

Agenda Item #6.1


AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution making an additional appropriation of \$2,481.67 to the Probate Court 2010-11 budget from the pro rata contributions of member towns.

ITEM SUBMITTED BY: Christine K. Hutton, Director of Finance and Records

FOR COUNCIL MEETING: February 8, 2011

TOWN MANAGER APPROVAL: _____



ITEM SUMMARY: Approval of this item would appropriate an additional \$2,481.67 received from the member towns to support the consolidated Probate Court.

Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2010-11 fiscal year, a public hearing is required to precede action on this item. The Town Council voted on January 25, 2011 to set tonight's public hearing.

FINANCIAL SUMMARY: Approval of the resolution following consideration at the public hearing would appropriate \$2,481.67 to the Probate Court 2010-11 budget.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Copy of Legal Notice
- Draft Resolution

**NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT
February 8, 2011**

Notice is hereby given that the Town Council of the Town of Tolland, Connecticut, will hold a Public Hearing at Hicks Memorial Municipal Center, Council Chambers, 21 Tolland Green, Tolland, Connecticut, on Tuesday, February 8, 2011 at 7:30 p.m. for the following purpose:

To hear comments on the following resolution:

1. Consideration of a resolution making an additional appropriation of \$2,481.67 to the Probate Court 2010-11 budget from the pro rata contributions of member towns.

The full text of the foregoing authorizing resolution is on file and open to inspection at the office of the Town Clerk, Town Hall, Tolland, Connecticut for the use of or inspection by any interested person.

Dated at Tolland, Connecticut, this 26th day of January, 2011.



Steven R. Werbner
Town Manager

To be published in the Journal Inquirer on February 1, 2011.

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT
February 8, 2011

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To hear comments on the following resolution:

1. Consideration of a resolution making an additional appropriation of \$2,481.67 to the Probate Court 2010-11 budget from the pro rata contributions of member towns.

The full text of the foregoing authorizing resolution is on file and open to inspection at the office of the Town Clerk, Town Hall, Tolland, Connecticut for the use of or inspection by any interested person.

Dated at Tolland, Connecticut, this 26th day of January, 2011.

Steven R. Werbner
Town Manager
Journal Inquirer
February 1, 2011

Agenda Item #6.1

Consideration of a resolution making an additional appropriation of \$2,481.67 to the Probate Court 2010-11 budget from the pro rata contributions of member towns.

The following resolution has been introduced and set down for a public hearing on February 8, 2011 at 7:30 p.m. in Tolland Town Council Chambers:

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$2,481.67 received from the member towns to support the consolidated Probate Court.

Approved by the Tolland Town Council on _____, 2011.

Town Clerk

Date

Agenda Item #8.1

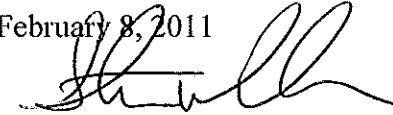
AGENDA ITEM BACKGROUND

ITEM: Consideration and action on approving revisions to the Director of Finance and Records job description.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: February 8, 2011

TOWN MANAGER APPROVAL: _____



ITEM SUMMARY: In anticipation of the recruitment of a new Director of Finance and Records, I am updating the current job description. Attached is a revised Director of Finance and Records job description that includes several revisions. In the Qualifications heading under the Education and Experience section we have specified a Master's Degree in Finance or related field or a Bachelor's Degree with CPA designation. Since not all finance directors are GFOA certified and to not limit the recruitment, I have changed the Special Requirement of being GFOA certified at time of appointment to having the ability to obtain over five years. There are also several minor changes such as the change to the current number of employees supervised from 12 to 11. The current salary range for this position is \$77,250 to \$100,000. The position is budgeted at \$99,229.84 for 40 hours for the current incumbent. Recruitment for the position will begin in early March.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Draft Resolution
- Revised Director of Finance and Records Job Description

Agenda Item #8.1

Consideration and action on approving revisions to the Director of Finance and Records job description.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised non-union group Director of Finance and Records job description.

Approved by the Tolland Town Council on _____, 2011.

