

# TOWN OF TOLLAND

## 2022-2023 ANNUAL REPORT



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***Town of Tolland - An Equal Opportunity/Affirmative Action Employer***

# TOWN OF TOLLAND DEMOGRAPHICS

## POPULATION

2022  
14,546

## AGE

Median Age	Under 10	10 – 19	20 – 29	30 – 39	40 -49	50 – 59	60 – 69	70 - 79	80 & Over
42	10%	13%	13%	12%	12%	13%	16%	8%	3%

## EDUCATION LEVELS

High School Graduate  
Or Equivalency  
18%

Some College or  
Associates Degree  
7%

Bachelor's  
Degree  
22%

Master's Degree  
or Higher  
18%

## HOUSEHOLDS

2022  
5,411

## HOUSEHOLD INCOME

Median Household Income  
\$121,120

**TELEPHONE DIRECTORY**  
(all numbers have an area code of 860)

**Education Department Administrative Offices:**

Business Office/Manager 870-6850 x2  
School Lunch Director 870-6850 x7  
Superintendent of Schools 870-6850 x1

**Emergency Calls:**

Emergency Medical 911  
Fire 911  
Police 911

**Executive:**

Town Manager 871-3600  
Personnel 871-3600

**Finance and Records:**

Accounting 871-3653  
Assessor 871-3650  
Revenue 871-3657  
Town Clerk 871-3630

**Human Services:**

Director of Human Services 871-3611  
Counseling 871-3615  
Elderly Services 870-3730  
Senior Center 870-3730  
Youth Services 871-3612

**Judicial:**

Probate 871-3640

**Library:**

Library 871-3620

**Planning and Community Development:**

Building Inspection Services 871-3601  
Engineering Services 871-3601  
Environmental Health 871-3601  
Inland Wetlands Agent 871-3601  
Planning 871-3601  
Zoning 871-3601

**Public Safety Group:**

Animal Control 871-3677 x72155  
Fire Administration 871-3677 x72142  
Fire Marshal 871-3677 x72143  
Fire Station 140-Crystal Lake Rd. 871-3681  
Fire Station 240-Rhodes Road 871-3682  
Fire Station 340-Gehring Road 871-3684  
Fire Station 440-Plains Road 871-3688  
Fire Training Center 871-3677 x72142  
Public Safety 871-3677  
Ambulance Billing Line 871-3677 x72142  
Resident Troopers 875-8911  
Troop C 896-3200

**Public Works:**

Public Works Supervisor-Highway 896-9016  
Public Works Supervisor-Parks 896-9014  
Public Works Operations Manager 871-3696  
Public Works Director 871-3694

**Recreation:**

Recreation 871-3610  
Recreation Taped Announcements 871-3625

**Registrar of Voters:**

Registrar of Voters 871-3634

**Schools:**

Birch Grove Primary School 870-6750  
Tolland Intermediate School 870-6885  
Tolland Middle School 870-6860  
Tolland High School 870-6818

To our Tolland Community:

Please take some time to review our Annual Report for fiscal year 2022-2023. In this report, you will find summary materials on the activities of each Town municipal department as well as the Tolland Board of Education. This report also contains useful information regarding Town activities from July 2022 through June 2023. For several decades Tolland has been a competitive and attractive place to live, work, play, do business and raise a family. Tolland has exceptional Town services and high-quality education programs, along with many recreational and cultural opportunities. Our Board of Education, Superintendent, staff, students and parents all continue to keep our Tolland school system very highly rated. Our Tolland homeowners have continued to invest in their properties. Applications for building permits for home improvements, solar panels and swimming pools have remained consistent with traditional projections. Our residents have been exceptional in supporting our Town's economy helping our businesses. One-fifth of Tolland's 40 square miles now consists of some form of preserved open-space land in Town ownership, State Forest and parkland, protected water supply land, and private land under conservation easement. There are miles and miles of hiking and biking trails throughout our Town's parks and conservation areas.

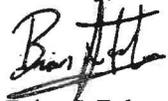
The Town has also looked to expand its non-residential tax base, but only in those areas deemed conducive for such activities. The Route 195 corridor and the Tolland Business Park are the primary areas for industrial and commercial development. Land suitable for such developments in Tolland is limited, which means that while businesses will be encouraged to locate in Tolland where appropriate, the tax base will for the most part continue to be supported by residential property owners. The Planning & Zoning Commission continues to review and revise Zoning Regulations where possible to increase the attraction of new business. Our Town departments and the PZC are working together to improve the process for new businesses to locate in our Town. Inflation and our state's economy have continued to create financial pressures for maintaining current level of services for both the Town and the Board of Education. This will continue to impact our budget planning. Our hope is that the public, through documents such as the annual report, Town's website, email subscription service, Town newsletters, public meetings and hearings, and Town-sanctioned social media pages, will continue to be knowledgeable about Town activities, goals, and visions, and the costs associated with either maintaining their existence or bringing new concepts to fruition.

Town staff are committed to improving upon a reputation of high quality and responsive service. Our Town staff has been committed to making our Town more accessible for all. Town Council and Town staff are committed to making our Tolland Green more active, accessible and enjoyed by our community. Residents can stay informed about current events in Town by subscribing to the Town's e-blast service on our Town web page ([www.tollandct.gov](http://www.tollandct.gov)), Facebook, and Twitter.

In August of 2022 the Town Manager, Director of Finance & Records and Town Planner met with the Standard and Poors Global Rating agency to obtain a bond rating for the bond and note issuance on September 15, 2022. The rating report was released on August 29, 2022, which assigned the Town the "AAA/Stable" long-term bond rating. This is the highest rating that a community can receive. Our Town's Finance Department consistently wins awards for their robust pursuit of sound policies.

In closing, I want to thank all the Town staff for their continued dedication, caring, and willingness to go above and beyond. I came to Tolland after previous municipal and state service careers. I am amazed at how hard our Tolland employees work to get the job done. With minimal staff and resources, our Tolland staff always comes through. I also want to thank our dedicated volunteers, boards & commissions and elected public officials who in conjunction with the Town of Tolland staff help continue to make Tolland one of the most desirable communities in America to live. I want to thank our entire community for their positive support and caring for our home town.

Sincerely,



Brian J. Foley, Town Manager

## LEGISLATIVE TOWN COUNCIL

The Town Council is the legislative branch of our Town government. The Council is composed of seven members who are elected at large for two-year terms. The purpose of this body is to provide the oversight and leadership necessary to establish policies that guide the direction of the Town and ensure the optimum delivery of services to residents in the most cost effective manner.

Below is a sampling of the formal actions taken by the Town Council during Fiscal Year 2022-2023:

- The Council suspended Tolland’s Declaration of Public Health and Civil Preparedness Emergency for Covid-19 in conjunction with both the State and Federal Government having suspended theirs on May 11, 2023. However, some safety precautions remain in place as our Boards and Commissions meetings were either held remotely, hybrid or in person depending on the choice of the Board or Commission.
- Brian Foley was appointed by Town Council as the new Town Manager at the end of June, 2022. During his first year of employment he engaged Council, staff and the community in a variety of ways, setting goals and priorities as well as familiarizing himself with Town Code and Charter.
- Council adopted a statement in support of the LGBTQ+ Community.
- Council declared BOE Covid-19 Relief Fund 3072 closed and the remaining balance was transferred to the General Fund.

- Council authorized the Town Manager to sign a lease for land between Burbank Road and Bald Hill Road (tower) for the period of 20 years.
- Council appropriated \$500,000 to the Capital Improvements Fund for the Tennis Court Renovation and Replacement project which was funded with the Small Town Economic Assistance Program (STEAP) grant.
- The Road Salt Task Force was created to investigate and make recommendations to Council regarding the potential impact of road salt in residential well water.
- Residents approved the Budget in the amount of \$6,155,357 with a mill rate of 37.33 for Real Estate and Personal Property and 32.46 for Motor Vehicles.
- Council approved the use of ARPA funding in the FY 23-24 CIP Budget Plan for various projects.
- Council authorized proposed revisions to Chapter §136, 21-30.1 of the Town Code, Ordinance No. 60, Local Tax Relief Program for Permanently Disabled and Senior Residents, effective October 1, 2023.

## PLANNING & DEVELOPMENT

### BUILDING DEPARTMENT

Building permit fees received by this office was \$384,982 which is 14.1% more than the previous year. The total number of permits issued was 1,622, which is 9.7% more than the previous year. 20 permits were issued for crumbling foundation replacements, with \$51,675 in permit fees waived, per Town Code 173-4 (L).

- The Building Department continues to support and encourage the use of the on-line permitting options, which are very popular with homeowners and contractors.
- For this reporting period, 72% of all permits were applied for online.
- Additional educational and reference materials continue to be added to the Town webpage. Residents and contractors can access this important information, which covers topics from building code through removing snow from roofs, 24 hours a day.
- The department emails almost all permits, saving on time, postage and paper usage, which reduces turnaround time and saves money.
- The permit review and approval time continues to be generally less than 10 days. “Express” permits (windows, roof, solar, etc.) are usually approved the same day.
- The Building Official assisted on many Town Projects, including the new fire station, by way of plan review and consultation on various code and design issues.
- The Building Department accepted, processed, reviewed plans, issued permits for and inspected 21 new single-family homes and 153 solar P.V. installations.
- The Building Official responded to 17 emergency calls from the Fire Department, 15 of which were after normal hours.
- The Building Official has obtained the designation of *Certified Building Official* by the International Code Council. This is a highly regarded

certification that requires three rigorous exams and is above the standard required by the State of Connecticut. This prestigious certification demonstrates a high level of commitment to the profession and is generally viewed as the gold standard for Building Officials in the United States.

Number of permits issued	1,622
Building Permit fees collected	\$384,982
Total value of construction	\$30,426,363 (includes municipal construction)
Net value of construction	\$28,121,386 (not including municipal)
Number of inspections conducted	1,299 (multiple permits at one address are counted as one inspection)

## PLANNING & ZONING COMMISSION AND PLANNING SERVICES

### PRINCIPAL FUNCTIONS:

The Planning and Development Department is charged with reviewing building and development projects to ensure compliance with State and Town codes and regulations. The Department also conducts long-range development and conservation projects and studies, gathers community data, advises the public on planning and zoning matters, encourages sound economic development, and assists other town agencies as needed. The Department helps to maintain the Town’s Geographic Information System (maps and associated spatial data).

Staff provides technical guidance, support, and administrative assistance to the Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Conservation Commission, Agriculture Commission, the 4-Town Economic Vitality Plan, and the Design Advisory Board. Staff assists in processing applications to connect to the Town’s water system. Staff provides support to the Economic Development Commission and, as needed, to the Water Commission and Water Pollution Control Authority. The Department assists the Tolland Non-Profit Housing Corporation with some administrative and record-keeping duties.

Applications Received	2019-2020	2020-2021	2021-2022	2022-2023
Subdivision & Resubdivision	3	2	0	2
Special Permit, Site Plan & Map or Regulation Revision	11	17	17	14

### HIGHLIGHTS:

- The Planning and Zoning Commission adopted regulations to allow for two-family dwelling units, revised its sign regulations to be content-neutral, relaxed requirements for A-2 survey as-builts, and increased flexibility for farm cidery.
- The Planning and Zoning Commission finalized new regulations for affordable housing, including a requirement that 5% of any new multi-family development with more than ten units consist of affordable units.

- The Planning and Zoning Commission also approved a drive-thru gas station and a 17,000 square foot gymnastics facility.
- Staff worked with the towns of Bolton, Coventry and Mansfield to begin implementation of the 4-Town Economic Vitality Action Plan, including branding the effort as “Connecticut’s Countryside.”
- Staff continued its efforts to streamline application processes and department operations to improve customer service.

- Construction has started on a 225 unit residential development at 10 Fieldstone Commons.

## ZONING ENFORCEMENT AND BOARD OF APPEALS

### PRINCIPAL FUNCTIONS:

The Zoning Enforcement Officer issues Zoning Permits, endorses Certificates of Occupancy, advises and assists the public on zoning matters, handles and investigates

complaints, and enforces zoning regulations and the noise ordinance.

The Director of Planning & Development and Assistant Planner serve as technical advisors and administrators to the Zoning Board of Appeals (ZBA). The purpose of the ZBA is to vary, as appropriate, elements of the Zoning Regulations, hear and decide appeals of the Zoning Enforcement Officer’s decisions, and handle Certificates of Appropriateness for the location of motor vehicle uses.

**HIGHLIGHTS:**

- Variance requests were predominantly for residential accessory structures (e.g., garage or shed).
- The ZBA recommended regulation modifications to Planning and Zoning which were passed that modified regulations for small accessory structures, leading to a reduction in the number of variance applications received.
- Handled Zoning Enforcement complaints related to accumulation of unregistered vehicles, erosion and sedimentation controls, signs, roosters/livestock, illegal home occupations, and lighting.

Fiscal Year	# of Variance Applications	# of Appeals
2017-2018	11	1
2018-2019	7	1
2019-2020	6	0
2020-2021	11	0
2021-2022	6	0
2022-2023	3	0

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Zoning Permits Issued	200	287	421	212	146

**AGRICULTURE COMMISSION**

The Agriculture Commission is charged with supporting farming in Tolland. Its mission includes working with farmers and Town commissions to foster a better understanding of agriculture, promoting locally-grown products, monitoring compliance with the lease of town lands to farmers, and supporting groups and organizations in their pursuit of agricultural interests, in addition to other responsibilities.

**HIGHLIGHTS:**

- The Agriculture Commission led the creation and implementation of the Tolland Green Farmers Market.
- Continued another successful season of the “Tolland Fresh” voucher program, which connects income-qualified residents with fresh produce at local farms.
- Continued the Tolland Passport program, where customers bring a passport to designated local farms to earn stamps. Passports are then dropped off at Town Hall to enter a contest.
- The Commission continued to explore options for improving and maintaining Campbell Farm.
- Continued outreach program to local farms, inviting them to participate in the Tolland Fresh and Passport Programs.

**ECONOMIC DEVELOPMENT COMMISSION**

The role of the Tolland Economic Development Commission (EDC) is to advance the economic development and public welfare of the Town by promoting and assisting the growth and development of business. Coordinating with other groups organized to promote economic development in Tolland and working closely with the Town Manager and Director of Planning and Development, the Commission may:

- Promote job opportunities within the Town of Tolland, through the expansion of commercial activity.
- Review economic conditions and trends in Tolland on an on-going basis.
- Recommend to the appropriate Town officials and agencies, strategies for improving the Town’s economic condition.
- Prepare and distribute appropriate materials such as brochures and maps and utilize electronic media to promote economic development.
- When requested by an applicant, review and make advisory comments on commercial applications to the Planning and Zoning Commission (PZC) and/or the Zoning Board of Appeals (ZBA).
- Comment to the Planning & Zoning Commission or Zoning Board of Appeals on commercial applications when the EDC believes a comment is in the economic best interest of the Town.

Its overarching goal is to promote the economic viability of the Town while improving the quality of life of its residents.

In 2023 the EDC undertook the following activities:

- Developed a Request For Proposals and selected consulting firm Strategy 5 to conduct an economic and fiscal impact analysis on the development of multi-family housing in Tolland. While the EDC guided the study process, it was ultimately provided to the Planning and Zoning Commission for use in the PZC's development of policies to address multi-family housing issues.
- Continued to provide content for an on-line commercial site inventory which was developed last year with the Planning Director. The inventory is a tool for economic development partners and businesses seeking new locations to learn about available commercial properties in Tolland.
- Proposed a Community Currency program intended to promote local business and build community interest in shopping locally. The EDC is continuing to explore operational options for such a program in Tolland.
- Met with and reviewed the Connecticut Main Street program and ultimately identified a misalignment between the goals of the program and the Town's physical configuration.

The Commission continues to have two vacancies and would welcome new members interested in an opportunity to play a role supporting the Town's future.

## **CONSERVATION COMMISSION**

The Tolland Conservation Commission was created in 1998 to maintain an inventory of open space and natural resources, educate the community on conservation issues and explore cooperative relationships with land trusts and conservation organizations. Currently the Commission is responsible for 20 properties, comprising roughly 1,045 acres and with approximately 25 miles of trails. Its role includes advising the Town Council on open space and conservation matters, overseeing the preparation and implementation of conservation area management plans and promoting enjoyment of conservation areas.

Conservation areas are maintained by the Tolland Conservation Corps and property stewards. The Head Steward coordinates the Conservation Corps. Each conservation area has one or two stewards to oversee the property and address minor maintenance concerns. All members of the Tolland Conservation Corps, including the Head Steward and Property Stewards, are volunteers and provide their services at no cost to the Town. The property stewards provide approximately 400 hours of free labor annually.

### **HIGHLIGHTS:**

- The Tolland Conservation Commission oversaw the process to begin a select Timber Harvest at the Parciak Conservation Area, which will begin at the beginning of FY 2024.
- The Commission held a number of events at Conservation Areas.
- The Commission participated in site walks and discussions about potential land acquisitions.

## **INLAND WETLANDS COMMISSION**

### **PRINCIPAL FUNCTIONS:**

The Inland Wetlands Commission and its staff enforce the Inland Wetlands and Watercourses Regulations, review activities that might affect wetlands and watercourses, and issue permits accordingly.

### **HIGHLIGHTS:**

In addition to reviewing applications for Wetland Permits, the Commission continued working with property owners who had conducted activities without obtaining permits. The Commission also approved three as-of-right Timber Harvests. The Wetlands Commission worked on revising regulations to provide for a greater upland review area in sensitive areas, including within the Atlantic White Cedar habitat on Cedar Swamp Road. The Public Works Department continued to operate under a general permit for maintenance operations, minimizing administration while maintaining Commission authority and oversight associated with activities in the regulated area. This same approach applies to activities at the Town's conservation areas.

Fiscal Year	Applications Received	Permits Issued By		Public Hearings	Violation Hearings
		Commission	Agent		
2019-2020	17	9	6	1	2
2020-2021	14	7	7	1	0
2021-2022	14	8	6	1	0
2022-2023	5	3	2	0	1

## EASTERN HIGHLANDS HEALTH DISTRICT

### PRINCIPAL FUNTIONS:

The Eastern Highlands Health District (EHHD) has served its communities faithfully since 1997. The Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness and protection of our human environment. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

### ACCOMPLISHMENTS:

- The Eastern Highlands Health District Board of Directors at their January 19, 2023 regular meeting adopted an operating budget of \$976,574 for FY 23/24.
- The new Cosmetology Sanitary Code was fully implemented with 97 businesses inspected and approved during this year.
- The transition from the old state food safety regulations to the new FDA Food Code was completed. This involved a significant outlay of resources to train staff, update workflows and work with the regulated community on the Code changes.
- The agency executed a memorandum of understanding establishing licensing reciprocity for itinerant food vendors with other participating jurisdictions, thereby reducing costs and other redundancy burdens on those small businesses.
- The Health District continued to expand its scope of clinical services during fiscal year 2022/2023. We hosted 10 flu clinics at which we administered 234 shots. We hosted 95 COVID-19 clinics where 918 shots were administered.
- In partnership with a sister health district we have hosted a series of harm reduction events providing NARCAN training, kit distribution and other harm

reduction materials as part of our efforts to prevent opioid misuse and the associated fatalities in our local community.

- EHHD continues to work cooperatively with DEEP on behalf of Tolland and Coventry providing information and support regarding an environmental investigation into sodium chloride contamination in ground water in private wells.
- Communicable disease control activities included review and follow up (as needed) of 220 case reports and conducted 45 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Tolland include: 160 site inspections for septic systems; 83 septic permits issued; 22 well permits issued; 30 complaints investigated; 33 environmental samples taken for lab analysis; 111 food establishment inspections and other health inspections; 117 public health reviews; and 188 test pits and perc tests.

### Plans for FY 2023-2024

- Initiate the process to update the Eastern Highlands Health District Strategic Plan.
- Work to build out revenue source opportunities by establishing billing capacity and expanding our vaccination program.
- Continue to work to advance workforce development and staff retention initiatives.
- Continue to leverage and build out the OpenGov platform to facilitate field tablet based inspections and address restaurant inspection tracking needs.
- Address the individual public health needs of member towns as they arise with available capacity.

## COMMUNITY SERVICES

### Housing Authority

This last year at Old Post Village has been active and productive. Three new residents moved in during the last 12 months. The new generator that was made possible thanks to funds from the Town of Tolland was finally installed in April 2023 and has been operational since. Many have noticed that it runs a weekly test, but as of yet has not been put to use for an actual power outage. How grateful we are that it will provide power to the community room when needed.

The Property Manager and Resident Service Coordinator post and maintain a reliable schedule, managing day-to-day operations at the property and addressing resident needs. In the last year, Residents were treated to a Winter Holiday Party with entertainment and will have a summer activity thanks to donated funds from the Lion's Club. Aetna sponsored two resident activities – cupcake decorating and flowerpot painting.

There were also monthly blood pressure clinics and assistance with Energy Assistance and Renter's Rebate applications.

Following is a list of projects that have been started and/or completed in the last 12 months:

- Waitlist currently has over a dozen applicants. Requests for applications are received weekly.
- Resident files maintained and 30 annual recertifications completed in accordance with regulatory guidance.

- Annual apartment inspections were conducted in July 2022 and scheduled for July 2023.
- Work orders and grounds maintenance are taken care of by our Maintenance Superintendent.
- The septic tanks were cleaned out in April 2023.

## DEPARTMENT OF HUMAN SERVICES

The Department of Human Services is a multi-generational service agency whose mission is to enable Tolland residents to achieve and maintain personal and social well-being by providing a variety of services, programs and resources that are both proactive and responsive to the community's needs. Human Services provides multi-systemic services and resources, enabling residents in crisis to access a broad variety of needed services. Resident needs are met through case management and coordination of State and local social services, assisting residents with applications and determination forms for all local, State and Federal resource and entitlement programs. Staff assists residents/families who are facing shelter crises such as utility shut-off, loss of heat, or crises related to medical/mental health issues by providing crisis counseling and budget counseling, resources and referrals. The Human Services staff assists with emergency shelter management at the Tolland Senior Center and administers fuel assistance programs, the Renters' Rebate Program, the Housing Rehabilitation Loan Program, and the Small Cities Community Development Block Grants.

The Human Services staff also offers programs to assist residents. Tolland's Food Bank supplements the food resources of households. Approximately 44 Tolland

households utilized this program on a monthly, or as needed, basis. In coordination with the Tolland Agriculture Commission, 409 Tolland Fresh vouchers were utilized to purchase fresh fruits, vegetables, meat, honey, eggs, syrup, cheese, and herbs from participating Tolland Farms.

