regulations and the Commission expects to complete its review by November.

8.4 Consideration and action on the Suspense Tax List for June 30, 2022.

Mr. Jones noted that this has been done in the past. The list is sent to a law firm that attempts to collect for the town.

Mr. Jones asked if there is a reason the names are published and included in the packet. While it is public information, it seems very revealing particularly those who are deceased. Mr. Jones explained there have been concerns

Ms. Manas noted that it is public information and while they do not publish it, anyone can be looked up online to learn if they owe back taxes. The list is sent to the law firm.

Mr. Luba motioned:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the June 30, 2022 Suspense List in the amount of \$35,981.30.

Ms. Nuccio seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

- 8.5 Appointments to vacancies on various municipal boards/commissions.
8.5.a. Appointment to Tolland Water Commission

Mr. Luba motioned to approve the appointment outlined in item 8.5.a.

Ms. Murray seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously.

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

10. **REPORT OF THE TOWN MANAGER**

Mr. Jones requested an update on the fire house improvement project.

Mr. Foley noted that he sent the Chair and Vice Chair a timeline of the goal to rebuild the fire houses at an estimated cost of \$5M. The project went out to bid and the low bidder came in within the price range. In the town's due diligence when reviewing the low bid and the engineering, they discovered a problem with the type of metal and the metal structure was not a certified structure. There were other items as well that made them question the developer. The consensus, after speaking with Attorney Conti, was to reject all of the bid offers. At this point, the cost of 2 fire houses would go well over the authorized funds. Thus, they discussed putting out to bid only the rebuilding of the fire house on Gehring Road. Depending on the bid, they may consider refurbishing the fire house on Plains Road rather than replacing it. Mr. Foley noted that the costs for many of the products and materials have increased 100%. They are currently getting the engineering costs. They have yet to receive an estimate but once received and it goes out to bid, the bids may all be over the estimate as they saw last time. They are trying to spend responsibly, and the town is in the position where it needs to move forward with something.

Ms. Hancock explained that there are a number of options. They had all intentions of moving forward with this last year when the process started. Bond anticipation notes were issued to cover the costs and some of the funds have been spent. The notes will come due in September and the clock starts ticking on the bonding resolution that is in place. Based on the charter, the town has a certain number of years to complete the project and there are federal tax law requirements. Ms. Hancock explained that one option is to move forward with the 1 fire house, but they will need to look at changing the scope of the project in the original bonding resolution depending on how things move forward. When the notes come due in September, depending on how much money is needed for the 1 fire house, one option is to reissue enough debt to cover it and pay back the rest which would help with the situation.

Ms. Yudichak commented that this is a mess. They asked the community to vote, and the town is not giving them half of what was voted on. It is very disappointing. She asked how they tell the public that they "screwed up" so bad. Ms. Hancock explained that they did not "screw up" on this. When the funding amounts were put in place, contingencies were added. Then COVID hit and the economic environment changed after the project was started. It was nothing that the staff did incorrectly – it is the economy and how things were impacted. It is something that is out of the town's control and is happening in many other commodities as well. Engineering was done in the beginning, and they ensured that the estimators used all of the current information. Unfortunately, it is out of the town's control.

Ms. Murray commented that she is not interested in blaming anyone. She has confidence that town staff is working on this project but there are questions that indicate that the project did not go through best practices for a building project in a municipality. She asked where is the building committee, where is the

chair, where is the liaison, and where are the Council's updates. Ms. Murray commented that it is kind of a debacle and they can spend hours rehashing how they arrived at this place but she is not interested in this. She would like to know the best path forward for the town to have the appropriate infrastructure for the public safety department. The problem before them is that they do not have the appropriate infrastructure. She added that it seems that the current path is not working and understands the market conditions. In her opinion there are 2 issues. First, they have a responsibility to almost 15K resident, many of whom voted in favor of replacing 3 fire house infrastructures, so they can continue to invest in public safety. Second, how do they find a solution. She asked that the town staff team consider that if the path they are on is not the best one, where do they go from here? The 15K residents deserve an answer to how the town ensures public safety is maintained knowing there is an infrastructure problem. Someone who calls an ambulance at 2AM is not interested in hearing that market conditions changed. They want to hear a solution. Ms. Murray commented that this is a great opportunity for Mr. Foley to lead them to a solution.

Mr. Foley commented that there is no doubt that the economy and materials outran the estimated costs. They have x dollars to rebuild 2 fire house and there is a plan for a third down the road. In consultation with staff, they decided that the fire house on Gehring Road needs to get underway. In speaking with Chief Littell, they learned that it may be more fiscally prudent to refurbish the fire house on Plains Road rather than rebuild it given the cost increases. Mr. Foley noted that he is unsure this can be done with the funds available. He explained that when building 2 fire houses in town there are some savings, but they cannot split the cost of building 2 fire houses in half and there are market fluctuations. It is prudent to move forward with 1 fire house while they can and then they will see what is leftover to determine if the Plains Road fire house can be refurbished.