Town Clerk

Date

**Town of Tolland, Connecticut
Job Description**

Position Title:	Director of Finance & Records	Grade Level:	NU - 7
Department:	Finance	Date:	2/8/11
Reports to:	Town Manager	FLSA Status:	Salaried Exempt

Deleted: 3/25/08

Statement of Duties: The Finance Director is responsible for the development and administration of a major department of the Town regarding the Town's financial services including accounting, revenue collection, assessment and the town clerk. The employee is required to perform all similar or related duties.

Supervision Required: Employee works under the administrative direction of the Town Manager and is responsible for a major Town department. Work is performed according to municipal policies and objectives as well as state and/or federal regulations; individual establishes short and long-range plans and objectives, own performance standards and assumes direct accountability for department results. Employee consults with supervisor when clarification, interpretation, or exception to municipal policy is required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is responsible for the management of a major Town department with eleven (11) full-time employees within the four divisions. Accountable for direction and success of department programs accomplished through others. Responsibilities include recommending the hiring and firing of employees, developing and administering budget and policies. Workload is subject to cyclical or seasonal fluctuations. Employees work at the same location and the same work shift.

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Confidentiality: Employee has access to confidential information on a Department-wide basis including personnel files, lawsuits, client and department records in accordance with the State Public Records Law.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

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Work Environment: Work is performed in an office setting. Work may also involve frequent mental stress regarding the completion of work in an accurate and detailed manner within specific time deadlines.

Nature and Purpose of Contacts: Relationships are constantly with co-workers and policy leaders, the public and with groups and/or individuals who have conflicting opinions or

Town of Tolland, Connecticut
Job Description

objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent the Town on matters of financial procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability: Consequences of errors may include missed deadlines, severely jeopardize municipal programs, adverse public relations, extensive monetary loss, and legal repercussions.

Occupational Risk: Duties generally do not present occupational risk with only occasional exposure to risk or stress associated with office settings.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for more than one major function within the municipality.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversees the administration of the provision of municipal financial services including treasury, collection, accounting, accounts payable and payroll and real and personal property assessment functions.
2. Oversees the collection and receipt of all taxes and special assessments.
3. Oversees the provision of Town Clerk services
4. Maintains custody of all Town funds in accordance with applicable local, state and federal laws and regulations.
5. Invests funds for the Town, ensures the safekeeping of bonds and notes for transfer, registration or exchange.
6. Exercises control over all expenditures by pre-auditing all bills, invoices, payrolls, etc.; makes sure claims are valid and appropriate; issues checks for payment as appropriate.
7. Implements and maintains an accounting system with standard accounting procedures for the Town to follow including standardized forms to be used for submitting receipts, vouchers, bills and/or claims.
8. Prepares monthly, quarterly, and other reports as required and year-end financial statements known as the Comprehensive Annual Finance Report, the General Fund budget, the 5-year Capital Improvement Plan and assists the Auditor in the annual financial audit of the Town.

**Town of Tolland, Connecticut
Job Description**

9. Coordinates the issuance of short and long-term borrowing strategies.
10. Coordinates monthly and year-end closing of the General Ledger and side funds and all routing activity in the financial software (warrants, purges, maintenance, etc.).
11. Develops policies and procedures as needed to ensure for the effective operation of the finance department and the provision of financial services including payroll.
12. Resolves problems, conducts research, and provides troubleshooting to resolve problems as needs arise.
13. Maintains and updates records, compiles information, prepares documents, and performs a variety of administrative functions for the department.
14. Acts as a liaison between the Finance Department and the Town Council and all other Town departments, state and federal agencies as required.

Recommended Minimum Qualifications

Education and Experience: Position requires a Bachelor's Degree with a Master's Degree preferred in Finance Administration or related field or a Bachelor's Degree with CPA designation, and five to seven (5-7) years of experience in municipal finance or related field with three (3) years in a supervisory capacity; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Ability to obtain Certified Public Finance Officer Certification from the GFOA within five years.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal finance and accounting practices and procedures, internal control procedures and management information systems, payroll, purchasing, and accounts payable functions, budgetary and accounting reporting systems. Knowledge of generally accepted Accounting Principals (GAAP) of the Governmental Accounting Standards Board.