During the winter holiday season, the Human Services' Care & Share Program provides gift cards for Thanksgiving and December holiday meals to qualifying senior, individual and family households; holiday gifts are also provided to children within these households. During the 2022 holiday season, the Care and Share Program assisted 140 Tolland households with gift cards for groceries and children's gifts. This program is possible through the generous support of local individuals, civic organizations and businesses.

The Human Services Director served on the Birch Grove Building Committee and Liaison to the Tolland Water Commission. Human Services staff also seeks out Federal, State and local grants to further aid residents.

## YOUTH & FAMILY SERVICES

Youth & Family Services is committed to the healthy development of our youth through positive youth development activities, education and prevention programs, youth and family crisis counseling and assessment, and referral services for youth and families. Staff assesses the short-term and long-range needs of Tolland youth and families, develops plans to meet those needs, and supports or implements programs directly or in cooperation with other organizations. All programs and services continued to be conducted

virtually where possible throughout the pandemic, and are resuming in-person where feasible.

Youth & Family Services sponsors programs that focus on families with youth of all ages. These programs foster leadership, teamwork and cooperative skills, an opportunity to work with adult mentors, and the opportunity for youth to develop skills that will strengthen their ability to successfully meet the challenges they face as they mature. Tolland Youth Services Community Theater (TYSCT), started in 1997, has encouraged youth to explore their creative abilities through the annual summer musical theater program. Every summer, TYSCT puts on a musical with the participation of approximately 75 youth ages 5-18. The 2020 and 2021 musicals were canceled due to the pandemic; the program resumed in 2022 on a smaller scale with 36 youth ages 10-18. TYSCT presented Shrek the Musical. We look forward to continuing this very valuable program in future years.

In 2014, Youth Services, in collaboration with district school administrators, established a Juvenile Review Board, which provides a community-based mechanism for diverting appropriate juvenile cases from the Juvenile Court system. Our local collaboration team includes Youth Services, School Resource Officer(s), middle and high school B team has established programs utilizing both prevention and intervention strategies, mentoring, and incorporating other clinical and developmental behavioral supports. The JRB continued to operate virtually during the pandemic. Youth Services also promotes relevant parenting workshops and educational forums of interest to families and the community.

Programs for youth and families are partially funded by Youth Services Bureau grants awarded through Connecticut Department of Children and Families, and

Prevention grants funded through the Department of Mental Health and Addiction Services.

## **CASE MANAGEMENT SERVICES**

Navigating the world of programs and services can be confusing as there are so many options out there. The Elderly Outreach Caseworker, who is also the Municipal Agent, and the Human Services Case Manager, are both Certified CHOICES (Connecticut's Programs for Health and Outreach Information, Insurance Assistance and Referral Counseling and Eligibility Screening)/SHIP Counselors (State Health Insurance Assistance Programs) and can assist residents identify options for health insurance coverage. An assessment of the person's current, health, financial and living situation is available with a developing Plan of Care based on the client's needs. Case Management services include: an identification of community resources and funding options for home care services such as transportation, home delivered meals, town and state social services, Medicare, Medicaid, Adult Day Care, and Emergency Response Systems. Home visits, normally available to those residents who cannot come to the Senior Center or Town Hall, have been suspended due to the pandemic.

## **SENIOR CENTER**

The Senior Center, located at 674 Tolland Stage Road, offers a variety of programs to residents 60 and older, including but not limited to: weekly lunches, health clinics, bean bag toss, book club, senior trips, billiards, cardio drumming, volunteer opportunities, and intergenerational tech classes. The monthly health clinics include: blood pressure monitoring, blood sugar monitoring and foot care. A published monthly

newsletter is available at the Senior Center, sent to those who are homebound, and is available on the town website. Numerous, exciting trips are planned by the Trip committee.

Approximately 25 to 30 seniors meet as a part of the "Note-ables" Senior Chorus every week. The Note-ables had two concerts this year, one in December with 71 people in attendance and one in April with 56 people in attendance. The exercise program, which meets twice a week, is well attended with approximately 40 seniors. In addition, we offer two weekly chair yoga programs, weekly line dancing as well as weekly ping pong. Exercise is linked with increased longevity. It is also a great mood enhancer and aids in decreasing depression. All programs are low impact, stretching, balancing and toning, making this a pleasant and doable experience.

Dominoes is offered weekly and billiards has regular attendance weekly as well. The Tolland Jammers, which meet twice a month, have a few members that play instruments and sing to a small group of seniors as well as at senior gatherings. Senior Center activities have drawn many out of their homes and have attracted newcomers as well.

We had a senior picnic at the pavilion at Crandall Park with 98 people in attendance. We also offered a Monarch Butterfly program, an identity theft workshop, a fall prevention program and a volunteer brunch for all of our wonderful volunteers.

Overall, everything offered from this beautiful facility brighten the lives of many people in town. These programs provide a support system, a time to laugh and create a sense of community for Tolland seniors.

## RECREATION & ADULT EDUCATION

### PRINCIPAL FUNCTIONS:

The Recreation Department coordinates a wide range of programs and special events throughout the year. Brochures are provided 3 times a year containing program description and registration information. Email blasts are sent out periodically to those who have current email addresses listed with the Tolland Recreation Department and the Town's eblast system. All our programs can be registered on-line.

The Tolland Recreation Department continues its efforts to make your online experience easier. We are continually looking for ways to revamp our website to be more user friendly. Visit the website at <https://tollandct.myrec.com> and explore the Recreation Department's page to view the many new and exciting programs.

The Tolland Recreation Department was a recipient of a Grant from the Eastern Highland Health District through the Active Living Project that provided 7 kayaks and flotation devices. The grant allowed our department to allow free kayak usage to Tolland residents.

Our department had a new vinyl wood floor installed in the Tolland Tykes Preschool Room and a new click lock waterproof vinyl plank floor installed in the Yoga Room.

KAYAK	RESERVATIONS	HOURS
#1	6	264
#2	5	220
#3	4	176
#4	3	132
#5	4	193
#6	4	193
<b>TOTAL:</b>	<b>26</b>	<b>1178</b>

Our department was awarded a grant from the Tolland Greater Together Community Fund to facilitate an outdoor movie special event. The movie shown was Ratatouille. The event also had a family-oriented musical act, free popcorn, a craft tent and food vendors. The event attracted approximately 150 people.

The Tolland Recreation Department received ARPA money to provide 50% off of activities to Tolland residents. The initiative was a huge success. Many of our programs met their maximum enrollment restrictions. Our department was able to provide \$103,126.50 in program fee relief.

An ice rink and related items were purchased for the upcoming winter season with ARPA funds:

- EZ Ice Pro 40'X80' Double Classic Double rink
- Bully Tools 92819 Steel Snow Pusher with Fiberglass D-Grip Handle, 30"
- The Snowplow "the Original Snow Pusher" 36" Wide
- Superior 383 Heavy Duty 7" Ice Chopper, 7", Black

- Nice Ice 52 - inch Wide Portable Hand Held Backyard Ice Rink Resurfacer Groomer for Smoothing Out Skating Rink Ice

Summer Camp program had approximately 420 boys and girls participate. Games, arts and crafts, special events, swimming and more kept everyone engaged. Some of the summer highlights included Big Daddy Racing, Curious Creatures and Kona Ice.

This Department has expanded programs for children and adults. We offered new and exciting trips and improved the traditional programs such as summer camp, preschool programs, youth programs and adult classes. Our afterschool program was rebranded as the "Crew" and has been very successful. We have not been able to run this program since the pandemic. New classes added this year were Food Explorers and pickleball lessons. Shake it up Fitness and Yoga continue to grow in participation.

Various special events took place this past year. Events included Celebrate Tolland, Trick or Treat event at the Recreation Center and Letters to Santa. Our department also assisted with the Cider Mill Road Race and the Tolland Girls Scout's Egg Hunt. Our Department is very proud of the special events that are offered throughout the year for all ages. These events draw hundreds of people each and every year.

The Tolland Recreation Department, through the Recreation Advisory Board, worked closely with all the youth sports organizations on field improvements, participation issues and budgets.

Coordinating the rental of the Lodge continues to be a busy job with scheduling and training part-time staff to oversee the events, weekly showings, set up and

cleanup. The number of rentals continues to be consistently high with people able to book events a year in advance. The Lodge is available for year round use and is very popular for small weddings, family events, business events and social events. The Pavilion at Crandall Park is also popular as a spring/summer rental place especially with the structure looking so nice. As long as the weather cooperates we are seeing more requests for fall rentals as well.

We sold one memorial bench through our memorial bench program. The bench is located in Crandall Park.

The Tolland Recreation Department extends a sincere thank you to all volunteers and instructors of our many programs.

## LIBRARY SERVICES

### PRINCIPAL FUNCTIONS:

The Tolland Public Library serves the Town of Tolland by providing library materials and services to support the leisure time, general information and educational needs of its citizens. The library assists residents of all ages through the development of specific services and materials appropriate to its users from birth through old age. Materials in a variety of formats including fiction and non-fiction books, large print books, popular periodicals in print and electronically, downloadable e-books and audiobooks, a streaming platform that includes e-books, audiobooks, comics, movies, television and music, e-readers, audiobooks, music CDs, DVDs, binge boxes, board games, puzzles, cake pans, HotSpots, lawn games and databases are available. Reference services are provided via e-mail,

telephone and in person. If the library does not own an item that a patron has requested, it can usually be obtained through a system hold or an interlibrary loan. In addition, the library offers free online job resources (JobNow), free story hours for babies through preschoolers, programs for teens and preteens, movie showings, technology classes, tech help on a one to one basis, summer reading programs, museum passes, book discussions, and programs for adults that cover health, business, finance, music and more. The public has access to a fax machine, copier (color and black and white), printers (color and black and white), scanner, laminating machine, shredder, 3-D printer, light box, Oculus Virtual Reality stations, Apple computers with midi and music software and video editing and production software, computers with Internet access, online catalogs of Tolland's collection and collections of most libraries in the state of Connecticut and the Microsoft Office suite of software.

The Tolland Public Library takes advantage of several statewide services and programs specifically designed to enhance the materials and services offered by Connecticut libraries. There is access to a vast collection of materials at the Middletown Library Service Center.

In fiscal year 2022/2023, the library has finally come back from COVID restrictions although curbside delivery is still available for patrons who request it. All the library spaces (study rooms, Maker Space, Discovery Center, computers, and program rooms) are open, library hours and patron opportunities have been restored to pre-COVID levels, and plexiglass barriers and COVID signage have been removed. Full staffing was achieved for most of the year except for a two month Children's/Young Adult vacancy. There

continued to be a mix of virtual, hybrid and in house programs with in house programs predominating.

### HIGHLIGHTS:

- Library collection in all formats: 81,812
- Total number of registered borrowers: 4,270
- Library circulation transactions: 99,096
- Reference questions answered: 6,165
- Number of items borrowed from other libraries: 6,342
- Number of items lent to other libraries: 4,340
- Number of programs: 398
- Number of people attending programs: 6,365
- Library visits: 63,614
- Number of hours open per week: 54

### PROGRAMS:

In fiscal year 2022/2023, the Tolland Public Library offered a total of 157 children's and young adult programs, with 2272 patrons attending. The library's children's and youth programs included:

- **Early Childhood programs** - The early literacy program "1,000 Books Before Kindergarten" continued as did the weekly Baby Bookworms program.
- **Programs for School-Age Children** - The weekly Super Duper Story Time program continued. Recurring bi-weekly and monthly programs included LEGO Club, Chess Club, Anime Club and Tech Time. There was a Countdown to Kindergarten event. The 2023 Summer Reading program featured a ukulele class. The year's special guest performers included a snack craft

designed and hosted by Priscilla Cruz, Joy Bloom music, StoryFaces and a virtual dance music class. Teddy Bear picnic, pet rocks, cupcake creation, and make your own ice cream events also occurred. The library also offered a variety of take-home and in-house holiday crafts for Christmas, Thanksgiving, Easter, St. Patrick’s Day, and Read Across America among others.

- **Outreach visits** - The children’s librarian visited a variety of schools and organizations throughout the community. These included the United Congressional Church, the Preschool of the Arts, Tolland Intermediate School, and the Family Resource Center’s “Camp Hawk.” The library also hosted special events for multiple Girl Scout troops and welcomed Birch Grove’s first grade students and educators for their annual field trip.
- **Young Adult Programs** - Local table-top gaming aficionado Jerry Rapone hosted Dungeons and Dragons weekly programs. Special teen events included several Escape Rooms and scavenger hunts, Tie Dye outdoors, an after-hours “Halloween Lock-In” featuring festive crafts, food, and a movie, YA Pride Fest, a Hot Sauce challenge, and a song writing workshop. Recurring programs included Anime/Manga Club and the Teen Library Council.
- **Family Programs for All Ages** - Major family events hosted by the library included the annual Take Your Child to the Library Day event, Free Comic Book Day and Truck Day. Other special programs and events included Harry Potter Day, and Talk like a Pirate Day. The library held numerous scavenger hunts to complement many of the aforementioned special events. The Children’s Librarian also collaborated with the library’s Reference Librarian and hosted a library-wide Tech Expo.

General Statistics	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Estimated 2023/2024	Proposed 2024/2025
Library Visits	69,310	59,310	63,614	65,000	70,000
Reference Questions	4,335	6,646	6,165	6,300	6,500
Total Circulation	78,012	96,092	99,096	99,500	100,000

- **Adult Programs** - In fiscal year 2022/2023 Tolland Public Library offered 209 programs for adults with 3,394 people attending. These totals included ongoing group events (a book discussion group, a writer’s workshop, knitting groups, a quilting group and a meditation group). Programs were sponsored by the Friends of the Tolland Public Library, the Tolland Public Library Foundation as well as staff organized events and included the following: an Adult Summer Reading program; tech help; several needle felting classes by Angelina Fleury; participation in Celebrate Tolland; Community Conversation on race; program on opossums; astronomy program; program on jellyfish; participation in the Festival of Trees; two presentations by Kristin Higgins; guitar music; set back instruction; a tree craft program: a getting organized program; a program on buying and selling houses; estate planning; Social Security timing; a Sheryl Faye performance of Helen Keller; skiing clinic; a jigsaw puzzle competition; a program on finances and retirement; a beer tasting program; the Carroll Sisters music; weekly movie; technology classes; a seven part gardening series; author talk by Julie Rumrill; a program on fishers; Road Scholar programs; Medicare programs; wind chimes craft program; author Arnie Pritchard; and an Earth Day program.

**SUPPORT GROUPS:**

Barbara O’Connor, Kathryn Hahn Deffely, Sarah Dagon Goldman, Cathy Wilcox, Debra Slack, Bettye Jo Pakulis, Lynn Caley and Susan Simons served on the Tolland Public Library Advisory Board. Susan Simons is the Chair and Sarah Goldman is the Secretary. The Advisory Board assisted in revising the circulation policy and the patron code of conduct.

Linda Byam, Kate Farrish, Alison Haigis, Dani Titterton, Cliff Vachon, Kristen Morgan and Jan Rubino served on the Tolland Public Library Foundation. Linda Byam is the Chair, Dani Titterton is the Vice-Chair, Kate Farrish the Secretary and Jan Rubino is the Treasurer. The Tolland Public Library Foundation continues to fund the library’s online databases, which include Ancestry.com, BiblioBoard, Universal Classes, Job NOW, and Event Keeper Registration from the Eaton-Dimock-King endowment account. The Foundation also continued to fund Hoopla, a streaming service, and a Zoom license. New funding opportunities included additional lawn games, a soil testing kit, bicycle repair tools, a minicomputer for use in the program room, a laptop computer for use in the story room, a cabinet for historical materials in the conference room, framed print for the reading nook,

and a banner for National Library Week, Programs supported by the Foundation included authors Karen Guzman and Kristan Higgins, drummer Bob Bloom, Joy Bloom and a virtual dance program.

The Friends of the Tolland Public Library was led by the group because of the absence of a president. Karen Booth was the secretary and Ute Winebrenner the treasurer. The Festival of Trees took place in early December and was very successful. The book sale room and various items generated more income. The Friends funded BookPage, a monthly publication which reviews upcoming books, the online events calendar and Wowbrary, an email notification system of new library materials and the Adult Summer Reading Programs. The group also sponsored speakers for adult programs (Angelina Fleury, the Carroll sisters, beer tasting program, paper organization, vertical gardening, jelly fish, opossums, author Arnie Pritchard). The Friends continue to fund the popular museum passes to the Children's Museum, Roaring Brook Nature Center, the Connecticut Trolley Museum, Florence Griswold Museum, Lutz Children's Museum, Mark Twain House and Museum, Mystic Seaport, New England Air Museum, New Britain Museum of American Art, and Old Sturbridge Village.

### **DONATIONS:**

- Friends of the Tolland Public Library
- Tolland Public Library Foundation
- Tolland Education Foundation
- The Nookless Knitters
- Steven Jones
- Joan Vertefeuille
- Bob and Carol Schmartz
- Naomi Pomper

- Kate Farrish
- Dr. Frederick Daniels
- Baker and Carol Salsbury
- Rob Lindauer
- David and Linda Anderson
- Mary Hayes
- Anne-Marie Carlson
- Susan Ross
- John Sutcliffe
- Jennifer Lowney
- Family Resource Center
- Richard Symonds
- Carol Mociulewski
- Barbara Cambria
- Cynthia Butts
- Irene Pudelkiewicz and Family
- Joe Marandino
- Barbara Canto
- Marilyn DeLugan
- Cathy Monseur
- Garabed Garabedian

## **EDUCATIONAL SERVICES**

### **PRINCIPAL FUNCTIONS:**

The purpose of the Tolland Public School System is to provide an education for the children of Tolland. Four schools include: Birch Grove Primary School, Tolland Intermediate School, Tolland Middle School and Tolland High School. Please note this is a partial Annual Report and for the full report, please go to the Superintendent's link from the <https://www.tolland.k12.ct.us/DistrictOffices/superintendent> site.

## **BIRCH GROVE PRIMARY SCHOOL**

The Birch Grove Primary School's mission is to provide a high-quality educational experience that meets the needs of our ever-changing population and society. Through the collaborative efforts of home, school and community, all students will be given the opportunity to reach their highest potential.

As the staff of Birch Grove Primary School works to achieve the mission, they utilize a number of best practices including the Data Team model. This model focuses on advancing student learning through team goals in literacy and numeracy. The teachers in each grade level have pacing guides and unit assessments in all core subjects that encourage consistency of instruction within each grade level. The Birch Grove staff continued implementing Mastery Based Learning practices to support students with mastering learning standards. Staff worked with students as they began the process of self-assessments for behavior. Staff continued to implement reassessments for formative assessments and work closely with students who needed differentiation of the learning.

In the area of language arts, the staff continued to use the Journeys program in grades 1 and 2. The kindergarten team continued to use a guided reading program. The word work program of Foundations continued to be implemented with fidelity across Birch Grove Primary School. The Birch Grove teachers continued to implement the Heggerty Phonemic Awareness Program. This program is an additional resource for developing the essential foundational skills of phonological awareness. The language arts supervisor provided input on strategies to facilitate literacy groups using Science of Reading techniques.

The district reading consultant from Literacy How worked with staff regarding intervention and instructional practices. Staff and students continued to use the Lexia reading program and RAZ program which provides opportunities for additional reinforcement of targeted reading and phonemic awareness skills for students. Both the math and ELA supervisors met with the grade-level teams throughout the school year on best practices in each of the respective content areas.

During the 2022 -2023 school year, the Birch Grove Staff worked closely with the math supervisor implementing the Bridges math program. The staff participated in professional development opportunities throughout the year for the Bridges Math Program. In collaboration with the math supervisor, we have also integrated fact fluency work, working on students' automaticity, flexibility, strategy and efficiency with addition and subtraction facts.

During the 2022-2023 school year, the staff continued to expand hands-on activities for the science curriculum. The curriculum supervisor works with each grade level to schedule investigations and activities in the science room throughout the year. Steps have been taken to install gardens in the courtyard outside the science room for each grade level to support real world application of learning in multiple units.

As part of the Scientifically Research Based Interventions (SRBI) plan, the staff continued working with the reading and math departments to identify student performance on assessments and interventions for students requiring tiered support. The ELA department utilized the Dynamic Indicators Basic Early Literacy Skills as their universal screening assessment.

The staff worked with the supervisors to establish criteria that determined the level of service for the students. Tier 2 and Tier 3 math and reading support were offered to students who needed additional reinforcement. Reading teachers used the SPIRE program, a phonetically based program and skill based reading instruction. This approach helped to better use the highly trained reading staff to support children at their level as they learn to read. Small groups of kindergarten children were supported using a phonological awareness program. Math interventionists used Tier 3 Bridges screeners to assess student's readiness for grade-level mathematics learning. Our math intervention team continues to use Bridges Intervention to meet the needs of our math intervention students.

Birch Grove Primary School provides a variety of Social Emotional Learning support services for students who are experiencing mild adjustment to school challenges, getting ready for school routines, conflict resolution, peer relations, and problem solving. The programs are SEL groups, the Second Step program, check in/ check out, Zones of Regulation, Morning Movers, and lunch bunches. A team of staff members attended professional development with the Yale Center for Emotional Intelligence. The Ruler program will help students with understanding the value of emotions, building the skills of emotional intelligence, and maintaining a positive emotional climate. The Ruler team began training all staff in the components of Ruler and developing a school-wide staff charter. In the next year, the Ruler team will begin planning for the implementation of the Ruler program with the students including the mood meter and a school-wide charter.

The Birch Grove staff continued to work closely with the Positive Behavior Intervention Supports (PBIS) team to

implement a systematic approach to supporting the students using evidence-based academic and behavioral practices for improving academic and behavior outcomes for all students. The team continues to work closely with the staff to ensure that the school is responsive to the safe school measures needed to promote a positive school climate. The staff utilized PBIS lessons in positive ways to instruct the students in daily routines, transition, recess, lunch, classroom expectations, and school wide procedures. The team provided documents to support common rules, behavior expectations, procedures, incentives, record keeping, documentation materials, visuals and communication materials for the students, staff, and parents. The team planned and executed community building school-wide assemblies. The students participated in school wide activities (Spirit days, etc.) that fostered respect, responsibility, and making great choices. The students participated in a variety of music and movement activities. The team plans to continue monitoring the student discipline data and work towards continuous improvement in school climate.