Ms. Murray explained that if Mr. Foley is saying this is the best path forward, perhaps they should consider putting together a building committee so residents can provide input. She does not know the solution, or the nuances involved in coming to this conclusion, but it seems that every update is a debacle. Residents voted for a set number of dollars for 3 fire house and now they are talking about doing 1. Mr. Foley explained that things have radically changed since the plan for 3 fire houses, and they have to play the cards that have been dealt. Had there not been the radical impact to society, business, the economy, the workforce, and fuel, he believes they would be celebrating 3 fire houses. He is confident in the fire department's ability to keep the community safe for a very long time. At the same time, they voted to provide the best tools for them to do so and they will try to provide them.

Mr. Luba noted that he too was the recipient of great lifesaving services and what he says is out of his concern that the best services possible are provided for the town. As a Councilor, he feels that they were given a bad bill of sale when the project was presented and went to referendum. In hindsight, it was something that was never going to be able to be accomplished. He understood as it was presented that the Council only needed to approve the funding and they were ready to go. While he understands there has been a change in circumstances, no action was taken. Mr. Luba noted that he is having a hard time after telling people that there would be 3 fire houses. The plan was presented and discussed for several years. A building committee is needed, and they need to look at the project from square one. He does not want a simple metal garage that is not functional. If they are going to do the project, it should be done right. They owe it to the town and residents. He noted that he is not placing blame – a lot of factors came into play. The Council and residents had a misunderstanding as to how far along the project was when it was presented. They owe it to the residents to move smartly but expeditiously. Mr. Foley agreed that the worst thing that can happen is to have residents lose confidence in town government and

public safety. He voted yes for the project, and it looks like the cost and ability to complete the project was done with a razor thin margin of error. It is reasonable to consider having a building committee. Mr. Foley noted that while he did not get the town into this position, he does not want the residents to lose confidence and will do everything he can to lead the town out.

Ms. Nuccio commented that the project has been discussed for a long time and when questioned they were told that indeed it was the plan. It gets back to the no bid items. They have vehicles and now 3 fire houses outstanding in terms of public safety and 1 department to handle this. They need to find a way to get something out to the public. They told the public the \$5M was for 3 fire houses and now they may get 1. They need to let the public know about the shift. The market has changed but they need to let the public know they will not be able to meet the needs that were approved. Ms. Nuccio asked if they should slow the project down and look at the options such as refurbishing both stations or if they can get 2 of the 3 fire houses. They need someone who can oversee and manage this such as the projects manager Ms. Campolongo who was brought on specifically for projects and grants. She can learn from Ms. Bellody how to manage a project of this size and it would be a valuable learning opportunity from a succession planning perspective. Ms. Nuccio noted that they need to let people know. If they need to go for money for station 140 and have not been fully transparent, they will be slammed and rightfully so. She believes people will understand given the market, but they owe it to them.

Mr. Jones noted that having a building committee would be important. Leading up to the referendum there was a lot of media attention developed by public safety to promote the project and there is still an active page that should be updated and sent to the public with information including how they got to where they are now and the next steps. While refurbishing is something to consider, it may not be the most viable option. Mr. Jones noted that while disappointing, he believes the staff working with Mr. Foley will be able to move forward.

Mr. Reagan commented that he agrees with what has been discussed with the exception of having the building committee. Every day they wait, things get more expensive. If they take months to get volunteers for a committee, prices will just continue to increase. Urgency is imperative at this point as prices will not come down any time soon. Mr. Foley commented that as Ms. Hancock noted there is some expediency needed or they will face tax penalties and issues with bonding.

Ms. Nuccio noted that this item is being discussed tonight but was not on the agenda. Decisions cannot be made this evening – the public has not had a chance to weigh in on this. She would like to learn more about the tax ramifications and asked if this could be added to the next agenda. Mr. Foley noted that Ms. Hancock could likely provide the information this evening and would be prepared to do so at the next Council meeting. Ms. Nuccio would also like information about the plan.

Ms. Hancock explained that she has been working with bond counsel to see how the issuance of the bond anticipation notes can be managed. One option is to repay the notes and the portion that has been spent. As long as other percentages are expended in 3-5 years, they may be able to manage it. Under the charter, the project can be pushed out 5 years, but the problem is interest rates. Ms. Hancock noted that she does not want foolish decisions to be made to lock in interest rates. Communication to the community is very important. She noted that she spoke to the Council about the project in June and they were in a good position with funding for 2 fire houses. Immediately after Mr. Foley started, the information regarding the contractor came out. Regarding bonding, they need to make decisions going forward with exactly what will be done such as doing 2 fire house and still trying to get the state grant.