Abilities: Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, and accurately account for Town funds; make presentations to groups and individuals. Ability to conduct research independently and to write reports in a timely and accurate manner. Ability to use financial and office software including word processing and spread sheet applications.

Skills: Effective leadership and supervisory skills, accuracy and attention to detail is a crucial skill for this position, proficient written and oral communication skills, record keeping and

**Town of Tolland, Connecticut
Job Description**

administrative skills, proficient use of computer programs and office software operations.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a motor vehicle, operating a personal computer and/or most other office equipment, typing and/or word processing, filing or sorting of papers.

Visual Skills: Position requires the employee to constantly read and interpret documents and reports for understanding and analytical purposes.

Agenda Item #8.2

AGENDA ITEM BACKGROUND

ITEM: Consideration of a proposed ordinance to revise the effective date for the discontinuance of the policy of offering a second installment on motor vehicle tax payments.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: February 8, 2011

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: At the request of Town Council Member Dale Clayton this item is put back on the agenda for discussion.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS:

- Agenda Item #6.2 from 5/25/10 Public Hearing and Meeting Minutes.

Agenda Item #6.2

AGENDA ITEM BACKGROUND

ITEM: Consideration of a proposed ordinance to revise the effective date for the discontinuance of the policy of offering a second installment on motor vehicle tax payments to July 1, 2011.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: May 25, 2010

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: The ordinance to move to one payment for motor vehicle taxes effective July 1, 2010 was approved by the Town Council in March of 2009. The reason for this change was to improve cash flow; it would allow for delinquencies to be known early and thus enforcement commence for the entire amount, and fewer delinquent bills would be mailed. One payment in July is the standard arrangement in Connecticut with 92 out of 107 towns polled having collection in full in July and only 15 including Tolland allowing a second installment in January. The financial implication of the change was estimated to be \$9,182 in March of 2009 and that is revised to \$2,000 based on the lowering of interest rates.

Per the §C9-12 (Taxes and Tax Bills) of the Town Charter, the Town Council may by ordinance allow for other payment installments. Section 12-144a of the Connecticut General Statutes also allows for this. It has been suggested that the implementation of this ordinance be delayed until July 1, 2011 due to the current state of the economy. The Town Council voted May 11, 2010 to set tonight's public hearing.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Copy of Legal Notice
- Proposed Ordinance

Agenda Item #6.2

Consideration of a proposed ordinance to revise the effective date for the discontinuance of the policy of offering a second installment on motor vehicle tax payments to July 1, 2011.

MOTION that the following ordinance has been introduced and set down for a public hearing on May 25, 2010 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following proposed ordinance of the Code of the Town of Tolland:

Proposed Ordinance - Motor Vehicle Tax Ordinance.

This article is enacted pursuant to the provisions of Section 12-144a of the Connecticut General Statutes and Section C9-12 of the Charter of the Town of Tolland.

Beginning with the taxes due on the Grand List of October 1, 2010, motor vehicle taxes shall be due and payable in full in one installment due on July 1, 2011. Thereafter, motor vehicle taxes shall be due and payable in full in one installment on each July 1 following each subsequent Grand List.

Approved by the Tolland Town Council on _____, 2010.

Town Clerk

Date

6.2 Consideration of a proposed ordinance to revise the effective date for the discontinuance of the policy of offering a second installment on motor vehicle tax payments to July 1, 2011.

Dr. Daniels commented this was to revise the effective date of the discontinuance of the policy offering a second payment. He commented that there is no relationship between MV and the budget. He believes the budget ultimately passed by the Town was recognition of some of the financial hardships in the town.

Harvey Gilbert motioned to open the public hearing; Seconded by Dale Clayton. All in favor. None opposed.

Philip Aieta, Jr. of 65 Mt. Laurel Drive – He thinks they should make the taxes be paid once a year. He thinks they do it in most towns. It will make it easier for the town.

Dr. Daniels said that if this is approved, we are going to stay with the two payment system at least for the next year.