The PBIS/ CRE (Culturally Responsive Education) team continued planning several character development lessons to reinforce common expectations in all settings of the building. Staff continued to teach the students about the school wide matrix and the GROW card system. The staff acknowledged positive behaviors on a daily basis by giving out GROW cards and positive office referrals to the students. The staff utilized lessons from the Second Step Program to reinforce problem solving and conflict resolution. Each class worked to earn a target goal and participate in community building activities when they reached the target amount. In

addition, staff reinforced essential social skills during our Working Together Wednesdays.

The staff at Birch Grove Primary School continues to embrace the importance of developing and maintaining a home school partnership based on cooperation and trust. Examples of this partnership include the Veterans Day celebration in which the school community honored local veterans through the singing of patriotic songs and recognizing their service. The students created a Wall of Honor that posted a visual with their photo and a written response of the accomplishments of the veteran. Fostering a community of collaboration, the principal held monthly meetings with the parents through the Principal Breakfast for coffee and conversation. These meetings offered parents/guardians an opportunity to discuss educational topics and practices. The staff and students created spirit videos, school spirit days, and special days to support a positive school culture.

Mrs. Adams, the music teacher, utilized UCONN music interns throughout the school year to implement Music 360 in each classroom. Music 360 is a music enrichment program created by Mrs. Adams to weave music throughout the academic day.

The Birch Grove and FRC staff worked in collaboration with Tolland Family Services to meet the various needs of children and families. The Family Resource Center (FRC) continued to provide many services to the families of Tolland. The FRC provided opportunities for students to participate in preschool, playgroups, after care, before care and numerous other programs. The Parents as Teachers outreach support through the FRC connected with several families in the community. Students participated in monthly playgroups with this

program. The FRC held a kindergarten summer program for incoming kindergarten students to promote additional readiness skills. The FRC provided a summer camp experience that engaged the students in field trips and numerous theme based fun activities.

A team of teachers participated in the CREC Open Choice Leadership training. This training focused on implicit bias, diversity, and highlighted strategies to decrease bias. The staff participated in a training that provided an opportunity to reflect on possible student experiences with bias in a myriad of forms.

The Tolland Elementary PTO (TEPTO) was focused on supporting the students and was very generous in providing funding for the purchase of materials which enriched our entire curriculum. They provided money for curriculum related field trips and school-wide materials. TEPTO also provided funding for classroom based activities and reading materials. TEPTO organized a wonderful Art Show Celebration that was well attended by the community.

## **TOLLAND INTERMEDIATE SCHOOL**

Tolland Intermediate School is a learning institution that fosters the development of students' unique talents, skills, and abilities in a secure and nurturing environment. Our primary objective at TIS is to create an inclusive school where every child feels safe and supported, and their needs are acknowledged and honored.

We firmly believe that individual commitment to a shared goal is crucial in establishing a thriving and successful school environment. With utmost

dedication, we hold ourselves to the highest standards to provide our students with the finest education possible. The strength and essence of our school lie in our exceptional students, faculty, and staff who together form a special learning community. Our teaching team is dedicated, child-centered, and highly motivated to serve the students and parents of our community. Teachers invest countless hours beyond school hours and throughout breaks to prepare the school and classrooms for our students.

Promoting independence, responsibility, and strong character traits are fundamental aspects of our approach. We nurture and cultivate the creativity of every student by offering a wide array of integrated programs in fine arts, social and emotional learning, and technology. Our aim is to create a family-like atmosphere where parental and community involvement enriches the educational experiences of all learners.

The HAWK Community thrives through the participation of its members. Staff and students engage in monthly advisor-advisee meetings as part of our HAWK Nest program. Students are placed in small groups, called HAWK Nests, comprising about 12 students each. These groups remain consistent over the students' three years at TIS. A school committee prepares lesson plans for each meeting, focusing on community-building activities that emphasize the significance of every member within our school community.

The HAWK Student Ambassadors program assigns an ambassador from each classroom, who collaboratively works as a team to support the community and school. They organize community-

building events aligned with our school's mission. The purpose of this group is to foster a positive school climate and involve students in making TIS the best it can be. Through the TIS HAWK Ambassadors, we aim to instill good citizenship and respect for all individuals.

During the 2022-2023 school year, we resumed our participation in the Sandy Hook Promise Foundation's Start with Hello Week. This program aims to bring individuals and school communities together, fostering a culture of care and vigilance for one another. Start with Hello teaches students that they have the power to assist those in need. A simple act of saying hello to someone who is alone can make a significant difference, reducing social isolation and building inclusive connections. Every student possesses the power to positively impact others and make new friends. We celebrated our annual TIS promotion ceremony for our departing fifth-grade class. The ceremony returned to its original format following changes made during the pandemic. The event consisted of an assembly in our gymnasium, where we honored the achievements of our fifth-grade students.

Our academic intervention model, known as the multi-tiered system of support services, provides a structured framework of student support. All students undergo universal math and reading screenings three times a year, which serve as measurement tools to assess their reading and math abilities against national norms. Students who score below specified percentile ranks receive more frequent progress monitoring screens and small group instruction in their classrooms or from an interventionist in a separate setting. Throughout this targeted instruction, student

progress is closely monitored. If a student does not respond to supplemental instruction, they are referred to a reading or math specialist for a comprehensive evaluation.

Our remarkable Parent-Teacher Organization (PTO) continuously supports and enhances all aspects of our school by providing various services, curricular materials, field trips, assemblies, and technology tools that enhance the educational experience at Tolland Intermediate School. The PTO allocated funds to purchase several essential items for our students and staff, including books for student use, teacher and student classroom supplies, library books, and recess equipment.

Our students are fortunate to benefit from a range of special programs, made possible through the collective efforts of our community, staff outreach, the Tolland Elementary PTO, Tolland Human Services, Tolland Historical Society, Senior Center, State Police, and Tolland Fire Department. Although our traditional Veterans Day Assembly had to be altered due to the pandemic, students again had the opportunity to learn about Veterans Day through remote presentations. These presentations included pre-recorded patriotic songs performed by TIS students, a speech by a local veteran, informational videos, and inspirational videos paying tribute to our veterans.

Effective communication practices between teachers, students, and families are a vital component of a comprehensive educational program. During the 2022-2023 school year, communication practices expanded to include students, who received instruction on communication skills enabling them to advocate for themselves. Communication methods

encompassed the utilization of Google Classroom and email. Family communications also involved the use of Google Classroom and email, along with virtual parent-teacher conferences and meetings held throughout the year.

We marked our fourteenth year in implementing the Positive Behavioral Intervention and Supports (PBIS) framework. This framework aims to establish an effective school-wide behavior system. Unlike specific behavior plans or programs, a behavior system primarily focuses on preventing problems and providing a comprehensive, consistent model of appropriate behavior. Teams analyze data to evaluate their efforts. By emphasizing prevention, we minimize behavioral issues, allowing for increased academic time for students.

Our school-wide HAWK Rules, which include having respect, acting responsibly, understanding our sense of community, and prioritizing personal safety, serve as guiding principles in everything we do at Tolland Intermediate School. Each school year begins with all T.I.S. students going through a series of lessons emphasizing our school rules. These lessons are continuously revised throughout the year. As a school, we place great importance on ensuring that every student feels valued and respected within our community. Our teachers emphasize the significance of mutual respect among all members of our school community.

## **TOLLAND MIDDLE SCHOOL**

Tolland Middle School is dedicated to the development and enrichment of the whole child by supporting students academically, socially-emotionally, and

behaviorally. Through a continual model of improvement, staff at Tolland Middle School are reflective practitioners, consistently reviewing, evaluating and revamping systems in order to best meet the needs of all students. One component that showcases this effort is through Mastery Grading, in which academic and behavioral skills sets are reviewed individually with each student and reported separately to parents. Academic skills are reported through our on-line grading system using the PowerSchool Parent Portal. Behaviors are reported quarterly through SOAR reports. The SOAR reports focus on the school's core values of safety, ownership, active learning, and respect. For more about mastery learning, please refer to Tolland Middle School's webpage or the Superintendent's Bulletin.

The use of SOAR extends beyond the individual conversations and quarterly reports; it connects to TMS's use of Positive Behavioral Intervention Systems (PBIS). For example, students who showcase the core values of SOAR engage in a variety of activities at the team and school level. Examples of SOAR activities include field days, assemblies, and community-based projects. Additionally, SOAR links directly to behavioral systems, as students who may lose their SOAR status for a period of time receive extra help academically or reflection exercises to increase their understanding and limit repeat offenses. Additionally restorative practices were piloted during the 22-23 school year through collaboration of TMS administration and a Student Support Specialist. During this time, students utilized RULER to identify how their behaviors had escalated, and they developed strategies to help them cope with challenging situations. In place of and/or in addition to traditional consequences, students completed short self-evaluations to identify

patterns and trends regarding the specific situations which were triggering negative consequences. After engaging in these practices, both students and parents communicated more positive relationships with the school. In order to create more consistency and to build on this work, TMS is currently (during the 23-24 school year) creating a SOAR Committee to review practices related to SOAR report cards, SOAR rewards, and practices for struggling students to ensure equitable outcomes and increased family partnerships.

Academically, The TMS team model allows teachers to focus on data-driven decision making in order to best support students. During Professional Learning Communities, teachers use the time to evaluate curriculum benchmark assessments, state testing such as SBAC and NGSS, and other district benchmark data points such as NWEA and MAZE to identify students strengths and opportunities for growth. As a result, teachers also use this structured time to continuously revise, edit, re-write, and/or learn new units of study and/or assessments. They continue to align the TMS curriculum and teaching practices to the Connecticut Core State Standards and Next Generation Science Standards, which directly connect to prepare students for the Smarter Balanced Assessment Consortium and NGSS Science testing.

In an effort to stay abreast of the current technological resources, every teacher has a Google Classroom, providing consistent formats for all learners. Further, with thousands of educational applications available online, many of which are free, TMS teachers continue to capitalize on this technology to enhance student performance, differentiate for individual student needs, and share this information with their colleagues. As a fully established 1-1 chromebook school, TMS

continues to provide equitable access to students while continuing technology lessons to ensure students understand the proper use of technology as well as their own digital footprint.

Additional academic initiatives and opportunities occurred during the 22-23 school year, resulting in positive momentum of student results. In mathematics a study group was convened to explore the methods promulgated by Peter Liljedahl. By utilizing the Building Thinking Classrooms text, math teachers who participated revitalized their classrooms. In physical education, teachers provide student leadership opportunities by arranging student-led warm-ups to help engage students and display more ownership in their learning. In math and English, co-teachers participated in training through EastConn, learning and utilizing best instructional practices. In sixth grade science, the CT Invention Convention resulted in amazing student inventions and even students making it to the global contest - a true triumph! One cannot mention triumph without highlighting the collective efforts of all stakeholders in putting on the show *James and the Giant Peach*. During the 23-24 school year, we look forward to an outstanding *Wizard of Oz* musical. In all grades, the Physical Education department continues to use the Outdoor Physical Activity Area. As one may recall, Tolland Middle School was one of 593 schools across the United States to be awarded a Lowe's Toolbox for Education grant which helped fund this activity area. We are also grateful to the Tolland Educational Foundation for providing funds for this area as well as Force Plates. Both encourage students' physical fitness and furthers students' interests in exercise science, physics, biomechanics, and sports science.

The school counseling department is an integral part of the school programming, in which three counselors work collaboratively with all stakeholders to provide social-emotional, academic, and behavioral support. The Grade 6 school counselor works to provide a fun, engaging transition day in the spring for current Grade 5 students who will be coming to TMS. On the other hand, the Grade 8 counselor partners with THS to create a Step Up Day, in which Grade 8 students travel to the high school to experience a day in the life of a Tolland high school student. Before Grade 8 students go to THS, the Grade 8 counselor works individually with each student and family to create a schedule that best meets each student's needs. Furthermore, while at TMS, school counselors provide teach-in lessons, group counseling, and individual counseling while also serving as 504 case managers. To create a safe and welcoming space for students, the counseling department recently revamped their space including a Zen Den.

To provide students with a well-rounded educational experience, during the 22-23 school year TMS put together an extensive Schedule Committee. The scheduling committee represented a diverse group of teachers tasked with creating a schedule to meet the needs of students. Throughout our collaboration, we were able to provide all students with Unified Arts experiences. For example, the committee worked to enhance the world language opportunities for students in all grades, including the option of daily, year-long Spanish or French class for Grade 8 students with the hope of improving preparation for the high school courses. In addition to world language, for the first time each grade starting in the 23-24 school year has Connect embedded into the day, providing time for students and teachers to meet to review, pre teach, or

engage in other instructional activities. The only current students who do not have Connect or Structured Study to review work are those who participate in both Chorus and Band, which are the only classes who still utilize an A/B rotation. However, having Band and Chorus during Connect allows students to fully participate in music as well as the other Unified Arts classes.

Another significant outcome of the Schedule Committee was revising the schedule to include time for Advisory. This dedicated time has been integral to our successful implementation of RULER, a social-emotional learning program, which served as a main focus of staff professional development last year. The TMS SEL Subcommittee provided staff training in the four pillars of RULER, including the Charter, Mood Meter, Meta Moment, and BluePrint. As a result of this professional development, each morning at TMS during the current 23-24 school year, every student and staff member engages in a short lesson intended on creating a more positive, safe and welcoming school environment. In October of 2023, 30 student leaders have already gathered to create a School Charter, outlining how a TMS student would want to feel and how they will contribute to the school in order to allow themselves and others to feel this way. Once created, all students voted on using the School Charter, resulting in 95% of students agreeing with what their peers crafted.

In addition to school-wide programming such as Advisory and Connect, TMS has effective Response to Intervention programs. Students in Reading and Math Intervention showed measurable growth during the 22-23 school year, ultimately reaching goals and/or a new comprehension or fluency level. Furthermore, Tier 2 interventions occurred both during and after school.

During school, the Academic Lab created an opportunity for students to quickly make-up work following missed school time, utilize various accommodations/ modifications in a smaller setting, and increase retention of material. After school, TMS offers Homework Club or grade-level Academic Labs, in which teachers meet with a small set of students identified by teachers/teams to aid them in work completion, time management, and skill sets. The Academy and Achievement Labs provide student work sessions both during and after school. To ensure that we are servicing all students, grade-level Student Assistance Teams (SAT) meet biweekly to review student data to make informed decisions such as but not limited to establishing parent meetings or recommending Tier 2 supports. For students receiving special education services through an individualized education plan (IEP), TMS strives to meet all students' needs by creating various opportunities for students to receive services in the least restrictive environment. For example, in the area of math and English, TMS uses a co-teaching model. In order to ensure high quality pedagogy and rigorous academic opportunities, one math teacher, two English teachers, and at least one special education teacher at each grade level extensively worked with an EastConn coach. As a result, TMS students in our co-teaching classes, which follow the same curriculum of a non-co-taught classroom, demonstrated a tremendous rate of growth, and we continue to partner with EastConn during the 23-24 school year. A student's sense of belonging and investment in their academics can be further enhanced through their participation in extracurricular and enrichment activities. During the 22-23 school year, many Grade 8 students ventured to Washington D.C. for a four-day trip to learn more about our nation's history while Grade 8 students remaining at TMS engaged in

various educational opportunities such as a trip to Hartford's Capitol building and Sturbridge Village. In sixth grade, students engaged in an interdisciplinary field trip at the Becker Conservation Property in Tolland focused on a "Lyme Free Land Plan." In eighth grade science, the CT Humane Society visited class to talk about the evolution of wolves to domesticated dogs. The annual winter break assembly showcased our school musicians from the band and chorus and engaged all of our students to celebrate the upcoming winter break. This gathering featured sing-alongs, an air guitar contest and the perennial favorite, ugly sweater contest. These, of course, are just a few of TMS student experiences that enhance the academic work happening within the classroom. Throughout the year, there are also celebrations of success. In addition to the 8th grade Promotion Ceremony at the end of the year, students earning all A's receive a Presidential Award, all students receive at least one Falcon Card sent home, and TMS celebrates Students of the Month.

Various clubs and activities further create wonderful opportunities. For instance, Model UN students meet with club leaders weekly after school to learn and understand how the United Nation operates. Our students participate in a conference at Clark University in Massachusetts and Kingswood Oxford School in West Hartford. Here our team debated several topics such as the North Korean Missile Crisis, Human Rights in Venezuela, protecting tropical forests and worker's rights. In the past our students have won awards for best researcher, best speaker, and best delegate. They developed their research skills, public speaking skills to try to create resolutions to address global issues relating to humanitarian and ecological crises, global security issues, and other human rights concerns. An additional highlight is the Library Helpers Community

Group, in which students volunteered their time during Homeroom and Connect to work in the school library. During this time, they prepared book reviews, created and promoted student bookmarks for distribution to visiting patrons, developed book displays and signage and promoted reading among their peers. Their presence in the library also extended availability for 8th graders because these students managed book circulation while classes were going on and the LMS was not available. These students were presented with the SPARK award at the annual TMS celebration of awards. Additionally, the TMS renowned Lego Club continues to bring together all stakeholders, resulting in extensive team building activities and competitions. In the past TMS has had three teams compete at the East of the River LEGO League Tournament. The last competition was hosted by RAGE Robotics, Tolland's high school robotics team, who had more than 30 Tolland students and 15 Tolland adults volunteering their time to host the tournament. At the competition teams compete with LEGO Mindstorms robots that they built and pre-programmed, presented an innovative design project about improving our community and were judged on their gracious professionalism towards their teammates and competitors.

Leadership groups such as Student Council and Student Government serve both the school and community. Some of the activities sponsored include Thanksgiving food drives, which provided baskets and gift cards for four families and additional food for the food pantry. The Student Council donated \$2,000.00 to We are the Children. Our Grade 6 Student Government represents our core values in our classrooms, hallways, and in our community. They set out to determine how they can make a difference in school and our community. For

example, in November we collected funds to support families in need and also donated Big Y cards.

Of course, extracurriculars also include our TMS sports, which thrive each year due to the student and family investment and coaches. Student numbers continue to climb; for example, Fall 2023 has seen the largest turnout for cross country.

TMS recognizes that family partnerships are an integral part of student success. Principal's Breakfasts, the first Wednesday of every month, yielded great conversations, cooperation and sharing with the community. In addition to offering Parent-teacher Conferences, faculty and staff communicate with parents in a variety of ways that include, but are not limited to, our weekly Digital Backpack, school website, student agenda, individual communication practices by individual teachers and teams. One specific way TMS partners with families is through the PTO, a valuable entity the TMS Family. Their generosity provides funding for various classroom supplies, assemblies, field trips, and much more. During the 23-24 school year, we look forward to continuing to offer family-friendly fundraising events and partnering with families during and outside of the school day.

TMS continues to serve students through a true middle school team model approach, allowing structures most valued and tied to student performance outcomes. During the 23-24 school year with a new schedule and new leadership, TMS looks forward to continuing to increase its teaching and learning outcomes while further fostering a positive culture and climate.

## TOLLAND HIGH SCHOOL

Tolland High School (THS) provides a comprehensive experience to students. Students must earn 29 credits to graduate from THS and have 32 opportunities to do so. Students will earn credits in both the area of STEM and the area of Humanities. Additionally, all students must earn two credits in P.E./Health and Wellness, one credit in a world language, and one mastery-based diploma credit. Students will choose from a variety of elective offerings to also earn up to 7 elective credits over the course of their four years at THS. While engaging in courses, clubs, and activities our students are supported and challenged with one of the many goals being that all students demonstrate functional mastery of the skills and dispositions outlined in the newly developed Tolland Public Schools (TPS) Portrait of a Graduate. With that, our current school-wide rubrics to measure proficiency in reading, writing, speaking, problem solving, personal growth, and cultural awareness are being reviewed for revisions as we transition from our traditional THS Learning Expectations to the TPS Portrait of a Graduate expectations.

For the 2022/2023 school year, our students outperformed the state and all but one school in our DRG on the SAT. We will continue to offer 11th grade students an opportunity to engage in SAT preparation and practice from January to March on Saturdays. Additionally, we held our annual Evening of Excellence in June and presented over 100 awards to 80 students for their academic achievements. One student was named a finalist for the National Merit Scholarship Program. Our clubs, activities, and all other extra curricular activities continue to offer students a well-rounded experience at THS. From that, we are proud that many of our students

have earned recognition at both the state and national level for their participation and effort within all of the extra curricular activities we offer. It was a great year to be an Eagle!

The THS Music Department is a busy place and the 2022/23 school year was no exception. During the fall semester the Jazz Band, Treble and Chamber Choir participated in about 7 live performances. It felt great to be back on stage! We had 22 qualify to participate in the Eastern Region Music Festival, 6 students selected to participate in the CMEA All-State festival. The THS Jazz band, Concert Band, Chamber choir and Mixed Choir traveled to Virginia Beach, VA for an adjudication festival. All of the ensembles received ratings of excellent with the Band receiving a rating of Superior.

The THS Music Department continues to foster a relationship with UCONN, in the fall we hosted 4 clinical students to observe the music department, Megan Kirwin hosted a graduate intern, Mr. Sean McCormick, 3 days a week all year and in the spring Noah Fields hosted a student teacher, Miss Emmy Dell'Orfano.

During the spring semester, we changed classes and the department hosted its larger ensembles, Band and Chorus. The Band and Chorus participated in 4 live performances and the THS band participated in the Tolland Memorial Day parade in May. Mr. Fields worked diligently on our school musical, Mary Poppins, which involved about 60-70 kids on stage, in the pit orchestra, backstage crew and lights and sound.

For 5 years running, Tolland Public Schools music program has been chosen as one of the "Best

Communities for Music Education" in the country by the NAMM foundation.

In June 2021, Mrs. Megan Kirwin was elected by her peers to be the Connecticut Music Educators' President and represent all music educators in the state; she will finish her term this summer. In June of 2023, Megan Kirwin traveled to Washington DC as part of the National Association for Music Education's Hill day. A small group of CT educators vitiated Senators and National Representatives to advocate for music education. Mr. Fields will be serving on the CMEA Board in 2025-2027 as the Student Affairs Commission Chair. Both music teachers are members of the National Association for Music Education and the CT Music Educators Association.

The 22/23 school year was full of accomplishments and evolution for the THS art department. THS Art students once again participated in the Scholastics Art Awards. Scholastics is the largest, most competitive statewide and national juried competition available for high school students. We submitted 27 artworks and 1 senior portfolio, 6 pieces were selected for the show. Sulan Zhang, who submitted artwork independently, had 3 pieces chosen.