They can look at working with the capital improvement plan and using part of the bonding possibly under the 5% rules of the charter depending on where they are with the rest of the capital projects. They could look at a possible offset with ARPA funds as well. While there are various options, different legal procedures would need to be put in place. For example, the way the resolution is written, the state grant would offset the bonding. If they want to take advantage of the state grant and use other funds to address all 3 properties, they can do this through public hearings and resolutions. The Council and the Town Manager would need to be involved in these decisions. Ms. Hancock noted that counsel is seeking more information as well.

Ms. Nuccio noted that she would like this reviewed in a meeting with the public and would like Mr. Foley to present how it happened that they had a contractor present an unapproved structure and if there is anything they can do in terms of procedure, so it does not happen again. Mr. Foley explained that he believes it is a positive that in their due diligence they discovered the flaw and believes Mr. Eaton can write some definitions to address the uncertified building.

Ms. Yudichak commented that this is disappointing as a resident, but she likes the ideas that were put forth. She would like to at least have 2 fire houses put up.

11. ADOPTION OF MINUTES

11.1 July 11, 2022, Special Meeting Minutes

11.2 July 12, 2022, Regular Meeting Minutes

Ms. Yudichak motioned to accept the minutes as laid out in 11.1 and 11.2.

Ms. Nuccio seconded the motion.

Edits: none

All were in favor. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

(5 e-mail communications were received between July 13th and July 26th)

- E-mails (2) regarding the veterans memorial
- E-mail regarding heat pumps
- E-mail regarding electric school buses
- E-mail regarding the Tolland Public Library

13. CHAIRPERSON'S REPORT

- Chair Hour, Tolland Public Library, in person, August 4th
- Council received communication from Kathy thanking the members for the sympathies that were provided for the loss of her sister.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

- Mr. Jones commented that it would be incumbent upon the Council to make a statement on the LGBTQ community similar to the one made about racism last year with similar language noting that the community does not condone the activity that happened on that Sunday afternoon/early evening.
- Ms. Yudichak thanked Mr. Jones for the moment of silence for Sgt. 1st Class Michael Clark. His mother and sister live in Tolland. Ms. Yudichak commented on the vandalism of Ms. Beebe's property. It would be nice if they could recognize, and although it is political, and come together

to craft something. Ms. Yudichak thanked Mr. Foley and the Chair for speaking about the vandalism on Fox News and in the JI. Good leadership was shown. Ms. Yudichak asked if there is an update on the water issue. Mr. Foley responded that there is no update at this time.

- Ms. Murray noted the Tolland Youth Theater's summer play, *Shrek the Musical*, will be held on Friday and Saturday night at 7PM at THS. Tickets are available at the door. Ms. Murray thanked Ms. Zahner and Ms. Dunn. It is great to see new faces and continuity. Ms. Murray noted that she agrees that a statement regarding inclusion in the community should be made. The vandalism may be considered a hate crime as it was targeted vandalism of a prominent symbol of the LGBTQ+ community. To have such an act of hate happen so close to home is alarming. She believes persecution for the crime is for the police and she has confidence in them. Ms. Murray sent heartfelt thanks to the numerous friends, families, and neighbors who came out in support of her family and reminded her family of how loved and supported they are. The outpouring of love reminds her family that love conquers all.
- Mr. Luba agreed with all that has been stated.
- Ms. Nuccio noted that she agreed as well. Tolland has worked hard to be a diverse and inclusive town. While people will say it is political it is not. It is a people thing, and it is time to say Tolland will not have it. Ignorance is fought with love. Ms. Nuccio commented that this would be a good time to take out the rhetoric that this is political. People think it is political because of the name on top of the sign. She added that this is a good opportunity to remove the name on the top of the sign. It would not be a political statement but from the Town of Tolland. She invited people to create a sign stating that Tolland is inclusive.
- Mr. Reagan agreed that the statement is great. He commented on the vandalism and that the response from the community surprised him. It was 1 guy with a can of spray paint. A "little jerk" vandalized a sign and Mr. Reagan saw the Town Manager, the Council Chair, and residents make statements on tv and there were multiple articles in the JI including a photograph of the new sign. Mr. Reagan thanked everyone who made the new sign. He commented that when a car is vandalized no one cares but it means something when the sign is vandalized. The sign carries a message. He does not want the "little jerk with a can of spray paint" to define the town or have that kind of power. Mr. Reagan is hopeful they will find who did it and give him the appropriate punishment. The sign means something to him and his family. He added that Ms. Murray noted that her family received an outpouring of support and that is what Tolland is about. Mr. Reagan is thankful the sign was replaced.
- Mr. Khan commented that he hates what happened, but the community came together and supported each other.
- Mr. Foley noted that he asked Trooper Eklund for an update this morning. If there is an arrest of the gentleman who needs some help, that would be a good time to issue a statement to ensure everyone covers it. He will keep the Chair and Vice Chair posted.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (3-minute limit) - none