Mr. Aieta believes they should be paid all at once.

Bob Fisher of 350 Peter Green Road – He asked Mr. Aieta to name ‘most towns’ that pay their taxes in one installment. He moved here from lower Connecticut. In that area, payments are mostly two times. What happens if someone has 4-5 new cars? He believes there should be 2 installments, not one.

A straw poll was conducted of all those in favor of the proposed resolution which would be to stay with the 2 payment system until July, 2011. 6 were in favor, 1 was opposed.

Harvey Gilbert motioned to close the public hearing; Seconded by Jack Flynn. All in favor. None opposed.

MaryAnn Delaney Tuttle read the following ordinance:

BE IT ORDAINED by the Tolland Town Council that it hereby approves the following proposed ordinance of the Code of the Town of Tolland:

Proposed Ordinance - Motor Vehicle Tax Ordinance.

This article is enacted pursuant to the provisions of Section 12-144a of the Connecticut General Statutes and Section C9-12 of the Charter of the Town of Tolland.

Beginning with the taxes due on the Grand List of October 1, 2010, motor vehicle taxes shall be due and payable in full in one installment due on July 1, 2011. Thereafter, motor vehicle taxes shall be due and payable in full in one installment on each July 1 following each subsequent Grand List.

Seconded by Harvey Gilbert.

Dale Clayton asked for this to be put on the Agenda, because he thought the earlier revision to go with one installment would create an undue burden on the taxpayer. He feels we should move forward with this and review it again next year. Dr. Daniels thinks there will come a time when we will need to move to the one payment system. He can certainly understand at this point in time holding off on it. Mr. Flynn said given the economy, it will be a good thing to keep it at 2 installments. Mr. Nussbaum’s initial concern was the reduced income to the town due to the interest that it would earn. Since interest rates are so low, the return would not be that beneficial.

All in favor. None opposed.

Agenda Item # 8.3

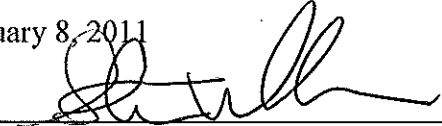
AGENDA ITEM BACKGROUND

ITEM: Discussion of Library roof repair funding options.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING: February 8, 2011

TOWN MANAGER APPROVAL: _____



ITEM SUMMARY: As the Town Council is aware the concerns with the Library roof have intensified with the amount of snow and ice we have encountered this winter. Leaks are occurring in areas around the skylight impacting the entrance way, circulation desk and computer area. All efforts have been made to shovel the snow off the roof but the leaks continue. The estimated cost to repair the roof, skylight, etc. is \$396,215. Currently the project is listed within the Capital Budget for the next fiscal year with non-referendum borrowing as the source of funds as well as a \$50,000 contribution from the Hick's Trust Fund. It is imperative that the work get done once and for all before the integrity of the structure is compromised. I am extremely concerned as to what will happen when we finally have a thaw, but at this point we will just have to deal with that.

There are a couple of options to move the project forward. The first would be to borrow from the CNRE account, move forward with the project and then in July do the non-referendum borrowing and pay back the CNRE fund. Utilizing this method we could complete the design, prepare bid specs and bid the project between now and May and be ready to commence construction as soon as weather permits. The architects estimate that it will take between 2-3 months to complete the project. The other approach would be to wait until the budget is passed and do all resolutions for borrowing as soon as possible after that time and commence with the bid specs, etc. Utilizing that approach will push the project back several months in terms of a start date. It would be my recommendation to proceed with the first option and move this project forward as fast as possible.

FINANCIAL SUMMARY: Cost of project is estimated at \$396,215. Money would be borrowed from the CNRE and be paid back with borrowed funds.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS: N/A.

Agenda Item #8.4

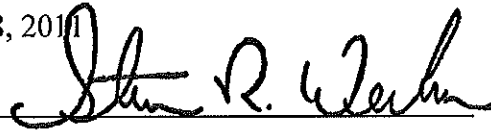
AGENDA ITEM BACKGROUND

ITEM: An additional appropriation from the Board of Education prior year liquidated encumbrances in the amount of \$12,605 to debt service for the cost associated with additional borrowing for the High School and the setting of a public hearing thereon for February 22, 2011.