Awards as follows:

- Anisha Askitis: Gold Key for her graphite still life drawing
- Ben Ellison: Silver Key for his photography, a portrait of his grandmother
- Emily Painter: Honorable Mention for her digital painting
- Evan Wilson: Honorable Mention for his ceramic fish sculpture

- Neveah Polance: Honorable Mention for her still life photograph
- Sarah Mathieson: Silver Key for her photography portrait
- Sulan Zhang: Gold Key and Jerry’s Artarama Award for her digital painting, and 2 Silver Keys for acrylic paintings
- Emily Yudichak was awarded the CASS award for her outstanding artwork and academic achievement in several art courses over her high school career.

The following students were selected for their outstanding academic achievement in the THS Art Dept and were recognized at the Evening of Excellence:

- Art Foundations: Vera Ylanen
- Photography: Clara Canavan
- Pottery: Emma Agosti
- 2D: Lacey Boutin
- Senior: Emily Yudichak

THS had 3 students submit AP Studio art portfolios using the new format. This includes 5 best overall artworks and 15 images that show a Sustained Investigation. AP Studio Art is challenging and time consuming, we are quite proud of our AP artists!

Advanced Pottery was approved and added to the course catalog. Students now have a college prep level 3D course to participate in.

Junior Tyler Hollenbach did a seminar in Pottery to test pilot the Advanced Pottery curriculum. He made a lamp about 4 feet tall, a sculptural teapot, a set of plates and bowls, textured tiles ornamented with underglazes, and 2 woven baskets. Tyler continued to produce functional pottery at his home studio to sell at artisan markets.

Michele Roe took the AP Studio Art summer course in order to implement the new changes to the AP portfolio layout and scoring guidelines. She was able to get 3 portfolio types approved for our THS students. We can now submit portfolios to Drawing, 2D Design, and 3D Design. This is just in time for our first 3D AP student, Tyler Hollenbach, who will submit his portfolio in the 23/24 school year.

Last but not least: Anisha Askitis did a beautiful digital illustration of our THS eagle for the graduation program.

As of May 31, 2023, all Connecticut high school students beginning with the class of 2027 will have to complete a financial literacy course in order to earn a diploma after both legislative chambers voted this month to add personal finance education to statewide curriculum requirements. The bill was signed by Gov. Ned Lamont this summer! With the governor’s signature, Connecticut will join 20 other states that have adopted financial literacy education requirements in recent years. Connecticut’s requirement will begin with the graduating class of 2027, who start high school this fall. The class may count as either a humanities or elective credit and won’t add to students’ existing required credits. Tolland students have been lucky enough to have the support of the town and community

because we have had a Personal Finance course since 2006!

We have not completed formal UBD writing this year but have been updating, revising, and creating a variety of our lessons and activities using a variety of ed tech tools that assisted us with the facilitation and organization of lessons, handouts, and class work, and making those class materials more accessible to students and families. Technology helped us to provide our students with targeted instruction at their level once we pre assessed our students using Google Form quizzes, Google Questions, and more. We saw increased engagement from our students with review Kahoot & Quizziz activities and multimedia rich Google Slide decks.

AIM (Accounting is My Major) is a regional-based program for Connecticut high school students and is the result of a partnership between the CTCPA and various Connecticut colleges and universities. AIM, with its emphasis on exploring and promoting accounting as a college major, seeks to provide participants with an interactive experience that allows them to peek into “a day in the life” of an accounting major.

AIM strives to help prepare high school students for and to succeed academically in college—and, by extension, within their career aspirations—through an introduction to an interactive experience that allows students to peek into “a day in the life” of an accounting major pursuing the CPA profession.

Interview Day, October 2022 (at CNC Software) & April 2023 (at THS) - Personal Finance students recently participated in an on-site Interview Day at CNC Software. Mimicking a real-world interview situation,

students had an opportunity to tour the facility, sit down for a group networking session, and participate in three rounds of interviews with company professionals. This curriculum unit is specifically designed to give students an opportunity to research careers, develop targeted resumes and cover letters, and prepare for a real-world interview situation. All the students truly enjoyed the opportunity to try out their newly acquired interviewing skills as well as learn valuable insight by observing others. Thank you to the following CNC Software professionals who provided valuable advice and feedback.

THE SEM classes at THS took a field trip to Dunkin Donuts park in May, 2023. Fifty excited and engaged THS students participated in this networking event that offered a glimpse into many of the different career opportunities for students looking to break into the Sports & Entertainment industry.

Once again, Tolland HS found continued success participating in the CT Stock Market Game. In the Fall of 2022 and the Spring of 2023, THS had 4 students who finished in the Top 20 out of 1400+ students who participated in CT SMG. We would like to thank Jim Ferris, (Ferris Financial), for providing our classes with an “in house” field trip where Jim demonstrated the use of etrade and yahoo finance, in addition to providing the students with an engaging and fact filled lesson on beginning investing strategies and lifelong strategies that encourage them to begin to think about investing in their financial futures.

SMIF: In our 4th year as a club:

- 23 members
- 2 new officers participated in the YIS Leadership Training Conference

- 3 students elected to the YIS Globals Student Advisory Board
- 18 students participated in the SMG Investwrite competition
- 1 student was published on the YIS website and monthly newsletter for her November Stock Tip of the Month summary
- 3 students who won the Fall 2022/Spring YIS Dollar-a-Day Challenge which includes a \$182.50/\$365 matching contribution from corporate sponsors, to their personal investment account
- 1 student participated in the YIS Shark Tank Competition
- 2 students participated in the YIS OPEN Division Stock Pitch Competition
- Abigale Luetjen was designated as a CYIA (Certified Young Investor Analyst), the TOP designation awarded by the Young Investor Society. Less than 10% of all members globally have been awarded this designation.

Our Community Service Project was bigger, better, stronger, and faster as we partnered with the THS Student Council to host our 4th annual YIS “Stock” the Shelves event. Students participated in several fun and engaging activities and we collected over \$1,000.00 in donations to benefit the Cornerstone Soup Kitchen and Pantry during the Holiday Season. Together we Collected and donated over 500 food items to Cornerstone Soup Kitchen & Pantry. Students engaged in and participated in a variety of FUNdraising activities like: the “Penny War” and “Quarter Drop” grade championship events, the “Quarter Drop” game, a “Putt/Pitch it to Win it” golf contest & a “Holiday

Hoopla” basketball contest. Each of these events were conducted during the lunch blocks and were hosted by members of both the SMIF and Student Council clubs. Through these activities and by collecting donations all week, our club members had plenty of opportunities to help out by reaching out to and communicating with the Cornerstone Soup Kitchen and Pantry prior to and during the event, creating PSA’s and related promotional materials, counting and verifying daily deposits, shopping for and delivering the needed food items, and organizing and hosting daily competitions during lunches.

The THS SMIF club welcomed two recent UCONN graduates, Shane Cotter and Samuel Berkun, on December 16. Both young men graduated from UCONN and were leaders in the UCONN SMF club. Both young men are now working in the finance industry and each spoke about their path through college including internships, classes, and the jobs they hold now. At the end, they participated in a SMIF favorite game, STAX. This event was a huge success with over 35 attendees. Thank you again to Shane and Samuel!

Another Community Service Project this year partnered with "Wings of Freedom" - an all-volunteer non-profit organization that rescues domestic animals from shelters and abusive situations and rehabilitates, cares for, trains and provides placement in loving homes. Students ran a two-week long pet food and pet supply drive. Together we collected and donated over \$900 in cash, pet food, treats and supplies. Students encouraged participation in this event by choosing 10 teachers to "sponsor" a rescue dog.

THS DECA had 33 students who participated in the Connecticut DECA State Competition on March 1st. This competition traditionally hosts 1500 students from across the state vying for the opportunity to go to the international DECA competition in Orlando, FL with fierce competitors including 22,000 business students in attendance. 20 Medals (Top 5 in their category); with 14 students (Top 3) who qualify for the International competition in Orlando, FL. DECA - School Based Enterprise - School Store Gold Certification.

The Tolland High School Business Pathway program recently hosted the first “talk” in their new “Tolland Talks” speaker series. Nearly 60 students attended this “Ted Talk” style event. THS alumni Tyson Bridge (UnitedHealth Group) energized students with personal experiences as he discussed the Power of Networking and Creating Your Personal Brand. Students learned that it is important to proactively get involved, positively engage with others, and dare to ask “Why”. Students also had the opportunity to connect with their peers and craft their personal brand through an Elevator Pitch activity.

The Tolland High School Business Pathways program hosted a second speaker in the “Tolland Talks” speaker series. Josh Beaulieu spoke about How to bring an Idea to the Marketplace. His presentation highlighted entrepreneurship and got students involved in an activity creating their own products. Students engaged in presenting their own ideas and talked through the process of how they could bring it to the market. Over 50 students attended this talk and many of them walked away with ideas and inspirations of how they too could be entrepreneurs.

The Tolland Business Pathway program recently sponsored a college tour of Northeastern University

and Babson College. Over 35 Tolland juniors and seniors were introduced to these prestigious universities through specialized information sessions and campus tours. Babson, located in Wellesley, MA is ranked #1 for best undergraduate entrepreneurship program, boasting its excellence in entrepreneurial studies. Northeastern’s undergraduate business school, ranked #15 in the country, has over 50 undergraduate business programs at its Boston and satellite campuses.

Twenty students in the THS Business Pathways program traveled to Gillette Stadium in May to learn from one of the Marketing Team members for the New England Patriots. The students worked in teams to develop and pitch a variety of case studies and received feedback on their presentation. The group also enjoyed spending the afternoon at the Patriots Hall of Fame and were engaged in the plethora of hands-on activities available at the venue. We had a great lunch at Red Robin and enjoyed Crumble cookies on the ride home.

During the 2022-2023 school year, the THS English Department continued to provide opportunities for all students to be challenged and be successful in English class. The English department has continued to update and diversify curriculum and texts to ensure relevance and appropriate level of challenge for students. The English department spent many hours working to rewrite the Advanced Placement English Literature and Composition curriculum, the Communication and Presentation curriculum, and the English III curriculum. The department has worked to include diverse storytelling mediums such as the graphic novel, novel in verse, and memoir to further our students’ critical thinking skills. Moreover, the department has found ways to give students a voice in their writing. The Journalism classes participated in the University of

Connecticut’s Neag School of Education’s Letters About Literature contest and had three semifinalists in the statewide competition. Our Creative Writing classes used Canva to create children’s books and participated in NaNoWriMo to complete short stories during National Writing Month (November). Senior Zoë Livingston completed a Seminar under the supervision of Amy Grendzinski, in which she researched, wrote, and ultimately presented to Congressman Joe Courtney arguing for an amendment to the Natural Born Citizen Clause in the United States Constitution.

Moreover, the English department is proud to report that 72% of THS SAT School Day test takers met or exceeded the benchmark on the Reading and Writing tests. Additionally, the English department is proud to report that 32 juniors took the AP Language and Composition exam in the spring, and 94% of students earned a 3 or higher on the exam; 21 seniors took the AP Literature and Composition exam in the spring, and 95% of students earned a 3 or higher on the exam.

The English department has continued to work closely with the Library Media Specialist to support a rich independent reading program, to implement purposeful research in English classes, and to help students ethically and appropriately use technology. In the spring of 2023, the Library Media Specialist, along with many volunteers, completely reorganized the library’s fiction collection. She totally overhauled the stacks to make the titles more accessible to students in a format they’re used to browsing: genre. Books in the fiction section were once organized alphabetically by author’s last name, but they are now alphabetized within genres including: adventure, sports, verse novels and quick reads, graphic novels, realistic fiction, romance, historical fiction, mysteries and thrillers, paranormal, horror, fantasy, magical realism,

science fiction, manga, literary fiction, short stories, poetry, and biographies. New signage indicates where patrons can find different books. The library OPAC, Destiny, lists all of these changes as Sublocation so students can browse digitally and will know where to find titles when they're physically in the space. This organization project will be refined as students use it, but in the short time that students had to utilize it, there was already an increase in circulation.

In school year 2022-2023, the THS mathematics department ran 53 sections of classes with eight full time staff, three sections being taught by the LEAP math teacher and two sections being taught by the Instructional Coach shared with TMS. In these 53 sections, close to 1000 seats were filled. Teachers continued to provide opportunities for all students to succeed in mathematics at varying levels. Seeing the need for a course for the students in upper grades who struggle in math, a non-leveled Probability and Statistics course was proposed and approved to start in 2023-2024 school year. Math teachers attended the ATOMIC Conference, partaking of workshops that were provided.

The student performance on the SAT School Day Mathematics section was a mean score of 551, 59.5% of our students met or exceeded the goal. All of the students who took the AP Calculus AB Test scored either a 4 or a 5.

Three teachers piloted the Illustrative Mathematics curriculum in Algebra 1A and B and Geometry, where students engaged in problem based learning curriculum. This pilot has been put on hold to collaboratively explore Building Thinking Classrooms text in the 2023-2024 school year. Teachers incorporated technology in instruction and assessment, using Quizizz, Khan

Academy, Desmos and Minitab to name a few applications as well as the TI-84 calculator. Teachers provided instruction and learning support to all students both during class time and after school. The TPS Math Department continues to support all learners with co-taught SP Algebra 1A, 1B and CP Geometry courses.

The Physical Education/Health department continues to work on Health and Wellness for all of our students. We continue to incorporate wellness into the 10th grade curriculum adding Yoga and mindfulness activities. All students in 10th grade complete hands only CPR and First Aid to meet the graduation requirements. All 9th grade students complete a comprehensive skill based health course. We were able to perform Fitness testing for approximately 165 10th graders. Of the 165 students tested on all four items 39% met the standard on all 4 tests. These tests include: PACER, Curl ups, Push ups, and Flexibility. The curl ups had 95% passing, Pushups had 78% passing, Sit & Reach had 85% passing, and the PACER had 45% passing.. The PE department has added a Unified PE, which allows students with developmental disabilities to work with peers within the classroom setting. This is a positive experience for students of all abilities. In the Cardio Room we added 2 new elliptical machines and 1 new bike using the Cider Mill Road Race funds. We also continue to add new weight room equipment for our students to utilize.

The THS School Counseling department has another busy, but exciting year. For the first time, resume workshops were added to the school counseling curriculum. After seeing that many of our students were entering senior year without a resume, we decided to begin the resume writing process with all juniors. The social studies department was gracious and allowed us to hold these workshops in the US History classes both first and second semester. Workshops

included time for all students to begin a resume either on Naviance, our college and career readiness software, or on a program of their choice.

The school counseling department is now offering evening parent programs for each grade. The sophomore parent program to discuss early post high school planning was moved to the evening prior to the second semester open house. This move to the evening resulted in an improved turnout. All student and parent program presentations continue to be posted on the THS School Counseling website. The website is updated weekly with all the information that is presented to students and parents. There is a specific senior section which includes all the documents and forms necessary to process college applications. Community service verification forms and the google form to submit hours can also be found on the website.

The school counseling office obtained a promethean board which has been used in a variety of ways. We have utilized it to provide group presentations in our office with 20-30 students – something we have been unable to do in the past. We also have a weekly slide show that continuously runs throughout the day and can be seen in our office or from the hallway. Slides include information about upcoming events in the counseling office or within the school, community service opportunities, positive messages, information on upcoming college and military visits and school spirit messages.

Tolland High School hosted a record number of foreign exchange students. Two students attended THS for the entire year, two students attended for only the second semester and four students visited for a brief several week

period. Home countries included Italy, Argentina, Germany, Switzerland and France.

The Tolland High School science department had many exciting things happen in the 2022/2023 school year. There were many experiences that students were able to partake in with a variety of the science courses offered. For example in the oceanography classes, oceanography students had the opportunity to visit with our local kindergarten students at Birch Grove Primary School. Students created stories about how certain species are impacted by humans. Then they created arts and crafts using discarded trash items that they walked the kindergarteners through. Ultimately encouraging the students why it's important caring for our oceans. Additionally, oceanography students went on a field trip to Project Oceanology. Students literally and figuratively got their hands wet as they investigated the living (biotic) and nonliving (abiotic) components (pH, sediment, water temp etc.) of Long Island Sound while on board a 50 person boat for 2.5 hours. Their data was added to over 50 years of data on the Long Island Sound done at UCONN Avery Point.

Over the summer our botany teacher spent a week attending the UCONN Extension GMO professional development. Over the course of 5 days they worked with professors and researchers at UCONN and teachers from across the state on all things GMO's. This included hearing lectures from experts in the field, exploring curriculum already laid out for the high school classroom, and working in the lab completing lab activities. They were engaged in meaningful discussions and debates on the future of GMOs and how to effectively teach young students the importance and misconceptions of them. Starting with the summer of 2022, our physics teacher worked 15 hours over the

summer and another 20 hours throughout the course of the school year on an NGSS Assessment toolkit training for developing assessments that are more aligned with the NGSS standards. During the summer of 2022, they participated in a training with the University of Rochester Medical Center: Life Sciences Learning Center on the new resources they have available through their One Health initiative. This session was on "Ticks, Biodiversity and Climate" and looked at real-world data as it relates to the growing number of cases of tick borne illnesses. Finally, they participated in a training on PASCO Capstone software and sensors. Additionally, other science courses embarked on various field trips and hands-on experiences to connect the scientific principles taught in the classroom to the real world. In Chemistry, students traveled to the UCONN campus. Here they had the opportunity to perform various experiments related to what they have learned in the classroom that enhanced their understanding of the concepts. The students had the experience of seeing demonstrations of real-world applications. They also had the opportunity to learn about the different research projects in the field. In addition to this, they had the opportunity to interact with faculty and graduate students. Another trip was taken to JF Fredericks Aerospace Inc. The students had the opportunity to expand their understanding of how Engineering principles are applied to solve-real world problems. They also learned about the manufacturing process related to the production of parts that are used in space (materials used for aerospace manufacturing). The physics class went to Cross Farms playground to collect data and videos for video analysis of different playground equipment.

In both the chemistry and UCONN environmental science class, invited speaker Dr. Jennifer L. Perry

presented to the classes about her work at the department of energy and environmental protection. For the chemistry classes she focused on her experiences in the Engineering field and Environmental Engineering. In the environmental course she focused on the state's waste management program.

During the 2022-2023 school year, the THS Social Studies department staff advised the Model United Nations Club (Rich Ashley) and Kindness Campaign (Shelley Manning). In addition to this, Eric Cichocki and Jim Wiese served as class advisors. Shelley Manning also took part in the School Culture and Climate Committee and the district wide Staff Wellness committee. Many speakers including defense and prosecuting attorneys and a guest speaker (a former student that works in cybercrime) came in to speak with students in Criminology classes. Students in Fran Sterling's Psychology and AP Psychology classes conducted psychological experiments and presented these to the class. Rich Ashley chaperoned the THS field trip to Quebec with the foreign language department. Shelley Manning was named Tolland Public Schools Teacher of the Year.

The Special Education Department continues to provide high quality instruction for students at THS. Whether they require behavioral, emotional, or academic support, the LEAP program, Life Skills program and/or Resource support provide students with access to what they need. Within each program, Content Support classes were offered at each grade level. In Content Support, students worked on independence and self-advocacy as well as received instruction on goals and objectives. Targeted work on goals and objectives were also provided through general classes or pull-out time with case managers. Special education teachers are now co-teaching, with the support of a co-teaching trainer, with the English

Department. This is in addition to the 3 classes already co-taught in the Math Department. As a result, more students who receive special education support have even more access to College Preparatory classes.

Students enrolled in the Culinary courses within the Family & Consumer Science Department had another great year! Students experienced both small and commercial kitchen settings. Students worked side by side to create all kinds of amazing dishes. From homemade pasta, to bread, to cakes, students used precise measuring skills, and created visually appealing, nutritionally balanced foods. Students explored multiple meal options to cater to those with allergies and certain dietary restrictions as well. In Culinary 1, students focused mainly on safety and sanitation, nutrition, and budgeting while in Baking & Pastry they mastered the art of desserts and plating. This year in Culinary 2, students were able to bring back THS's Eagle restaurant. They offered student-created dishes to staff with a new menu choice every week. Teachers even had the meals delivered right to their classroom door! Students were able to participate in some fun competitions through a variety of lab challenges including Chopped, Food Truck and Cupcake Wars competitions were just a few. For the upcoming year the FCS department is looking forward to expanding our restaurant offerings and building our skills in the kitchen.

Students enrolled in classes offered through the Technology Education (Tech Ed) Department had an amazing year. Many woodworking projects were created in the Introduction to Technology class. In Power Technology, students repaired many pieces of small equipment such as snow blowers and lawn mowers. The students really enjoyed bringing in old bicycles that were cast aside and resurrecting them to donate to local families and organizations. Mrs. Beth

Penney and her students have been hard at work in the Tolland High School Print shop. They have been printing, among other things, business cards, newsletters, vinyl signage, and materials for the school and town community. The print jobs have included but not been limited to: Senior night shirts for the volleyball team, designing and printing new passes for the counseling department. The Tech Ed department is in the process of expanding its membership and participation in the newly created Engineering Pathway. The Tech Ed department spent many hours this year integrating various computer technologies into traditionally hands-on classes through the use of google classroom, 3d printers, and various Computer Aided Design software programs.

During the 2022-2023 academic year, the World Language Department at Tolland High School remained committed to providing students with meaningful, real-world language experiences. One notable initiative undertaken by the department was the administration of the AAPPL test, a comprehensive assessment that evaluates students' speaking, writing, and interpretive (listening and reading) abilities in the Spanish and French languages. Students who attained a proficiency level of Intermediate-Mid or higher, as per the American Council on the Teaching of Foreign Languages (ACTFL) standards, were recognized with the prestigious Connecticut Seal of Biliteracy. This seal serves as a tangible symbol of their exceptional language proficiency and can be affixed to their diplomas, accompanied by a commemorative pin celebrating their achievement.

In the fourth iteration of the AAPPL test, 27 students chose to participate, and an impressive 10 of them achieved or surpassed the required proficiency levels

for the Connecticut Seal of Biliteracy. This recognition showcases their dedication and mastery of a language beyond English.

Two world language students participated in the CT Colt Artwork contest. Sulan Zhang won first place for her digital art submission and Vera Ylanen won second place for their poster submission.

Within the realm of curriculum and instruction, the World Language Department continued to enhance the Spanish curriculum, aligning it more closely with the Avancemos series progression as in subsequent course offerings. Notably, the curriculum for Spanish 2 underwent a comprehensive revision during the summer of 2023 moving away from Teaching Proficiency through Reading and Storytelling (TPRS). This revision incorporated real-life themes and topics, providing students with practical opportunities to apply their language skills for communication.