16. **ADJOURNMENT**

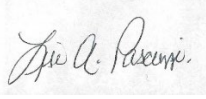
Ms. Nuccio motioned to adjourn the meeting at 9:17 PM.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

Respectfully submitted,

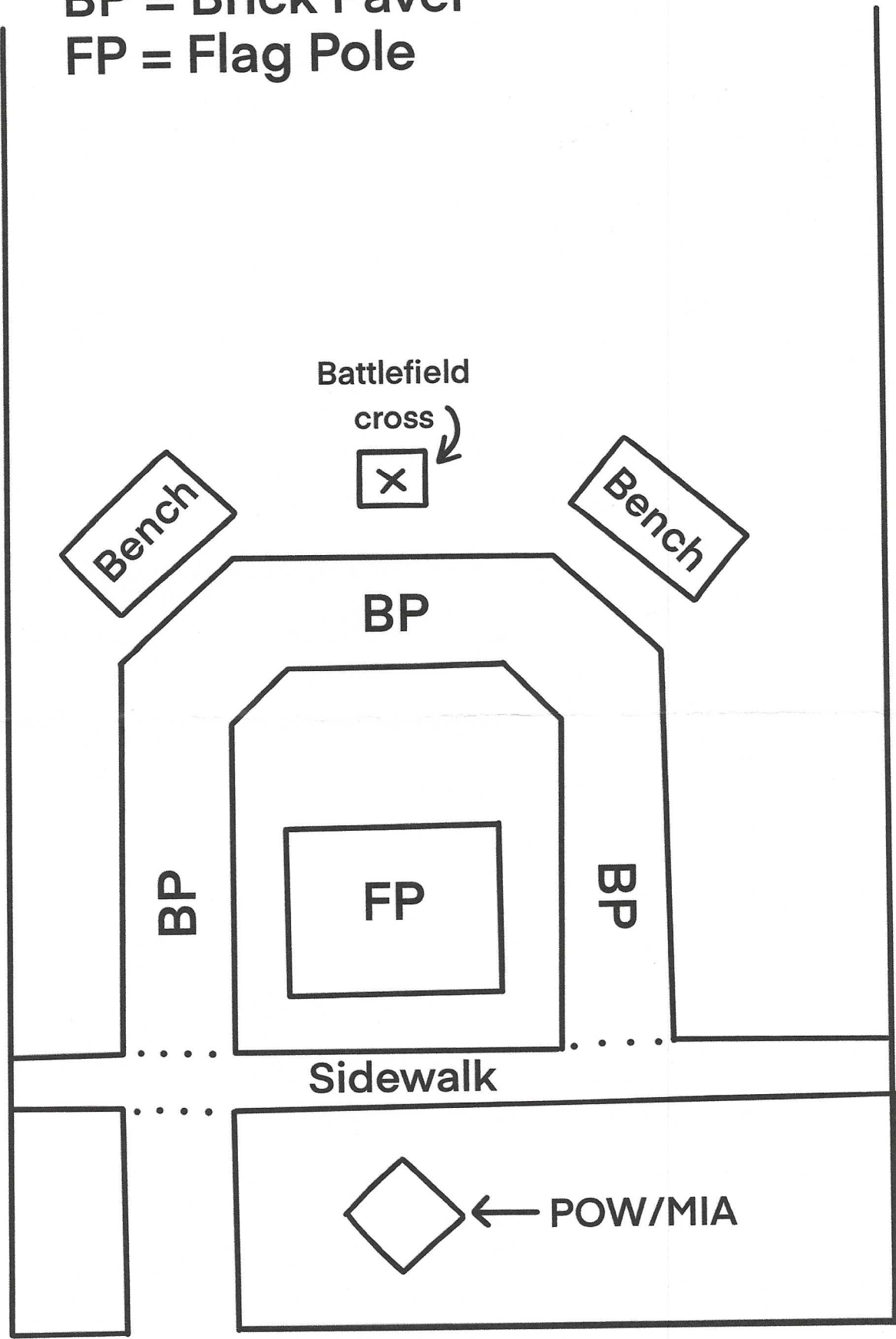
A handwritten signature in cursive script, appearing to read "Lisa A. Pascuzzi", is written on a light-colored rectangular background.

Lisa Pascuzzi
Town Council Clerk

Town Council Chair

BP = Brick Paver
FP = Flag Pole

RT 195



Old Post