While ensuring students have real-life opportunities to interact with target language, French and Spanish students had the chance to attend field trips that promoted students to utilize the target language. French students visited Quebec for the winter carnival and were immersed in the French language and culture. World Language national honors society students and students enrolled in Spanish 4 and 5 were invited to participate in a field trip to a Mexican restaurant. Students ordered in Spanish and enjoyed authentic cuisine. Dedicated educators remained committed to professional growth and development, and participated in state, CT Colt, and national ACTFL conferences. These conferences allowed our teachers to gain valuable insights into best practices for world language instruction.

As the 2022-2023 school year concluded, the World Language Department made a strategic decision to

discontinue the use of the Sanako web-based language lab. Instead, the department transitioned to utilizing students' 1:1 devices to complete communication activities. This shift freed up budgetary spending. This decision optimized our resources and aligns with our commitment to innovative and effective language instruction.

Teachers at Tolland High School are actively and enthusiastically involved in a number of after school clubs, activities, and programs. We continue to actively seek out interested students and staff to ensure that we offer a variety of clubs and activities. As we continued to work through the pandemic, clubs offered both virtual and in-person curriculum so that we could continue to engage students who were quarantined, or decided to learn remotely for the school year.

The Culture and Climate Committee continued to recognize students through the PRIDE recognition program. This is a program that rewards students for demonstrating our core values represented by the acronym P.R.I.D.E (Perseverance, Respect, Integrity, Dependability, and Engagement). Students that received this honor had their names read on announcements and were provided a gift card as a way to thank them for their consistent contribution to the school community. We also sent a letter home describing why the student was recognized. We plan to continue to grow this program and often take feedback from students about the types of incentives they wish to receive when recognized.

For the fifth straight year, approximately 75 juniors and seniors participated in the Tolland High School Peer Mentoring program, now called "Link Crew". Selected juniors and seniors attended training sessions dedicated

to preparing them to become Peer Mentors who serve as positive role models for our incoming freshmen. They provided support, guidance, encouragement, and friendship to freshmen throughout their transition year. At Freshman Orientation, Peer Mentors also guided the ninth grade students through a variety of activities such as guided tours, a club fair, and small group icebreaker activities. The day ended with lunch in the cafeteria.

We continue to run an after school support program to support the varying needs of our students. The after school program provides an equal opportunity of learning to our student population while supporting each individual student's learning needs. The environment is safe and welcoming, and in order to best support our students, we have both certified staff and paraeducators available, along with NHS tutors.

The 2022-2023 school year saw multiple athletes succeed on and off the athletic fields. We had 82 fall athletes, 78 winter athletes, and 118 spring athletes earn CCC or THS academic honors. Additionally, we had 18 fall, 11 winter, and 28 spring athletes earn all-conference recognition and 18 athletes earn all-state recognition. Our gymnastics team finished as Class M State Champions and State Open and New England runner-up. Jacqueline Sterling and Eric Eckblom were honored as the 2022-2023 CIAC Scholar athletes. This award is given to the top academic male and female athlete from each high school in CT.

## **FINANCE AND RECORDS**

### **ACCOUNTING**

The responsibility of the Finance Department lies within its ability to manage the expenses of the Town's various

departments and services within the parameters and confines of the budget approved by referendum voted on by the citizens of the Town of Tolland. This has to be weighed against the revenue, both the anticipated and the unplanned, with the expectation that this incoming revenue exceeds the demands of managing the Town. The Finance Department must also work with the Town Manager and Town Council to project the town's needs in the future and growth on a Capital scale with vision and foresight.

On a government-wide basis, the assets of the Town of Tolland exceeded its liabilities at the close of the most recent year by \$134,601,500 (net position). Of this amount, \$20,991,586 (unrestricted net position) may be used to meet the government's on-going obligations to citizens and creditors. On a government-wide basis, the government's total net position increased by \$588,373. Governmental and business-type activity expenses were \$76,499,707, while revenues were \$77,088,080. The total cost of all Town services for the fiscal year 2023 was \$76,499,707; of which \$75,616,039 was for governmental services and \$883,668 for business-type activities.

The governmental funds are used essentially to account for the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financials focus on near term inflows and outflows of spendable resources, as well as balances of spendable resources. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance also appear after the Independent Audit's Report.

At the close of the fiscal year, the Town’s governmental funds reported, on a current resource basis, combined ending fund balances of \$20,894,372, an increase of \$7,766,366 from the prior fiscal year. Of the total fund balance as of June 30, 2023, \$11,295,772 represents the combined unassigned fund balance in the general fund, special revenue funds, capital projects funds and permanent funds. The largest change in fund balance was the increase in the Capital Funds Project Fund of \$7,483,166. There were also increases in the General Fund of \$692,211. Non-major Governmental funds had a decrease of \$150,494. The Emergency Declaration Fund decreased by \$258,517. The General Fund balance increased by \$692,211 due to excess of \$567,924 in revenues over expenditures combined with other financing sources and uses for a net \$124,287.

The General Fund is the chief operating fund of the Town of Tolland. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$11,295,772 while total fund balance was \$13,129,939. As a measure of the General Fund’s liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 16.8% of total General Fund expenditures including transfers out. Total fund balance represents 19.6% of that same amount. The unassigned portion of fund balance, when compared with unassigned last year portion for the General Fund had increased by \$1,065,760 while the total fund balance increased \$692,211.

Key factors contributing to the changes in General Fund were:

- Overall, the Town experienced an excess in revenues and other financing sources for \$732,523.

The current and prior year property tax levy collections exceeded the budget by \$8350 and interest and lien fees exceeded budget by \$35,388. Motor vehicle supplemental taxes collections came in \$121,132 in excess of the budget due to higher vehicle pricing.

- Revenue collected in interest income and other revenues was \$573,307 more than budgeted mainly due to higher investment rates. The economic recovery from the COVID pandemic had a very positive impact on investment earnings rates.
- Charges for Services exceeded the budget by \$134,636. Of this amount, \$127,328 was for building permit fees that were higher due to an increased amount of home improvements and other construction.
- Total Expenditures were \$267,536 less than anticipated. Of this amount \$172,500 was unexpended from the Board of Education.
- The Town unexpended balance of \$95,036 mainly consisted of savings resulting from employee attrition/retirements and delays in the hiring process. Included within those wage savings are funds resulting from a few employees within the Public Works area who were out due to workers’ compensation claims. Their salaries were paid by insurance, which then resulted in budgetary savings. Another significant area of employee attrition was in the Public Safety department due to an off-duty death of our long-term fire captain. There were also miscellaneous savings in other departments.

On a budgetary basis, property taxes accounted for 80% of total General Fund revenues, intergovernmental grants, accounted for 18% and charges for current services and other revenues accounted for 2%. Of these

revenues, intergovernmental income exceeded the budgeted amount by a total of \$301,908. The charges for services, other revenue and investment income exceeded the budgeted amount by a total of \$707,943. Property taxes exceeded the budget by 167,245. Other financing sources fell short of the budget by \$444,573. On the expenditure side there were savings of \$267,526; of this amount \$172,500 was the remaining balance of the Board of Education funds that not expended. The Town incurred the balance of \$95,036 from savings.

### HIGHLIGHTS:

- 31<sup>st</sup> consecutive year for the award of excellence in financial reporting for the 2022 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association (GFOA).
- For the 15<sup>th</sup> consecutive year the Town of Tolland received the Distinguished Budget Award by the GFOA. This honor was based on Tolland’s budget reporting which met specific criteria to enhance its presentation, provide clarity and conformity and offer in-depth projections. This achievement was due to the dedicated efforts of the entire Finance staff.

## COLLECTOR OF REVENUE

### PRINCIPAL FUNCTIONS:

The Office of the Collector of Revenue bills, collects, records and balances tax revenues as well as water and sewer assessments, departmental revenue, repayments of Small Cities Grants, Tolland Non-Profit Housing Corporation's monthly lease fees and other general fund revenues.

All receipts are recorded and an audit trail is maintained. Delinquent Statements and Demands are issued, Alias Tax Warrants are issued, motor vehicle delinquencies are reported to the State of Connecticut Department of Motor Vehicles, liens are filed and released, foreclosures and tax sales are instituted. Information is provided as warranted to attorneys, banks, escrow service bureaus, title searchers, realtors as well as the general public.

### HIGHLIGHTS:

During the 22-23 Fiscal Year the collection rate for current taxes was 98.87%, slightly lower than the previous fiscal year with 99.09%.

We collected \$332,693 in prior year taxes, \$215,388 in interest and \$16,390 in lien and DMV fees. Tax bills are available to view and pay online. The Suspense List was sent to Rossi Law Offices for collection and \$3,297 was collected in tax.

FISCAL YEAR	2019-2020	2020-2021	2021-2022	2022-2023
Total Taxes Collectible	46,707,972	47,173,069	49,081,236	49,462,574
Total Taxes Collected	46,218,326	46,252,688	48,122,487	48,291,341
Percent Collected	98.95	98.04	98.03	97%
Current Year Collected	45,793,938	45,677,610	47,718,857	48,499,795
Percent Collected	98.56	98.89	99.09	98.87%
Suspense Collected	2,472	4,660	2,077	3,297
Payment by Credit Card	830,514	1,096,295	1,368,003	4,926,825
Payment by ACH Check	1,854,914	2,585,150	3,134,625	52,951
Sewer & Water Assessment Bills	27	28	27	14
Sewer & Water Assessment Pymts	94,593	103,032	120,296	133,206
Small Cities Rehab Pymts	27,691	58,817	54,256	90,828
Tolland Non Profit Housing Bills	288	288	288	288
Tolland Non Profit Housing Pymts	6,716	7,043	6,016	5,041
GRAND LIST	2018	2019	2020	2022
Tax Bills Mailed	24,887	24,922	24,967	24,990
New Construction Prorates	7	10	31	18
Additions & Corrections	991	891	966	1137
Transfers to Suspense	101	109	168	125
Liens Filed	92	87	82	57
Personal Property UCC1 Liens Filed	47	43	41	0

## TOWN CLERK

### PRINCIPAL FUNCTIONS:

The Town Clerk is responsible for recording, maintaining and preserving town records such as the Town Code Book (Charter, Ordinances, Policies and Procedures), land records, subdivision and survey maps, service members' discharge records, trade name certificates, cemetery reports, meeting schedules and official agendas and minutes. We report all land transfers to the Assessor and Tax Collector; make

various reports to the State and Town; assists residents in registering to vote and also assists the Registrar of Voters with all elections, primaries and referenda and issue absentee ballots. We regulate the issuance of hunting, fishing, dog, and vendor licenses; collect State conveyance tax on all transfers of property and remit same to the State Tax Department. As Registrar of Vital Statistics, we issue marriage licenses, burial permits, cremation permits and have custody of all birth, marriage and death records for Town residents.

**HIGHLIGHTS:**

The Office applied for and received a \$5,500 Connecticut State Library Grant from the Historic Documents Preservation Program. We will utilize these funds to continue a project started a few years ago preserving and restoring our oldest maps from Volumes 1-5. These funds will enable us to continue restoring approximately 70 maps in Volume 5.

**OBJECTIVE ACCOMPLISHMENTS:**

Utilizing grant funds, electronic indices were created for almost 8,000 additional pages of microfilmed land records, which were converted into digitized images. Records are now available to the public from our public access terminal as well as online back to February 25, 1942. Due to there being several documents on a single page in the older records, we were not able to go back to 1939 as first anticipated.

This project also helped to improve the accuracy and consistency of our land record indices by ensuring the indices are compliant with today’s indexing standards.

SUMMARY OF SERVICES	2020-2021	2021-2022	2022-2023
Land Instruments Recorded	3,381	2,911	2,045
Maps Recorded	18	24	23
Marriages Recorded	70	79	60
Births Recorded	130	137	133
Deaths Recorded	156	167	163
Servicemen’s Discharges Recorded	18	15	17
Marriage Licenses Issued	35	31	30
Burial/Cremation Permits Issued	115	104	101
Dog Licenses (incl. transfers & replacement tags)	2,707	2,220	2,535
Kennel Licenses	11	5	4
Peddler’s Licenses	1	15	1
Sports Licenses	103	135	132
Trade Name Certificates	30	32	40
Liquor Licenses	10	9	3
Elections, Referenda, Primaries	1	2	1
Notaries Recorded	51	31	35

REVENUE COLLECTED	2020-2021	2021-2022	2022-2023
Conveyance Taxes	260,206	328,069	235,929
Recording Fees	130,383	112,315	63,579
Town Clerk Preservation Fees	12,496	10,481	7,034
Town Preservation Fees	5,886	5,571	4,526
Copies	17,913	14,943	8,285
Miscellaneous & Fees	21,578	20,075	32,196
<b>TOTAL</b>	<b>448,462</b>	<b>491,454</b>	<b>351,549</b>

# ASSESSOR

## PRINCIPAL FUNCTIONS:

The Assessor is responsible for maintaining a uniform distribution of the property tax burden among all the taxpayers, and to insure that procedures are performed in accordance with provisions of the Connecticut General Statutes.

The Assessor's Office is responsible for preparing a yearly Grand List that identifies all taxable Real and Personal Property located in Tolland. Assessment records are updated from documents received from the Town Clerk's Office, Planning and Development, Zoning and the Building Inspector. Tax maps are maintained on an annual basis. Inspections are made of all properties receiving building permits during the course of the year as well as properties where work has been done without the proper permits.

It is the responsibility of the Assessor's Office to determine eligibility for various statutory and local exemptions. These include veterans, elderly, disabled, blind, solar, manufactures, farm and forest among others.

Numerous reports are prepared for various private, state and municipal agencies. Appraisal reports are reviewed for properties the Town is interested in acquiring.

The Assessor's Office is required to supervise and coordinate the revaluation of all taxable and exempt property. Revaluations are now required every five years by State Statutes.

SUMMARY OF SERVICES	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Number of Inspections	867	1,422	706	962	823
Meetings Attended	62	44	72	54	59
Deed Transfers	504	410	399	427	338
Property Subdivisions	11	7	3	8	4
Tax Map Changes	20	38	24	30	28
Building Permits Reviewed	667	587	861	998	1,012
Exempt Applications	2	3	3	22(Quadrennial)	7
Personal Property Appraisals	750	769	742	769	753
Farm, Forest, Open Space Reduction	440	429	403	411	393
Certificates of Occupancy	6	11	19	18	25
Motor Vehicles Regular Unpriced	3,426	3,107	3,013	3,275	3,612
Motor Vehicles Supplement	2,550	2,134	2,801	2,344	2,238
Elderly Tax Relief	359	362	343	268	274
Solar Exemptions	24	29	56	174	102
Veteran Exemption (incl advets)	608	642	640	609	606
Telephone Request Information	3,226	2,080	3,120	2,825	2,772
Walk-In Request Information	2,220	1,897	996	915	1,001
Photo	755	1,425	315	590	385
<b>SUMMARY OF GRAND LIST</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Real Estate	1,112,668,682	1,101,230,365	1,108,244,860	1,114,977,975	1,124,563,125
Personal Property	39,453,734	41,723,378	41,097,125	49,017,947	52,623,069
Motor Vehicles	129,751,295	132,379,332	136,666,980	169,812,503	181,779,090
Total Value	1,281,873,711	1,275,333,075	1,286,008,965	1,333,828,425	1,358,965,284
Real Estate Tax Exempt	138,909,040	141,607,325	158,189,125	158,408,600	159,134,900
Mill	0.03605	0.03605	0.03711	0.03658	0.03733
Motor Vehicle Mill				0.03246	0.03246
<b>SUMMARY OF PRIOR YEARS CHANGES</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Real Estate	1.0017	0.9897	1.0064	1.0061	1.0086
Personal Property	0.9862	1.0575	0.9850	1.1927	1.0735
Motor Vehicle	1.0163	1.0203	1.0324	1.2425	1.0705
Total Change	1.0027	0.9949	1.0084	1.0372	1.0188
<b>ADJUSTMENTS TO PREVIOUS GRAND LISTS</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Auto Supplement	18,238,416	15,358,128	22,180,941	22,134,772	21,282,342
Certificate Occupancy	368,424	243,918	944,620	1,530,393	1,508,167
Misc. Adjustments	4,438,941	4,434,283	4,754,277	4,208,950	4,439,106

## **HIGHLIGHTS:**

The Assessor's Office completed the 2022 Grand List on 1/30/23 as required by State Statute. A signed list was filed with the Town Clerk's Office. The net taxable Grand List after the Board of Assessment Appeals was increased to \$1,358,965,284. The increase in value is 1.83% or \$24,462,377. This change in the Grand List resulted in an increase of \$913,180 in actual tax dollars based on the current mill rate of .03733.

Real estate assessments increased by \$10,969,355. The new net assessment figure is \$1,124,563,125, which is an increase of .99%. Real estate comprises 82.75% of the Grand List. Residential properties make up 73.2% of the list while commercial/industrial properties make up 9.55%. The increase in assessment is due to a number of new residential homes and 27 crumbling foundation replacements.

The total number of registered motor vehicles in Tolland as of October 1, 2022 is 15,349 which is 265 more vehicles than appeared on the 2021 Grand List. The total motor vehicle list is \$181,779,090 or 13.38% of the Grand List. The increase in assessment is 5.99% or \$10,276, 910. As the supply of vehicles has increased values have continued to drop slowly in the market.

Personal property accounts comprise 3.87% of the Grand List, and decreased by 15 accounts in 2022. The majority of those were small businesses. The number of personal property accounts is 753, with assessments of \$52,623,069. The increase in assessment is 6.51% or \$3,216,112.

Tax maps were updated for boundary line changes that occurred during the year. Administrative software programs were updated with current vendors to allow the Assessor's Office to complete required reports to comply with state requirements and public requests.

## **BOARD OF ASSESSMENT APPEALS**

The Board of Assessment Appeals is an official municipal agency. It is designed to serve as an appeal body for taxpayers who believe that the Assessor erred in the valuation of their property or erroneously denied them exemptions.

The Board members are not assessing agents. They do not value property. That is the sole function of the Assessor's Office. The Board acts as a review body. The Board serves as the first level of appeal from the Assessor. The Town Council appoints all Board members. The decisions made by the Board are binding until an appeal is taken to the courts or there is a change in the valuation.

The Board conducted two days of hearings during the month of March 2023 to review assessment appeals on the 2022 Grand List. The review also included motor vehicles appearing on the 2021 supplement list. The hearings were conducted on 3/20/23 and 3/23/23.

The Board received sixteen requests for review. Five of those were for real estate and eleven for personal property. The Board granted reductions on five of the appeals totaling \$150,000. Three of the real estate appeals were for crumbling foundations and totaled

\$127,600. There were two adjustments made to the personal property list totaling \$22,400. The adjusted 2023 Grand List after the Board of Appeals meeting was \$1,358,965,284.

The Board also met on Wednesday, 9/20/23 to review motor vehicle assessments that appeared on the 2022 Grand List. The Board received three request for assessment review and reductions were made to all three for a total of \$23,590.

## **REGISTRAR OF VOTERS**

### **PRINCIPAL FUNCTIONS:**

The Registrars of Voters are elected officials authorized by the Connecticut General Statutes to maintain the records of all registered voters and to hold special registration sessions for new voters. They register voters in accordance with their selected affiliation and maintain an accurate list of eligible voters. Voter information is maintained by Registrars on a statewide database for Voter Registrations. The maintenance and security of the voting tabulators used in all elections is also the responsibility of the Registrars.

The Registrars supervise and run all elections, primaries and referendums for the Town of Tolland in accordance with State Statutes or Town Charter.

Tolland has two polling places and three Voting Districts – the Gym at Tolland Recreation Center (Old Parker School) (Districts 1 & 3) and the Tolland Senior Center at 674 Tolland Stage Road (District 2). The Program Room in the Tolland Library is used for town budget referendums.

**HIGHLIGHTS:**

New Voter Registrations for 2022 was 760; 2021 was 876; 2020 was 1220; 2019 was 665; 2018 was 959; 2017 was 1296.

During 2022 we had 2 Budget Referendums and one State Election.

**Party affiliations for registered voters are:**

Party	2022	2021	2020	2019	2018
Democrats	2931	2888	3007	2900	2689
Republicans	2602	2562	2682	2528	2447
Unaffiliated	4960	4900	5074	4832	4816
Minor Parties	201	200	210	194	169
<b>Total</b>	<b>10,694</b>	<b>10,550</b>	<b>10,973</b>	<b>10,454</b>	<b>10,121</b>

**DEPARTMENT OF PUBLIC WORKS**

**PRINCIPAL FUNCTIONS:**

The Department of Public Works consists of two divisions, the Highway Division and the Parks and Facilities Division, which includes Cemeteries.

The principal function of the Highway Division is to maintain the approximately 132 miles of Town-owned roads. These maintenance activities include the installation and maintenance of the Town's storm

drainage systems including cleaning/repairing approximately 3000 catch basins, paving of streets, grading operations on nine miles of gravel roads including dust control applications, roadside mowing of approximately 160 curb miles, roadside brush and tree cutting, routine road patching operations as well as the installation and maintenance of the Town's street signs and Pavement markings. A considerable amount of our department resources are expended providing plowing and ice control services during the winter months, this year there were 18 events. They also frequently assist in projects of other departments.

The Parks and Facilities and Cemetery Division provide the continued maintenance, repair and operational expenditures required to maintain Town buildings, cemeteries and grounds. The buildings maintained include the Hicks Memorial Municipal Center, the Tolland Jail Museum, the Senior Center, the Town's four fire stations, the Arts of Tolland building (old Town Hall), the Highway Garage, the Parks & Facilities Garage, the Fire Training Center, the Recreation Center and the Lodge. The department is responsible for snow removal on the grounds of all Town and Board of Education buildings. They provide maintenance for all municipal fields and those of the Board of Education, a total of 32 fields. The total acreage cared for is approximately 244+ acres. The department is also involved in numerous special projects throughout the year, which it addresses with in-house staff.

**HIGHLIGHTS:**

The Department of Public Works made five major equipment purchases this year. The Parks Division purchased a 16 foot mower, a 2022 Ford F550 and a 2022 Ford F350. The Highway Division purchased a 2022 Ford F250. We received delivery of the street sweeper truck that was purchased with ARPA funds.

The Highway Division removed or trimmed approximately 80 trees around town utilizing the TAR Grant.

Roads paved this year include Hilltop Road, Crestwood Road, Blueberry Hill Road, Laurel Ridge, Pine Hill Road, Maplewood Drive, Lawlor Road, Julia Road and White Birch Drive including the installation of approximately 31,000 feet of curbing.

Public Works crews assisted a contractor with replacing approximately 100 catch basins. Traffic signs installed included three stop signs, seventeen warning signs, two regulatory signs and two street name signs. Guardrails were replaced at Hunter Road and Timber Trail. Gravel roads were graded and approximately 62 miles of double yellow lines and 10 miles of white edge lines were painted.

The Parks and Facilities Division worked on several projects in addition to the regular maintenance of all Town buildings and grounds. They performed 27 burials in Town cemeteries. Forty cemetery monuments at East Cemetery were cleaned and straightened utilizing the Neglected Cemetery Grant.

Public Works crews installed underdrains at the upper soccer field at Cross Farms in order to alleviate the very

wet conditions that previously existed. Other improvements to the parks include overseeing the construction of an ADA approved walkway at the Cross Farms complex, the removal of trees and installation of guard rails at River Park and improvements made to the Little League dugouts.

Parks and Facilities crews assisted with special events including the Harvest Fest, the Scarecrow contest, the Memorial Day parade, Celebrate Tolland, Truck Day at the Library and the holiday tree lighting on the Town Green.

Improvements to facilities include the installation of a new roof over the existing shingled section of the highway garage, asbestos mitigation in the basement of the Hicks building and the renovation of a bathroom in the Library. A pole shed was purchased and constructed at the highway garage to store off-season equipment.

## LAW ENFORCEMENT

### PRINCIPAL FUNCTIONS:

The principal function of the Law Enforcement Division is to protect life and property and to enforce State laws and Town ordinances. Resident State Troopers contracted by the Town constitute the Police Force. Tfc. Kevin Eklund has been Administrative Resident Trooper in Tolland since 10/10/16. There are 3 other troopers in the office, 2 evening shifts and 1 day shift. The Resident Trooper’s Office is augmented by the entire State Police Department and its specialists. These include (but are not limited to) the Major Crime Squad, Emergency Services Unit, Forensic Laboratory,

State Fire Marshal’s Office, Narcotics Division, Canine Unit, Bomb Squad and Aviation Unit. The Resident Trooper Force receives additional augmentation from Troopers stationed at Troop C in Tolland.

### OFFICE HIGHLIGHTS:

- Several speeding complaints come through our office on an annual basis. The Tolland Resident Trooper’s deploy our speed signs on the roadways throughout the Town. These signs are designed to remind motorists to travel the posted speed limit and ultimately to SLOW DOWN. The signs allow

	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Anticipated 2023-2024
Accidents	163	242	283	231
Criminal Investigations	181	212	282	270
Burglaries	13	4	5	7
Larcenies	29	19	33	31
Motor Vehicle Citations	277	346	402	1,195
Motor Vehicle Warnings	380	313	234	341
DUI’s	45	41	35	37
Non-Reportable Matters	9,857	7,978	6,449	8,961
Calls for Service	10,184	10,076	8,460	10,627

### PROJECTS:

- The Administrative Resident Trooper and the Secretary successfully prepared and presented a Resident Trooper budget to the Town.
- The Tolland Resident Troopers have maintained our Facebook page to assist us in keeping citizens informed of major events or issues within Town.
- The Tolland Resident Troopers purchased the Atlas One software for residents to download and keep informed of criminal activity and accidents happening within Town.
- The Tolland Resident Troopers Office received \$14,849 in DUI grant money and \$50,000 in Rural Road grant money to be used in \$5,000 increments within a 2 year period.

us to retrieve data such as: average speed, number of vehicles traveled in a given time period, highest average speed, exact date and times of violators, and data showing the overall impact of the sign on the motorist. In addition to the speed signs, Troopers also target areas where we get the most complaints. Our mission is to get the motorist to obey the speed limit and reduce the chances of accidents and other motor vehicle related incidents.

- Troopers participated in the Memorial Day Events on the Green, Dunkin Donuts Coin Drop for Special Olympics, Stuff-A-Cruiser Event, and Church and School Vulnerability and Safety Meetings. The \$1,000 Stephen Davis Memorial

Scholarship was awarded to the Tolland Senior with the best essay.

- The Resident Trooper Secretary handled 314 Waste/Recycling calls.
- The Administrative Resident Trooper and the Resident Trooper Secretary issued 91 temporary pistol permits. Applications are carefully vetted by the Administrative Resident Trooper which has resulted in several denials. Trooper Eklund attended several denial hearings this year with Board of Firearm Permit Examiners. Pistol Permit requests amounted to \$6,370 in revenue for the Town of Tolland.
- The Town of Tolland received \$5,674.50 from the State of Connecticut for a percentage of the Tolland infraction income. Included in this amount are any infractions on the highway.

## TOLLAND FIRE DEPARTMENT



The volunteer and career members of the Tolland Fire Department are dedicated and highly-skilled in providing professional service in the areas of fire suppression, technical rescue operations and emergency medical services with strong emphasis in fire prevention, public fire-safety education and community support with a vision to enhance the quality and depth of service we provide.

We would like to dedicate this year's Annual report to Public Safety Officer Captain Dennis J. Carlson. Captain Carlson proudly served the community as a

PSO-FF/EMT for more than 34 years before his sudden and unexpected passing on May 13, 2023. Captain Carlson's contributions spanned a generation of Tolland residents. His involvement in teaching fire-safety skills and first-aid practices to hundreds upon hundreds of youth in the community, is one example on an endless list of his many accomplishments and contributions to the Town throughout his career. Captain Carlson was committed to serving our community and helping those in their time of need. His expertise, professionalism and personality are deeply missed by those who had the privilege to know him.

Significant program accomplishments for the year include:

- Since the inception of Rescue Billing Ordinance 91 on July 1, 2017, the Department has collected nearly \$193,000 in billing fees. Staff has done an excellent job capturing and processing the information necessary to make our Rescue Billing program a continued success.
- Career staff participated in school lockdown drills, secure building drills, fire drills and Building Safety and Security Meetings (BSSM) throughout the year.
- The Department maintains 3 Social Media accounts to strengthen our connection with the local community and enable us to share, to a wider audience, information regarding incidents, hazards, training and community events. Additionally, it has allowed us to publicly praise individual members for their achievements, certifications and other newsworthy contributions. Our Twitter account (@tollandalert) has 2,900

followers, Instagram (@tollandalert) has 1,640 followers and Facebook (Tolland Fire Department) has 4,153 followers. To lessen the confusion, we are looking to rename our accounts in the near future.

- Continued to promote the Town's Employee Assistance Program (EAP) and the Department's PEER team. Members facing many different types of problems or situations (both personal and department-related) are encouraged to seek confidential help from this free resource 24/7/365. The PEER team continued to support members and supplement the Town's EAP program.
- The Department continues to build upon the Incident Reporting System (ESO) that documents Emergency Incidents as well as Inspection Activities, Training Classes and Personnel Management. We have added the module to track inventory and vehicle/equipment checks to comply with OSHA mandates.
- Continued to integrate and train UCONN students with EMT certification into our program. This program continues to prove beneficial to both UCONN students and the Department.
- The Department's Auxiliary program continues to work to support the Department. This group's responsibilities include: spearheading fund-raising activities, assisting with the Department's social, organizational and administrative activities, and providing assistance before, during and after emergencies.
- Medical Lt. Bernie Hoffman's TOP SHELF article was published online by EMS 1. The TOP SHELF

program (an acronym for **T**rash, **O**utside, **P**atient-Area, **S**upplies, **H**and holds, **E**quipment, **L**inens, **F**uel) provides guidance for EMS crews by detailing what elements ambulance crews should focus on during upkeep of the ambulances before and after calls for service. This program was developed by Tolland Fire Department's medical officers. EMS 1 is an online publication specifically designed for the EMS community to have access to the latest and greatest training information, techniques and products. Congratulations to all who were involved in the creation of the TOP SHELF program.



**Fire Station 340 - 247 Gehring Road  
February 13, 2023**

- The Firehouse Improvement Project, which was approved at referendum in May 2021 has begun. **Initially this project** was designed to bring Fire Stations 140 (renovation), 340 (replacement) and 440 (replacement) into compliance with the American Disabilities Act, current CT Building Code requirements, and address various space needs of the Public Safety-Fire Department. Due to the state of the national economy and significantly increased costs, the project was altered to only replace Station 340 and make repairs to Stations 140 and 440.
- On February 13<sup>th</sup> Station 340, located at 247 Gehring Road, was demolished to make way for the building replacement project to begin.

- Since the demolition of Station 340, the following phases have been completed: Septic Permit approval, Holding Tank & Oil/Water Separator installation, Preliminary Design Plans were received, Final Design Plans were received, the Building Permit was approved, and Footings/ Wall 1 (West side of the building) were poured. In the coming months the project is expected to continue with the completion of the foundation, installation of the new septic tank and paving. We anticipate the steel and wall panels for the building to be delivered in November 2023 and the building erected before the end of the year. Work on the interior of the new station will continue through the winter months and we expect project completion in March 2024.
- In November, we welcomed Julia Meyer as a PSO-FF/EMT. While attending high school Julia participated in the Tolland Fire Department Explorer program and achieved the rank of Captain. She earned her EMT certification well before transitioning to the volunteer department

upon high school graduation. During her 4 years as a Tolland Fire Department volunteer Julia quickly earned her FFI and FFII certifications. She is the first female PSO in the career staff history.

- In March, we welcomed Nick Audette as a PSO-FF/EMT. Nick also began his fire service career as a member of Tolland Fire Department's Explorer Post. During his four years as an Explorer, Nick worked diligently to learn all aspects of the fire service. Throughout this time he took on additional duties and increasing responsibility, ultimately earning the rank of Captain. Once he became eligible, Nick transitioned to the volunteer department where he continued to learn and practice his skills all while maintaining a high response rate.
- During Fire Prevention month in October, the career staff, accompanied by volunteer staff, visited 15 different locations to spread our Fire Prevention education and awareness message. Targeting our youngest citizens, presentations were conducted at daycares, preschools and Birch Grove's kindergarten through 2<sup>nd</sup> grade students. More than 875 youngsters received handouts and fire truck tours during these Fire Prevention presentations. This number represents an increase of more than 100 participants over last year! Special thanks to those involved in the planning and delivery of the classes, as well as those who remained at the Stations supporting the program from behind the scenes.

- The Department offered a free Stop the Bleed® training class to residents. Stop the Bleed® is a national campaign designed to give everyday citizens with no medical training the tools to recognize and respond to life threatening bleeding while trained professionals are on the way. In all, 29 residents participated in this training class.
- Stop the Bleed® training was also presented to school staff where more than 200 staff members received this specialized training.
- In June, career staff conducted a two hour training class for the Recreation Department's new Camp Counselors. Class topics included; Basic First Aid, CPR/AED, Choking, Fractures/Sprains and Strains, Allergies, Diabetic Emergencies, Proper Activation of the 911 System, and Missing Person Search - Water and Land. In all, eight counselors participated.
- The Department participated in several multi-town training exercises to build continuity in working with our Mutual Aid partners in Tolland County. Our staff's commitment to training and continuing education is paramount to delivering the highest-level of service to the community.
- The Department continues to use Fire Rescue 1, an on-line training platform for distance learning. This program tracks mandated training topics required for certification purposes. This approach also allows for training at each member's pace, helps the Department comply with OSHA and Officer training standards and frees up valuable in-person training time, allowing for more hands-on drills.
- Firefighters completed Live Burn training drills for their annual Live Burn training requirement. During this training, firefighters practiced interior and exterior firefighting skills and techniques, under live-fire conditions. Other departments offered training spots to some of our staff and vice versa for those who were unable to attend our scheduled training.
- Utilizing in-house trainers who are certified by the state of Connecticut to conduct these classes saves on training costs.
- Joint Tactical Emergency Casualty Care (TECC) initial and refresher training took place with many towns participating. Multi-agency training allows participants to work with those with whom they may not otherwise have the opportunity, fosters better working relationships among departments and saves on training costs.
- When feasible, joint training opportunities such as guest speakers or specialized training drills are arranged members by neighboring departments. This allows for more diverse training and maximizes resources among neighboring departments.
- In October, Department members gathered at our memorial to participate in the annual Bells Across America bell-ringing ceremony. This national observance is to honor fallen firefighters by the ringing of bells in a memorial tribute in firehouses across the nation.



**Bells Across America Ceremony - October 9, 2022**

- The Fire Department's annual Festival of Lights parade was held on November 26<sup>th</sup> to the delight of onlookers of all ages. As is our tradition, the parade was led by a 9-1-1 Memorial Tribute in honor of those lost on September 11<sup>th</sup>, 2001. Thank you to all the parade participants for their dazzling displays and whose presence is critical to the overall success. The atmosphere was festive and hundreds of people enjoyed the amazing lights and music from the many different floats. The Fire Department's Christmas Tour of the Town began on November 27<sup>th</sup>.
- Both the Festival of Lights parade and the Christmas Tour of the Town are funded entirely by private donations; no taxpayer dollars are spent on these popular community events. Thank you to all our generous donors! The Department would also like to recognize and thank everyone who voluntarily contributes their time and talents to make these events successful. Including the often forgot about behind the scenes people who are an instrumental part of the planning and execution, that make these events successful.

## Apparatus

In keeping with our ambulance replacement schedule, replacement ambulances were ordered in 2021 and 2022. Unfortunately due to industry-wide shortages, the vendor has been unable to process our orders. Other options were vigorously researched and discussed; however, considering the nationwide shortage, compounded by high demand, we concluded that our best option is to keep our places on the waiting list. Since the ambulances were first ordered and throughout this entire fiscal year, Chief Littell has closely monitored our places on the waiting list. Despite his persistence and best efforts, he has been unable to receive a VIN number or production date. Chief Littell continues to make weekly contact with the vendor.

This year has been extremely busy updating our Fire apparatus with several major projects ongoing. Rescue 240 was replaced with a Squad. ET 240 is undergoing refurbishment and our aerial ladder truck is being replaced with a used/refurbished truck, rather than purchasing it brand new.

- Squad 240 (Rescue 240s replacement) was placed into service on November 1, 2022. This apparatus is a combination Heavy Rescue/Pumper carrying E-Draulic rescue tools, fire suppression equipment, vent fans, rope rescue, confined-space rescue equipment, Haz-Mat supplies, water rescue, EMS equipment, LED scene lighting, a portable winch, a 1500 GPM pump, and a 1000 gallon water tank. The sale of Rescue 240 was finalized in December. Funds from the sale were deposited into the Ambulance Reserve Fund.



**Squad 240: 2022 Spartan Gladiator Rescue Pumper**

- Nearing the end of its service life to the Department, our 1990 Aerial Ladder Truck was scheduled to be replaced with a new apparatus in the TY 2026 Capital Budget for \$2,000,000. Staff identified a used, low mileage aerial ladder truck **Squad 240: 2022 Spartan Gladiator Rescue Pumper** for sale in another state. Although the replacement was ahead of schedule, it made financial sense to explore this opportunity. With the prospect of saving a considerable amount of money, staff was sent to inspect the truck and ultimately recommended its purchase. Factoring in both the cost of the truck and the necessary refurbishment, it was determined that tackling this project would save the Town approximately \$1.25 million dollars. After approvals were received, the Department committed to undertaking this project with a budget of \$750,000. The refurbishment work will be completed by the authorized Pierce dealer from whom it was purchased. We anticipate taking possession of the truck in November 2023 with an in service date slated for December 2023. Once the delivery date is finalized, the current apparatus will be advertised for sale.



**2009 Pierce 105' Aerial Ladder truck –  
Refurbishment nearing completion**

- The refurbishment of ET240 is ongoing albeit slow. Staff continues to closely monitor this project however it has been plagued with industry-wide delays obtaining parts, as well as delays at the paint shop. In addition, an unanticipated repair was discovered once disassembly took place. Unfortunately there were no outward signs that could have foreseen the problem prior to disassembly. This repair added additional time and money to the project. Update: This Apparatus was placed back in service during October 2023.

Reflecting on the outpouring of support we received after Captain Carlson's passing we'd like to sincerely thank the many, many individuals, organizations, businesses, departments and groups for their overwhelming kindness. We were amazed by the thoughtfulness, generosity, compassion and sympathy we received from within our own community and beyond. We'd like everyone to know that their actions whether large or small, written or verbal, were truly appreciated and provided great comfort during a very difficult time.

The Chief of the Department would like to thank all of the Department’s volunteer and career staff members, as well as their families, for their dedication to our mission. Without the support of our staff and their families, the Department would be unable to effectively provide the services that we perform. As a Department our goal is to deliver the highest-level of service possible and to meet the increasing needs of the Town.

fire through Fire Code enforcement, public education and building inspections.

Plans and specifications of new construction and renovation of existing structures are reviewed for compliance with the Connecticut State Fire Safety Code: public facilities are inspected and corrective orders are issued when necessary. The Fire Marshal investigates the origin and cause of fires, issues blasting permits, coordinates fire safety efforts, responds to complaints of fire hazards and participates in emergency planning activities.

- Investigated the cause, origin and circumstances of all alarms and fires.
- Issued blasting permits for the use, transportation and storage of explosives.
- Conducted reviews of plans and specifications for various occupancies and proposed facilities within the Town for compliance with CSFSC regulations.
- Reviewed plans for development of new structures and renovations of existing buildings to prevent loss of life and limit property damage due to the threat of fire or explosion.
- Worked cooperatively with area Fire Marshals to identify trends and share information on mutual concerns.
- Updated current library system with new Code Enforcement material.
- Inspected existing occupancies, other than 1-2 family homes, for compliance with the current CSFSC. Upon receiving a complaint, inspect one and two family dwellings to assure the statutory requirements regarding smoke detection devices, carbon monoxide devices and safe egress are satisfied.
- Attended public schools’ Secure Building Drills, Lockdown Drills, Fire Drills, annual building inspections and Building Safety & security meetings.
- Maintained the online Open Burning Permit application process that has proven to be successful.

<b>Performance Data *Impacted by Pandemic</b>	<b>Actual* 2020-2021</b>	<b>Actual* 2021- 2022</b>	<b>Actual 2022- 2023</b>	<b>Estimated 2022-2023</b>	<b>Anticipated 2023-2024</b>
Fire	637	504	560	575	585
Medical	1,582	2,012	1,853	2,073	2,168
Hazardous Materials	32	19	22	25	28
Motor Vehicle Accidents	105	113	125	137	143
Other Emergency/Service Calls	331	464	472	487	496
Non-Emergency	3,281	3,412	3,753	3,791	3,829
<b>Total Activity</b>	<b>5,968</b>	<b>6,524</b>	<b>6,785</b>	<b>7,088</b>	<b>7,249</b>

## **FIRE MARSHAL**

### **PRINCIPLE FUNCTIONS:**

The Fire Marshal is responsible to ensure compliance to the Connecticut State Fire Safety Code (CSFSC) and all applicable codes as outlined in the Connecticut General Statutes (C.G.S.). The intent of the Code is to prevent loss of life, injury, and property damage from

### **HIGHLIGHTS:**

- Maintained State Certification by attending schools, seminars and virtual classes to keep abreast of new codes, regulations and technology as directed by the Bureau of the State Fire Marshal and the Office of Education and Data Management (OEDM).

# ANIMAL CONTROL

## PRINCIPLE FUNCTIONS:

Two part-time Animal Control Officers are primarily responsible for enforcement of the laws pertaining to Animal Control. Officers investigate all animal bites, potential rabies virus exposures and complete appropriate State paperwork. Bite investigations require working with owners and victims to gather statements/evidence, issuance of actions such as quarantine/restraint orders, as well as enforcement of such orders. Officers respond to complaints of roaming animals (including but not limited to dogs, cats, horses, cows, llamas, alpacas, and pigs), barking dogs, aggressive animals, injured animals, reports of suspected cruelty/neglect as well as complaints of sick/injured wildlife. Officers routinely patrol school grounds, parks and trail systems to ensure compliance with usage regulations and are responsible to mitigate neighbor versus neighbor complaints.

Officers submit reports to the Town and State of Connecticut as required. Properly licensed and tagged stray dogs are impounded until reunited with their owners. Kennel fees, which are set by the State, are incurred after 24 hours. Abandoned and unclaimed animals are advertised and placed for adoption when appropriate. Animal Control Officers work with State of Connecticut Department of Agriculture Animal Control Officers and are under the supervision of Tolland’s Director of Public Safety.

According to Connecticut General Statutes (C.G.S.) §22-238 residents are required to license all dogs 6 months of age or older. Licenses are purchased from the Town Clerk after presenting proof of current rabies

Activity Data *Impacted by Pandemic	Actual* 2020-2021	Actual* 2021-2022	Actual 2022-2023	Estimated 2023-2024	Anticipated 2024-2025
Inspections	400	300	350	500	500
Blasting permits	9	2	4	5	5
Fires investigated	304	214	250	250	250
Underground storage tanks	4	3	3	3	3
Hazardous material surveys	40	n/a	n/a	n/a	n/a
Training classes (hours)	34	30	30	30	30
Plans reviewed	100	125	125	200	200
Liquor permit inspections	4	4	6	8	8
Meetings with other Town staff	180	200	200	200	200
Respond to resident complaints	30	40	20	20	20
Abatement of hazards	200	100	100	100	100

vaccination and neutering/spaying certificates if applicable. Licenses expire on June 30th of each year with the renewal period beginning on June 1st and ending on June 30th. Many approaches have been taken to contact owners in violation of C.G.S. §22-238 in order to have them update their dog’s information and/or renew licensing such as door-to-door inquiries and mailing campaigns. Non-compliance with the requirement for licensing can result in an infraction ticket being issued to violators. Infraction tickets carry a State imposed fine, currently \$75 per dog, in addition to the licensing penalty of \$1 per month the license is overdue. Licensing reminders have been emphasized through written warnings, e-mail notifications, newspapers, phone calls as well as through social media.

## HIGHLIGHTS:

- Two part-time employees share this 30 hour per week position. They attempt to provide adequate coverage to the Town’s ever increasing demands.
- Officers continually spend time to remind dog owners to comply with C.G.S §22-238 Dog Licensing regulations. Through many forms of communication, such as social media posts, mailings, phone calls and/or distributing flyers, Officers encourage compliance and inform owners that their failure to comply can result in a \$75 infraction ticket being issued. With the addition of C.G.S Sec. 22-344-38(a)(4) which requires commercial kennels to maintain proof of a rabies vaccination and town license for dogs (before boarding), Officers have received some relief from

chasing non-compliant owners of previously registered dogs.

- Tolland is one of only five Connecticut towns which continues to participate in and successfully complete, the State's optional Annual Dog License Survey. Officers conducted the survey between April and June. Successful completion of this survey enables the Town to retain 60% of dog license fees and pay only 40% to the State, thus increasing the Town's share by 10%. Dog licensing fees are used to offset Dog Fund expenses.
- Officers continue to maintain a Tolland Animal Control Facebook page for residents to have an additional way to easily communicate animals' lost/found information, promote animals available for adoption and other special notifications and announcements. This page currently has 4.7k followers.
- E-mail address [animalcontrol@tollandct.gov](mailto:animalcontrol@tollandct.gov) continues to be promoted as a way for residents to communicate with Officers.
- For the tenth consecutive year, Tolland Animal Control hosted a Low-Cost Rabies Vaccination Clinic. Thank you to Fenton River Veterinary Hospital staff who provided vaccinations to 110 animals whose owners took advantage of the clinic. The clinic was held at Tolland High School to accommodate a drive-thru style clinic.
- Officers participated in online trainings that reviewed the sheltering and care of animals during disasters and major events. Familiarization with this topic allows the Animal Control Officers to

work more effectively with Tolland Emergency Management and the public during these types of events.

- Officers completed continuing educational trainings as required by the State of Connecticut Department of Agriculture.
- Officers continued to use Animal Control software to more easily keep records of licensed dogs, incidents, phone calls and complaints that come into the office. The software is linked to the Town Clerk's system so we are able to access the most current dog licensing information. The software eliminates the need for officers to maintain their own database, thus saving time.
- Tolland Animal Control continued to aid the town of Hebron's Animal Control department and State Animal Control by housing and caring for three dogs which were among the scores of animals that were seized during an animal cruelty investigation.
- Officers gratefully accepted donations of pet food and toys throughout the year from many generous residents, groups and local businesses. We wish to thank each and every donor for their continued generosity and support of the animals in our care.
- In October 2022, the department placed into service a 2022 Ford F-250 pickup truck. Much like the unit it replaced, the vehicle is outfitted with a bed cap in order to safely transport smaller animals, and carries a variety of gear and equipment routinely needed by officers in the performance of their duties. The vehicle replaced a 2011 Ford F-150 pickup truck.

- Also in October, the department welcomed Anthony Calchera as an Animal Control Officer. Anthony filled the part-time vacancy created when long-time ACO Tina Binheimer's status was changed from part-time to per-diem. Officer Calchera was granted a provisional Animal Control Officer license by the State of Connecticut Department of Agriculture to begin working. Update: Officer Calchera successfully attended the Animal Control Academy which was held in August/September 2023 where he earned his State certification.

Performance Data	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Estimated 2023-2024	Anticipated 2024-2025
Dogs impounded	23	33	14	20	25
Cats impounded	7	16	3	4	6
Other animals impounded	4	8	0	4	6
Dogs redeemed	22	25	13	15	20
Cats redeemed	2	1	2	3	5
Other animals redeemed	4	5	0	2	4
Dogs sold as pets	1	5	4	5	7
Cats sold as pets	5	12	0	1	2
Other animals sold as pets	0	3	0	2	4
Dogs euthanized	0	0	0	0	0
Cats euthanized	0	0	0	0	0
Other animals euthanized	0	0	0	0	0
Redemption fees	\$200	\$225	\$150	\$300	\$435
Sold as pet fees	\$255	\$840	\$60	\$300	\$450
Complaints received	683	636	478	450	525
Notices to license	1,177	639	582	625	665
Infractions issued	4	6	3	5	6
Dog bites	6	5	17	10	12
Cat bites	0	1	0	1	2
Other animal bites	0	0	0	0	1
Dogs found Deceased	3	0	1	1	1
Cats found Deceased	3	2	2	2	2
Other (Non-wildlife) found Deceased	1	0	0	0	0

- Multiple advisories of threats of torrential rains, strong/severe storms, flood watches, flash flooding warnings, extreme heat and humidity, heat wave conditions, frigid temperature and winter storm warnings.
- Multiple advisories of Canadian wildfire smoke and air-quality. In response to the unhealthy air quality conditions caused by smoke and haze from the Canadian wildfires, Tolland Emergency Management made N-95 masks available at several locations in Town. A news release was e-blasted to residents.
- Due to particularly heavy rainfall, Director Littell kept watch on the rising waters of the Willimantic River and other flood prone areas around town that are vulnerable to flooding.



Swollen Willimantic River – 09/06/2022

## EMERGENCY PREPAREDNESS

### PRINCIPAL FUNCTIONS:

The principal function of this program is to assure that in the event of a major disaster, effective coordination of resources will be mobilized to reduce damage and protect property, provide shelter, medical or other personal assistance and speed recovery. This program is the responsibility of the Emergency Management Director John C. Littell, and is foremost the main

communication link between the Town and outside resources in the event of a vast emergency or disaster.

### HIGHLIGHTS:

- The Director closely monitors all State WebEOC communications, information and advisories during the year. Pertinent bulletins are redistributed to appropriate personnel. Numerous notifications were received throughout the year including:

- On December 21, 2022 the Director virtually attended a DEMHS statewide conference call regarding storm preparations as a major storm was predicted for December 23<sup>rd</sup>. The storm was expected to deliver strong winds and heavy rain. Temperatures were predicted to plummet immediately following the storm. The storm arrived as predicted with strong winds and heavy rain leaving some homes without power and many blocked roads right before Christmas. Fire Department and Town crews worked diligently to mitigate the damage.
- On December 21, 2022 the Director virtually attended a DEMHS statewide conference call regarding storm preparations as a major storm was predicted for December 23<sup>rd</sup>. The storm was expected to deliver strong winds and heavy rain. Temperatures were predicted to plummet immediately following the storm. The storm arrived as predicted with strong winds and heavy rain leaving some homes without power and many blocked roads right before Christmas. Fire Department and Town crews worked diligently to mitigate the damage.
  - There were more than 50 road closures due tree on wires calls that were dispatched to the Fire Dept.
  - Director Littell was in constant contact with Eversource communicating outages and blocked roads.
- Due to the bitter cold and power outages on December 24<sup>th</sup>, the Senior Center was opened as a warming shelter for residents in need. The CERT team was activated to staff the Senior Center. The

Library was also available to anyone in need of a warming shelter. Signage was displayed at the Senior Center and Fire Department Training Center instructing residents needing to report storm damage to call the Dispatch Center's non-emergency number.

- The Director was notified that the expiration dates for the BYD N95 masks, which were received from State resources, had been extended by five years. Notifications were sent to inform those who had received them and additional supplies were offered to residents.
- The Director forwarded information to appropriate personnel on a variety of topics including; Mpox virus (formerly Monkey pox) precautions, COVID-19 Test Kit and BYD N95 mask expiration date extensions, and SBA Disaster Assistance Loans due to Drought.
- Informative E-blasts were sent throughout the year on a variety of topics including; Preparation suggestions for extreme weather events, and COVID-19 testing kits/N95 masks availability.
- The Director virtually participated in the State of Connecticut's Local Emergency Operation Plan (LEOP) plan review held in February.
- The confidential Special Needs Database was updated, as it is annually. This continues to be a time consuming project as registrants do not remember to communicate and update their information with us in a timely manner.

- Again efforts continued and reminders were made multiple times advising Town Supervisors and Directors on the importance of being trained in NIMS (National Incident Management System). All Town Supervisors and Directors were encouraged to be trained at minimum, one level above their employees and in addition should hold IS 700, 100, 200, 300, 400 and 800 certifications to operate in the Town's Emergency Operations Center during a crisis.

### **Community Emergency Response Team (Tolland CERT 40)**

The Community Emergency Response Team (CERT) program educates citizens about disaster preparedness for the hazards that may occur where they live. The CERT program offers a consistent, nationwide approach to volunteer training. Initial training includes basic disaster response skills, such as; Fire Safety, Light Search and Rescue, Team Organization, and Disaster Medical Operations. Once citizens have completed the initial CERT training program, they can opt to join Tolland's CERT Team.

Tolland's team is under the guidance and control of Tolland's Emergency Management Director, John Littell. Team members continue to train in preparation to assist professional responders during disaster situations when activated by the Director. As a CERT team member, you may be assigned to assist Tolland's emergency services. This may be providing manpower during a disaster, operating an emergency shelter, or providing other types of assistance. Team members also use their skills to provide traffic and crowd control, and Ham Radio Operations for preplanned community events.

- Team members participated in many community events throughout the year including; Memorial Day Parade, Celebrate Tolland, Tolland Harvest Fest, Rec Center's Easter Egg Hunt and Movie Night, Animal Control's Annual Rabies Clinic, Town-wide Electronic Recycling, and Vernon's Fireworks display.
- The Team meets monthly for training to improve and add to their skills. Training topics include; First Aid, CPR/AED, Stop the Bleed®, Diversity and Sexual Harassment awareness, Blood borne pathogens, Shelter Management, and Traffic Management.
- Tolland CERT 40 team members who have not kept up commitment to the Team.
- In October 2022 Tolland CERT 40 participated in the Harvest Festival on Tolland Green.



Tolland CERT 40 - Harvest Fest October 15, 2022  
 (Pictured L to R) Tammy Aviles, Jack Robinson, Andy Powell, Marcella James, Frank James, Philip Dooley, Brian Pabst, Jim Toomey

### **Tolland CERT Ham Radio Unit**

- Tolland CERT's Ham Radio Unit greatly enhances the Emergency Management Director's communication capabilities during major weather

conditions or regional emergencies. A Ham radio system was installed in Tolland's Emergency Operation Center. In addition, two self-contained portable Ham radio systems for field operations were developed and are ready for deployment at a moment's notice. This Unit may be called upon for assisting in local and/or statewide operations.

- Supported 8 town events with radio communications using both Ham radios and CERT HT radios including; Celebrate Tolland, Tolland Harvest Fest, Rec Center's Easter Egg Hunt and Movie Night, Animal Control's Annual Rabies Clinic, Town-wide Electronic Recycling, and the Town of Canton's Emergency Communications Test.
- In June the Ham Radio Unit operators took part in a state-wide emergency disaster drill hosted by the Town of Canton's CERT team. This exercise was designed to test emergency Ham communications in the event of a major sun flare which could potentially cripple emergency communications systems. Unfortunately we were unable to communicate with the Canton EOC. Will need to try with our higher gain antenna next time.
- Received approval for the release of the Tolland Emergency Communications Manual which is a document based on the South Windsor EmComm manual to promote commonality between towns. This manual covers all radio communications, not just Ham communications.
- A UHF Ham Repeater was installed on the Bald Hill radio tower. Coverage encompasses a large portion of central Connecticut. Weekly Tolland CERT practice nets were started mid-February.

- Our Ham Radio Unit seeks to recruit additional members who are ARES (Amateur Radio Emergency Service) certified.

If you are interested in learning more about participating in CERT or the Ham Radio Unit, please email your name, address and telephone number to [certleader@tollandct.gov](mailto:certleader@tollandct.gov).



## INDEPENDENT AUDITORS' REPORT

Town Council  
Town of Tolland, Connecticut

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town of Tolland, Connecticut's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Tolland, Connecticut, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Tolland, Connecticut and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Tolland, Connecticut's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Tolland, Connecticut's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Tolland, Connecticut's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information and the pension and OPEB schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Tolland, Connecticut’s basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the accompanying combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors’ report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated **December 13, 2023** December 4, 2023, on our consideration of the Town of Tolland, Connecticut’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Tolland, Connecticut’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Tolland, Connecticut’s internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

West Hartford, Connecticut  
December 4, 2023

**TOWN OF TOLLAND, CONNECTICUT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 33,247,221	\$ 2,003,525	\$ 35,250,746
Investments	3,528,757	-	3,528,757
Property Taxes Receivable	1,387,668	-	1,387,668
Accounts and Other Receivables	3,868,214	345,086	4,213,300
Other Assets	49,918	-	49,918
Advance to Plan Administrator	2,207,638	-	2,207,638
Restricted Cash	292,263	-	292,263
Restricted Investments	20,800	-	20,800
Capital Assets, Nondepreciable	15,669,198	50,858	15,720,056
Capital Assets, Net of Accumulated Depreciation	126,763,368	7,243,157	134,006,525
Total Assets	187,035,045	9,642,626	196,677,671
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred Outflows Related to OPEB	199,356	-	199,356
Deferred Charge on Refunding	265,464	-	265,464
Total Deferred Outflows of Resources	464,820	-	464,820
<b>LIABILITIES</b>			
Accounts Payable	1,359,140	110,551	1,469,691
Accrued Liabilities	198,408	-	198,408
Accrued Interest Payable	435,548	-	435,548
Unearned Revenue	3,017,903	53,307	3,071,210
Bond Anticipation Notes Payable	9,170,000	-	9,170,000
Bond Anticipation Notes Payable Premium	100,503	-	100,503
Noncurrent Liabilities, Due Within One Year	4,670,262	-	4,670,262
Noncurrent Liabilities, Due in More Than One Year	39,480,057	-	39,480,057
Total Liabilities	58,431,821	163,858	58,595,679
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred Inflows Related to OPEB	1,066,152	-	1,066,152
Lease Receivable	692,500	-	692,500
Advance Property Tax Collections	2,186,660	-	2,186,660
Total Deferred Inflows of Resources	3,945,312	-	3,945,312
<b>NET POSITION</b>			
Net Investment in Capital Assets	102,616,499	7,294,015	109,910,514
Restricted for:			
Grant Programs	3,386,337	-	3,386,337
Endowments - Nonexpendable	20,800	-	20,800
Perpetual Care - Nonexpendable	292,263	-	292,263
Unrestricted	18,806,833	2,184,753	20,991,586
Total Net Position	\$ 125,122,732	\$ 9,478,768	\$ 134,601,500

See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2023**

Functions/Programs	Expenses	Program Revenues			Net Revenues (Expenses) and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>GOVERNMENTAL ACTIVITIES</b>							
Administration	\$ 2,917,497	\$ -	\$ 1,144,572	\$ 24,818	\$ (1,748,107)	\$ -	\$ (1,748,107)
Planning and Community Development	571,203	664,923	-	-	93,720	-	93,720
Community Services	2,017,621	376,499	96,323	17,000	(1,527,799)	-	(1,527,799)
Public Works	8,071,906	76,154	376,696	172,705	(7,446,351)	-	(7,446,351)
Public Safety Services	2,806,324	591,074	129,062	-	(2,086,188)	-	(2,086,188)
Record and Financial Services	1,240,014	106,211	-	-	(1,133,803)	-	(1,133,803)
Board of Education	56,795,583	1,355,936	19,882,934	-	(35,556,713)	-	(35,556,713)
Interest Expense	1,195,891	-	-	-	(1,195,891)	-	(1,195,891)
Total Governmental Activities	75,616,039	3,170,797	21,629,587	214,523	(50,601,132)	-	(50,601,132)
<b>BUSINESS-TYPE ACTIVITIES</b>							
Sewer Fund	470,410	350,664	-	-	-	(119,746)	(119,746)
Water Fund	413,258	422,686	-	-	-	9,428	9,428
Total Business-Type Activities	883,668	773,350	-	-	-	(110,318)	(110,318)
Total	\$ 76,499,707	\$ 3,944,147	\$ 21,629,587	\$ 214,523	(50,601,132)	(110,318)	(50,711,450)
General Revenues:							
Property Taxes					48,710,443	-	48,710,443
Grants and Contributions not Restricted to Specific Programs					1,526,911	-	1,526,911
Investment Income (Loss)					942,223	26,858	969,081
Miscellaneous					93,388	-	93,388
Transfers					11,425	(11,425)	-
Total General Revenues and Transfers					51,284,390	15,433	51,299,823
Change in Net Position					683,258	(94,885)	588,373
Net Position - Beginning of Year					124,439,474	9,573,653	134,013,127
<b>NET POSITION - END OF YEAR</b>					<b>\$ 125,122,732</b>	<b>\$ 9,478,768</b>	<b>\$ 134,601,500</b>

See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2023**

	General	Emergency Declaration Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 14,317,165	\$ 3,024,318	\$ 10,021,201	\$ 4,842,132	\$ 32,204,816
Investments	1,556,732	-	812,844	1,179,981	3,549,557
Receivables	2,151,370	-	2,052,298	1,073,620	5,277,288
Due From Other Funds	-	425	-	-	425
Other	-	-	-	49,918	49,918
<b>Total Assets</b>	<b><u>\$ 18,025,267</u></b>	<b><u>\$ 3,024,743</u></b>	<b><u>\$ 12,886,343</u></b>	<b><u>\$ 7,145,651</u></b>	<b><u>\$ 41,082,004</u></b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts and Other Payables	\$ 558,554	-	\$ 113,321	\$ 108,795	\$ 780,670
Accrued Liabilities	198,408	-	-	-	198,408
Due to Other Funds	-	-	425	-	425
Bond Anticipation Notes Payable	-	-	9,170,000	-	9,170,000
Unearned Revenue	-	2,919,147	-	98,756	3,017,903
<b>Total Liabilities</b>	<b><u>756,962</u></b>	<b><u>2,919,147</u></b>	<b><u>9,283,746</u></b>	<b><u>207,551</u></b>	<b><u>13,167,406</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Unavailable Revenue - Property Taxes	1,021,365	-	-	-	1,021,365
Unavailable Revenue - Tax Interest	237,841	-	-	-	237,841
Lease Receivable	692,500	-	-	-	692,500
Unavailable Revenue - Special Assessments	-	-	-	87,915	87,915
Unavailable Revenue - Loans Receivable	-	-	-	733,872	733,872
Unavailable Revenue - Grant Receivable	-	-	2,052,298	-	2,052,298
Unavailable Revenue - Cemetery	-	-	-	7,775	7,775
Advance Property Tax Collections	2,186,660	-	-	-	2,186,660
<b>Total Deferred Inflows of Resources</b>	<b><u>4,138,366</u></b>	<b><u>-</u></b>	<b><u>2,052,298</u></b>	<b><u>829,562</u></b>	<b><u>7,020,226</u></b>
<b>FUND BALANCES</b>					
Nonspendable	-	-	-	362,981	362,981
Restricted	-	105,596	1,550,299	494,571	2,150,466
Committed	1,020,467	-	-	5,250,986	6,271,453
Assigned	813,700	-	-	-	813,700
Unassigned	11,295,772	-	-	-	11,295,772
<b>Total Fund Balances</b>	<b><u>13,129,939</u></b>	<b><u>105,596</u></b>	<b><u>1,550,299</u></b>	<b><u>6,108,538</u></b>	<b><u>20,894,372</u></b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b><u>\$ 18,025,267</u></b>	<b><u>\$ 3,024,743</u></b>	<b><u>\$ 12,886,343</u></b>	<b><u>\$ 7,145,651</u></b>	<b><u>\$ 41,082,004</u></b>

See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT  
BALANCE SHEET  
GOVERNMENTAL FUNDS (CONTINUED)  
JUNE 30, 2023**

Reconciliation of Balance Sheet - Governmental Funds to Statement of Net Position:

Amounts reported for governmental activities in the statement of net position (Exhibit I) are different from the governmental fund balance sheet. The details of this difference are as follows:

Total Fund Balances (Exhibit III)	\$	20,894,372
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:		
Governmental Capital Assets	\$	259,606,114
Less: Accumulated Depreciation		<u>(117,173,548)</u>
Net Capital Assets		142,432,566
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds:		
Property Tax, Sewer Use, Water Assessment and Community Development Block Grant Receivable - Accrual Basis Change		2,088,768
Grant Receivable Accrual Basis Change		2,052,298
Allowance for Doubtful Accounts on Interest and Liens		(21,406)
Deferred Outflows of Resources Related to OPEB		199,356
Internal service funds are used by management to charge the costs of risk management to individual funds. The assets and liabilities of the internal service funds are reported with governmental activities in the statement of net position.		
		2,863,333
Some liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds:		
Bonds Payable		(32,335,000)
Other Postemployment Benefit Liability		(1,389,363)
Deferred Inflows of Resources Related to OPEB		(1,066,152)
Deferred Charge on Refunding		265,464
Compensated Absences		(1,242,447)
Accrued Interest Payable		(435,548)
Notes Payable		(7,375,713)
Lease Payable		(138,525)
Bond Premium		<u>(1,669,271)</u>
Net Position of Governmental Activities (Exhibit I)	\$	<u><u>125,122,732</u></u>

See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2023**

	General	Emergency Declaration Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>					
Property Taxes	\$ 48,522,566	\$ -	\$ -	\$ -	\$ 48,522,566
Intergovernmental	17,481,738	1,144,701	6,857,901	2,352,648	27,836,988
Charges for Services	836,476	-	-	1,931,374	2,767,850
Investment Income (Loss)	601,050	61,750	139,882	111,077	913,759
Other Revenues	12,257	-	530,909	223,357	766,523
Total Revenues	<u>67,454,087</u>	<u>1,206,451</u>	<u>7,528,692</u>	<u>4,618,456</u>	<u>80,807,686</u>
<b>EXPENDITURES</b>					
Current:					
Administration	3,402,245	721,995	-	-	4,124,240
Planning and Community Development	463,329	-	-	-	463,329
Community Services	1,020,051	-	-	579,518	1,599,569
Public Works	4,580,953	-	-	872	4,581,825
Public Safety Services	2,105,125	-	-	112,321	2,217,446
Record and Financial Services	1,053,722	-	-	-	1,053,722
Contingency and Other	167,336	-	-	-	167,336
Board of Education	48,867,646	-	-	3,861,379	52,729,025
Capital Outlay	-	-	3,881,008	-	3,881,008
Debt Service	5,225,756	-	-	333,473	5,559,229
Total Expenditures	<u>66,886,163</u>	<u>721,995</u>	<u>3,881,008</u>	<u>4,887,563</u>	<u>76,376,729</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	567,924	484,456	3,647,684	(269,107)	4,430,957
<b>OTHER FINANCING SOURCES (USES)</b>					
Issuance of Debt	-	-	2,640,000	-	2,640,000
Proceeds from Sale of Assets	-	-	81,125	-	81,125
Bond Premium	-	-	-	76,926	76,926
Transfers In	534,194	-	1,130,318	203,427	1,867,939
Transfers Out	(409,907)	(742,973)	(15,961)	(161,740)	(1,330,581)
Net Other Financing Sources	<u>124,287</u>	<u>(742,973)</u>	<u>3,835,482</u>	<u>118,613</u>	<u>3,335,409</u>
<b>NET CHANGE IN FUND BALANCES</b>	692,211	(258,517)	7,483,166	(150,494)	7,766,366
Fund Balances - Beginning of Year	<u>12,437,728</u>	<u>364,113</u>	<u>(5,932,867)</u>	<u>6,259,032</u>	<u>13,128,006</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 13,129,939</u>	<u>\$ 105,596</u>	<u>\$ 1,550,299</u>	<u>\$ 6,108,538</u>	<u>\$ 20,894,372</u>

See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS (CONTINUED)  
YEAR ENDED JUNE 30, 2023**

Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to Statement of Activities:

Amounts reported for governmental activities in the statement of activities (Exhibit II) are different due to:

Net Change in Fund Balances - Total Governmental Funds (Exhibit IV)	\$	7,766,366
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period:

Capital Outlay		3,001,872
Depreciation Expense		(5,057,622)

The statement of activities reports losses arising from the trade-in of existing capital assets to acquire new capital assets. Conversely, governmental funds do not report any gain or loss on a trade-in of capital assets.		(57,414)
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Change in Deferred Outflows Related to OPEB		(40,037)
Change in Deferred Inflows Related to OPEB		146,076

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds, and revenues recognized in the funds are not reported in the statement of activities:

Increase in Property Tax, Tax Interest and Lien, Sewer Use, Water Assessment and Community Development Block Grant Receivable - Accrual Basis Change		57,298
Increase in Property Tax, Sewer Use and Community Development Block Grant Allowance for Doubtful Accounts		(1,035)
Increase in Grant Revenue - Accrual Basis Change		(6,308,500)
Amortization of Bond Premiums		431,766

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. The details of these differences in the treatment of long-term debt and related items are as follows:

Issuance of Bonds		(2,640,000)
Bond Payments		3,455,000
Premium on Bond Issuance		(76,926)
Lease Payable Payments		103,894
Notes Payable Payments		792,599

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Compensated Absences		(43,733)
Change in Accrued Interest		4,022
Amortization of Deferred Charge on Refunding		(169,494)
Net Other Postemployment Benefit Expense		201,706

The net income of the internal service funds is reported with governmental activities.		(882,580)
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Change in Net Position of Governmental Activities (Exhibit II)	\$	<u>683,258</u>
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See accompanying Notes to Financial Statements.

**TOWN OF TOLLAND, CONNECTICUT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL – GENERAL FUND  
YEAR ENDED JUNE 30, 2023**

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>REVENUES</b>				
Property Taxes	\$ 48,355,321	\$ 48,355,321	\$ 48,522,566	\$ 167,245
Intergovernmental	10,345,838	10,347,041	10,648,949	301,908
Charges for Services	701,840	701,840	836,476	134,636
Investment Income	30,000	30,000	601,050	571,050
Other Revenues	10,000	10,000	12,257	2,257
Total Revenues	59,442,999	59,444,202	60,621,298	1,177,096
<b>EXPENDITURES</b>				
Current:				
Administrative	3,357,831	3,417,493	3,386,445	31,048
Planning and Community Development	451,598	448,700	440,208	8,492
Community Services	1,043,917	1,038,463	1,033,739	4,724
Public Works	4,589,155	4,646,073	4,629,634	16,439
Public Safety Services	2,263,141	2,214,702	2,197,423	17,279
Record and Financial Services	1,037,949	1,080,454	1,068,954	11,500
Contingency and Other	273,805	172,714	167,337	5,377
Board of Education	41,737,723	41,737,723	41,565,223	172,500
Debt Service	4,700,000	4,700,000	4,699,823	177
Total Expenditures	59,455,119	59,456,322	59,188,786	267,536
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(12,120)	(12,120)	1,432,512	1,444,632
<b>OTHER FINANCING SOURCES (USES)</b>				
Cancellation of Prior Year Encumbrances	-	-	104,886	104,886
Appropriation of Fund Balance	268,000	557,720	-	(557,720)
Transfers In	-	-	8,261	8,261
Transfers Out	(255,880)	(545,600)	(545,600)	-
Net Other Financing Sources (Uses)	12,120	12,120	(432,453)	(444,573)
Excess of Revenues and Other Financing Sources over Expenditures and Other Financing Uses	\$ -	\$ -	1,000,059	\$ 1,000,059
Fund Balance - Beginning of Year			10,495,713	
<b>FUND BALANCE - END OF YEAR</b>			<b>\$ 11,495,772</b>	

See accompanying Notes to Financial Statements.

**THOSE WHO SERVED  
2022 - 2023  
TOWN STAFF**

**Town Manager**  
Brian Foley

**Animal Control Officers**  
Tina M. Binheimer (thru 9/22)  
Anthony Calchera (from 10/22)  
Samantha Fegan

**Assessor**  
Jason T. Lawrence

**Assistant Director of Human Services**  
Maureen Flanagan (thru 1/23)  
Caitlin Mather (from 3/23)

**Assistant Finance Director**  
Christopher Jordan

**Building Official**  
James E. Paquin

**Collector of Revenue**  
Michele M. Manas

**Director of Administrative Services**  
Michael S. Wilkinson

**Director of Finance & Records/  
Treasurer**  
Lisa A. Hancock

**Director of Health**  
Eastern Highlands Health District

**Director of Human Services**  
Beverly A. Bellody

**Director of Library Services**  
Barbara A. Pettijohn

**Director of Planning & Development**  
David Corcoran

**Director of Recreation**  
Bruce S. Watt

**Fire Chief**  
John C. Littell

**Fire Marshal**  
Robert E. DaBica

**Projects/Grant Manager**  
Megan Massa (from 11/22)

**Public Safety Director**  
John C. Littell

**Public Works Director**  
Scott C. Lappen

**Public Works Operations Manager**  
Paul E. Russell

**Public Works Supervisors**  
Dennis M. Carr  
Scott L. Howe

**Resident Troopers**  
Jarred Bolduc  
Admin. Resident Tpr., Kevin Eklund  
Kevin Hoyt  
Leonel Hyatt

**Sanitarian**  
Holly Hood

**Town Attorney**  
Attorney Richard S. Conti  
Diana, Conti & Tunila

**Town Clerk**  
Kathleen Pagan

**Town Planner**  
David Corcoran

**Zoning Enforcement Officer**  
David Corcoran

**THOSE WHO SERVED  
2022 – 2023  
BOARDS AND COMMISSIONS**

**Agriculture Commission**  
*(generally meets 1<sup>st</sup> Monday of month)*

Steven Bassett  
Stephen Lundgren, Chair  
Kevin Molloy (from 8/22)  
Linda Palmer, Alternate  
Sheri Sullivan  
Arden Tanner, Vice Chair

**American Rescue Plan Act  
Sub-Committee (ARPA)**  
*(generally meets 4<sup>th</sup> Thursday of month)*

Brian Foley  
Lisa Hancock  
Tammy Nuccio  
Colleen Yudichak, Chair

**Birch Grove Building Committee**

Beverly Bellody  
Ryan Cooley  
Joe Matteis, Vice Chair  
Katie Murray, Chair  
Jeffrey Palmer  
Dana Philbin  
Linda Rallo  
Christopher Scheidel  
Alison Skinner, Alternate  
Peter Sztaba  
Josh Urrutia

**Blight Review Committee**  
*(generally meets 4<sup>th</sup> Thursday of month)*

Beverly Bellody  
Mary Rose Duberek  
James Paquin  
Carol Stocks Prandy  
Jan Rubino, Chair  
Cliff Vachon

**Board of Assessment Appeals**

Jeannette Jamieson, Alternate  
SaraBeth Nivison, Alt. (thru 9/22)  
Robert Paisley  
Madhu Renduchintala  
Jan Rubino

**Board of Building Appeals**  
(No members during this time)

**Board of Education\***  
*(generally meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesday  
of month)*

Jennifer Gallichant  
Christine Griffin  
Anthony Holt  
Ashley Lundgren, Chair  
Jacob Marie  
Dana Philbin  
Christina Plourd  
Jayden Regisford  
Sophia Shaikh, Vice Chair

**Board of Recreation**  
*(generally meets 2<sup>nd</sup> Monday of month)*

Jennifer Caldwell  
David Clokey  
David Drost  
Nicole Kowal  
James Leahy  
Brian Lievens  
Jeffrey A. Maron, Chair

**Cable Advisory Board**

Paul S. Batterson, Jr.  
Larry F. Perosino

**Citation Hearing Officers**

Keith Podrebartz  
Seale W. Tuttle

**Commission on People with Disabilities**  
*(generally meets 1<sup>st</sup> & 3<sup>rd</sup> Monday  
of month)*

Julie Burns  
Robert Deichert  
Ronald Freedman (from 11/22)  
Kim Little, Vice Chair (thru 3/23)  
Susan Lucek-Hughes, Chair  
John Molteni, Chair (thru 7/22)  
Randa Utter  
Aaron Weintraub

**\*Designates Elected Positions**

**Conservation Commission**  
*(generally meets 2<sup>nd</sup> & 4<sup>th</sup> Thursday of month)*

Kylie Ackerman (from 4/23)  
Elaine Brewer (thru 3/23)  
Adam Grossman  
James Hutton, Chair  
Eugene M. Koss  
William Kowal  
Shawn McKown, Alt. (thru 3/23)  
Shawn McKown (from 3/23)  
Jane Simao (thru 7/22)  
Jane Simao, Vice Chair (from 8/22)  
Lee Ann Swan (from 5/23)  
Peggy Webbe (thru 3/23)  
Peggy Webbe, Alt. (from 4/23)

**Delinq. Tax Collection Enf. Committee**

Beverly Bellody  
David Corcoran  
Brian Foley  
Lisa Hancock  
Sami Khan  
Michele Manas  
Tammy Nuccio

**Design Advisory Board**  
*(generally meets 1<sup>st</sup> Thursday of month)*

William Byers  
Sudhakar Nagardeolekar, Chair  
Vikas Nagardeolekar, Vice Chair  
Cheryl Nicholas  
Kimberly Rogers

**Economic Development Commission**  
*(generally meets 1<sup>st</sup> Wednesday of month)*

Paul Belval, Alt. (from 11/22)  
Paul Belval (from 12/22)  
Jon Crickmore, Vice Chair (thru 11/22)  
Adam Grossman, Vice Chair  
Keith Podrebartz  
Matthew Wood  
Rita Zangari, Chair

**Ethics Commission**  
*(generally has Annual Meeting Jan./Feb.)*

David Frates  
Marie Sauve, Chair  
Robert Tyndall (thru 7/22)

**Fence Viewer**  
Robert Rubino

**Firehouse Sub-Committee**  
*(began 9/22)*  
*(generally meets 3<sup>rd</sup> Thursday of month)*

Beverly Bellody  
Brian Foley  
Lisa Hancock  
Steven Jones  
Scott Lappen  
Lou Luba  
John Littell  
Megan Massa (from 11/22)

**Historic District Commission**  
*(generally meets 3<sup>rd</sup> Wednesday of month)*

Kathleen W. Bach  
Morgan Mariah Bumps, Alternate  
Jodie Coleman-Marzialo, Chair  
Ann Deegan  
John Hughes, Alt. (from 9/22)  
Rodney S. Hurtuk, Vice Chair  
Michael McGee, Alt.  
Celeste Senechal, Alt. (thru 8/22)  
Celeste Senechal (from 9/22)

**Housing Authority**  
*(generally meets 3<sup>rd</sup> Wednesday of month)*

Rudy Fiorillo, Chair  
Wolfgang Kuenzler  
Janett Moore, Vice Chair  
Gary Stager (from 5/23)  
David Young

**Inland Wetlands & Watercourses Commission**  
*(generally meets 3<sup>rd</sup> Thursday of month)*

Raymond Culver, III, Chair  
Gary Hoehne  
Todd Penney  
Bob Ross  
Arden S. Tanner, Vice Chair

**Judge of Probate\***  
Barbara Riordan

**\*Designates Elected Positions**

**Land Acquisition Advisory Committee**

David Corcoran  
Brian Foley  
James Hutton  
Steven Jones  
Lou Luba

**Library Advisory Board**

*(generally Quarterly, 4<sup>th</sup> Monday)*

Lynn Caley  
Sarah Dagon Goldman (from 9/22)  
Kathryn Hahn Deffely  
Barbara O'Connor (thru 6/22)  
Bettye-Jo Pakulis  
Susan H. Simons, Chair  
Debra Slack  
Cathy Wilcox

**Permanent Celebration Committee**

*(generally meets 3<sup>rd</sup> Thursday of month)*

Laura Fair  
Sharon Hiller  
Sophia Johnson  
Samantha Keenan  
Toni Moura  
Celeste Senechal  
Mary-Pat Soucy, President

**Planning and Zoning Commission\***

*(generally meets 2<sup>nd</sup> & 4<sup>th</sup> Monday of month)*

Marilee Beebe, Vice Chair  
Deborah Goetz  
Joseph Matteis  
Ryan McCann, Alternate  
J.P. Olynyk, Alt. (from 9/22)  
Andy Powell, Chair  
Erin Stavens

**Registrars of Voters\***

Leonard A. Bach  
R. Michael Wyman

**Tolland Mental Health & Substance Use**

**Advisory Task Force**

Jennifer Gallichant (from 8/22)  
Gerald Gianutsos, Alt. (thru 10/22)  
Anthony Holt (thru 8/22)  
Darrell Irwin  
Rita Malenczyk  
Jacob Marie  
Becky Moore, Chair  
Carleen Oehmsen  
Jessica Palozie  
John Reagan  
Jayden Regisford  
Madhu Renduchintala  
Colleen Yudichak

**Tolland Non-Profit Housing Corp.**

*(generally has Annual Meeting in November)*

John Beck, President  
Roland Cardin, Vice President  
Steven Hadge  
Christina Irizarry  
Edwin Lugo  
Nancy Orris

**Tolland Public Library Foundation**

*(generally meets 5 times a year on 2<sup>nd</sup> Monday)*

Linda S. Byam, President  
Katherine Farrish  
Alison Haigis  
Kristen Morgan  
Jan Rubino  
Daniela M. Titterton  
Cliff Vachon

**Tolland Technology Advisory Board**

George Ecabert  
Kyle Daigle  
Justin Dube (thru 5/23)  
John Livingston  
Mike Martel  
Manuel Medeiros  
Andy Powell, Chair

**Tolland Water Commission**

*(generally meets 3<sup>rd</sup> Monday of month)*

Robert Green  
Matthew Kenney  
Eugene M. Koss, Chair  
Robert Paisley  
Thomas M. Rallo (thru 10/22)  
Daniel Tourtellotte

**Town Council\***

*(generally meets 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of month)*

Steven Jones, Chair  
Sami Khan  
Lou Luba  
Katherine Murray  
Tammy Nuccio  
John Reagan, Vice Chair  
Colleen Yudichak

**Town Council-Road Salt Task Force**

**(began 1/23)**

Richard Conti  
Brian Foley  
Katherine Murray  
Tammy Nuccio  
Michael Wilkinson

**Town Historian**

Peter Palmer

**\*Designates Elected Positions**

**Tree Warden**

William K. Pakulis  
Scott Lappen – Deputy  
Paul Russell – Deputy

**Veterans Recognition Commission**

*(generally meets 3<sup>rd</sup> Thursday of month)*

Carl Davis  
H. Gregory Forbush (thru 10/22)  
Justin Karatkivcz  
Robert Lincoln (thru 10/22)  
Alfred Mancini, Alt. (thru 10/22)  
Alfred Mancini (from 11/22)  
Perne Maynard, Chair  
Jan Rubino, Alt. (from 1/23)  
Jonathan Turner, Alt. (thru 10/22)  
Jonathan Turner (from 11/22)

**Water Pollution Control Authority**

*(meets 4 times per year on the 3<sup>rd</sup> Tuesday of month)*

Bruce W. Allen  
Vincent Stetson  
John K. Zevetchin, Chair

**Zoning Board of Appeals\***

*(generally meets 4<sup>th</sup> Thursday of mo.)*

Robert Burns  
Nate Carlson  
Ben Chevalier, Vice Chair  
Jean Fiske, Alternate  
Michael Martel  
Claudette Morehouse, Chair

**\*Designates Elected Positions**

## LAWS AND ORDINANCES OF INTEREST

### HOUSE NUMBERS:

All buildings are required to display a building number to facilitate identification from the street. Delivery services as well as emergency responses are significantly affected if building numbers are not on display.

### LANDSCAPING:

Plantings should be confined to the limits of ownership and not on the snow shelf. Trees and shrubs often block site distances, which cause hazards to motor vehicles and bicycles. Also, they may be damaged by snowplows during snow removal operations.

### SEPTIC SYSTEMS:

Septic systems should be pumped at least every three to five years for proper maintenance. The use of septic additives is not productive and may be harmful to the environment according to the State of Connecticut Department of Energy & Environmental Protection.

### DOGS:

All dogs at the age of six months must be licensed. Thereafter, dogs must be licensed each year during the month of June. Dogs must be vaccinated against Rabies and a certificate to that effect must be presented at the time of licensing. It is illegal to allow dogs to roam.

### DISCHARGE OF SNOW AND WATER ON PUBLIC STREETS:

It is a common nuisance to discharge water or snow onto the public street. It is also illegal to park motor vehicles on the street so as to impede the removal of snow, ice or other hazardous substances.

### USE OF TOWN GREEN:

Organizations must register their signs for the Town Green through the Town Manager's Office and need to follow the regulations.

## FACTS

### SOLID WASTE:

The Solid Waste Program includes four principal sections: Household Rubbish, Recyclables, Bulky Waste/Metals and Hazardous Waste. Please note that each type of waste has very specific and sometimes different rules on how to properly dispose of items.

Household Rubbish is collected weekly using the large wheeled totes required for automated collection. Items for disposal should be bagged and placed in the tote. Only items in the unit can be collected. Each household was provided a single tote free of charge.

Recyclables are a very important component of our collection program. Every item recycled rather than mixed in with the rubbish reduces the Town's disposal cost as well as providing environmental benefits associated with reduced demands on resources. Recycling is done every other week at the same time as the rubbish collection and requires the use of the blue recycling totes to indicate to the driver that you have material you want recycled. Presently we accept newspaper, junk mail, cereal boxes, cardboard, magazines and hard and soft cover books, phone books, rinsed glass bottles, tin cans, aluminum cans and plastic containers #1 through #7.

Bulky Waste/Metals are collected only during the first full week of the month and you must make specific arrangements with Casella Waste Systems by calling **860-423-4527** at least four days in advance of your scheduled trash collection day. Town sponsored metal/bulky waste items will be picked up during the first full week of October. Our vendor, Casella Waste Systems, will do 11 additional monthly metal/bulky waste at curbside pick-ups per year with the resident being charged by the vendor \$34 per pick-up for up to (4) reasonable sized items. Reservations are not confirmed until payment is received by Casella Waste Systems for those months where there is a charge. Paid reservations can only be done by calling Casella Waste Systems at the phone number in **BOLD** above. Oil pick-up at curbside has been eliminated due to environmental concerns. Bill's Auto Parts is one local option at \$2.00 per gallon.

Hazardous materials are handled by the MidNEROC waste drop off facility on Hancock Road in Willington on the first and third Saturday from mid-April to early November. Specific directions and information regarding the type of material they can accept is listed in our Resident's Guide.

**All collection will be delayed by one day following the holiday when the holiday falls on a weekday.** Holidays observed by the refuse collection agency are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Other national and state holidays are not observed.

Please consult the Resident's Guide to Solid Waste Disposal for more details. This Guide is on Tolland's website at [www.tollandct.gov](http://www.tollandct.gov) and printed copies are available in the Town Office Building, 21 Tolland Green.

### BURNING PERMITS:

Residents are able to obtain an Open Burning Permit by filling out an application on-line at <https://www.tollandct.gov/fire-marshal/pages/burn-permit-process-electronic-application>. Permits will be issued in monthly increments after inspection. Permits will not be issued at night or on weekends; no exceptions. Please only obtain a permit if you are going to use it and please try and limit how many times you receive a permit in a season. There are no charges for these permits right now, but there may soon be. Permits will be issued one week prior to being activated and will be valid for the following month. You no longer will be able to burn on the same day you receive your permit. Permits will be valid from Monday through Sunday during each monthly period.

### MUNICIPAL OFFICE HOURS:

Monday through Wednesday: 8:00 a.m. to 4:30 p.m., Thursday: 8:00 a.m. to 7:30 p.m. and closed Fridays.

### LIBRARY HOURS:

Monday through Thursday: 10:00 a.m. to 8:00 p.m. and Friday and Saturday: 10:00 a.m. to 5:00 p.m.

## CITIZEN INQUIRY REFERENCES

<b>For Answers on:</b>	<b>Call the:</b>	<b>Telephone:</b>	<b>For Answers on:</b>	<b>Call the:</b>	<b>Telephone:</b>
Assessments	Assessor's Office	860-871-3650	Probate	Probate Court	860-871-3640
Birth Certificates	Town Clerk's Office	860-871-3630	Recreation Activities	Recreation Office	860-871-3610
Books & Information	Library	860-871-3620	Recycling	Public Works	860-926-4695
Building Permits	Building Office	860-871-3601	Refuse Collection	Public Works	860-926-4695
Counseling	Human Services	860-871-3615	Senior Citizens	Senior Center	860-870-3730
Crandall Park	Recreation Office	860-871-3610	Septic Matters	Sanitarian's Office	860-871-3601
Death Certificates	Town Clerk's Office	860-871-3630	Sewer Use	Finance Office	860-871-3653
Deeds	Town Clerk's Office	860-871-3630	Sewer Assessment	Collector of Revenue	860-871-3657
Dial-A-Ride (HVCC)	Human Services	860-870-7940	Social Services	Human Services	860-871-3611
Dogs	Animal Control	860-871-3677 x72155	State Roads	State Highway Office-Willington	860-429-4211
Dog Licenses	Town Clerk's Office	860-871-3630		-Vernon	860-875-4993
Education Matters	School Board	860-870-6850		-Bolton	860-649-1708
Elderly Housing -			Streets	Highway Office	860-896-9016
Old Post Village	Housing Office	860-871-1386	Tax Bills	Collector of Revenue	860-871-3657
Winding River Village	Housing Office	860-870-1479	Videos	Library	860-871-3620
Elections	Registrars	860-871-3634	Visiting Nurses	Visiting Nurse &	860-872-9163
Finance	Finance Office	860-871-3653		Health Services of Connecticut	
Fire	Fire Department	860-871-3677 x72142	Voting	Town Clerk's Office	860-871-3630
Planning	Planning Office	860-871-3601	Water Meters	Sanitarian's Office	860-871-3601
Police (Troopers)	Resident Troopers	860-875-8911	Youth	Human Services	860-871-3612
			Zoning	Zoning Enforcement Officer	860-871-3601

***ALL EMERGENCIES - 911***