ITEM SUBMITTED BY: Christine K. Hutton, Director of Finance and Records

FOR COUNCIL MEETING: February 8, 2011

TOWN MANAGER APPROVAL: _____



ITEM SUMMARY: The Board of Education, at its January 13, 2011 meeting, voted to request that \$12,605 of District funds of unused FY 2009-10 carryover funds be used to offset the \$18,014 additional interest expense and debt issuance costs. This amount is the remaining balance of encumbered funds carried over at year-end after all purchase orders were closed.

Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2010-11 fiscal year, a public hearing is required to precede action on this item.

FINANCIAL SUMMARY: Approval of the resolution following consideration at public hearing would appropriate \$12,605 to debt service for the cost associated with additional borrowing for the High School.

TOWN ATTORNEY REVIEW: The legal opinion of Town Attorney Richard Conti indicates that these funds are required to be returned to the Board of Education pursuant to State statutes.

COUNCIL ACTION DESIRED: Motion to schedule the public hearing for February 22, 2011.

SUPPORTING MATERIALS:

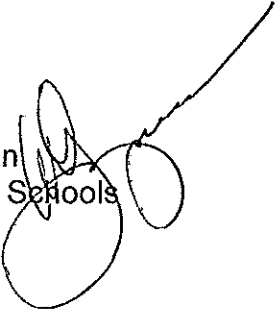
- Memo from William Guzman, Superintendent of Schools to Steve Werbner, Town Manager.
- 2009-10 BOE Budgeted Expenditures.
- Draft Resolution.

MEMORANDUM

To: Steve Werbner
Town Manager

FROM: William D. Guzman
Superintendent of Schools

DATE: January 14, 2011



SUBJECT: Town Council Request – Use of FY 2009-10 Unused Carryover Funds

The Board of Education, at its January 13, 2011 meeting, voted to request that \$12,605 of District funds of unused FY 2009-10 carryover funds be used to offset the \$18,014 additional interest expense and debt issuance costs. This amount is the remaining balance of encumbered funds carried over at year-end after all purchase orders were closed.

Please note that the Board will wait until the end of the current fiscal year to determine if the remainder of the amount (\$5,409) would be available.

Please let me know if you have any questions.

cc: Board of Education
Jane Regina

Tolland Public Schools
 Business Services
 Fiscal Year 2009-10 Year-End Close

Budget 2009-10

FY 2009-10 Adopted Budget	\$ 33,473,797.00
Less SF5F Funds Adjustment per Town Council Adjusted Budget	\$ (1,534,973.00)
Medicaid Appropriations to BOE per Town Council	\$ 31,938,824.00
Total Adjusted FY 2009-10 Budget	\$ 16,218.75
	<u>\$ 31,955,042.75</u>
Year-to-Date expenses as of June 30, 2010	\$ 31,631,271.61
Encumbrances as of June 30, 2010	\$ 201,610.99
Expenses and Encumbrances YTD	<u>\$ 31,832,882.60</u>

Recap as of June 30, 2010

Total Adjusted FY 2009-10 Budget	\$ 31,955,042.75
Expenses and Encumbrances YTD	\$ (31,832,882.60)
Budget Balance FY 2009-10	\$ 122,160.15

Recap of Carryover of Open Purchase Orders as of 12/2/2010

Year-end Encumbrances as of June 30, 2010	\$ 201,610.99
Encumbrances paid through November 2010	\$ (189,005.07)
Balance of unused encumbrances after close-out as of 12/2/2010	<u>\$ 12,605.92</u>

Agenda Item #8.4

An additional appropriation from the Board of Education prior year liquidated encumbrances in the amount of \$12,605 to debt service for the cost associated with additional borrowing for the High School and the setting of a public hearing thereon for February 22, 2011.

MOTION that the following resolution be introduced and set down for a public hearing on February 22, 2011 at 7:30 p.m. in Tolland Town Council Chambers:

DRAFT RESOLUTION

WHEREAS the Board of Education, at its January 13, 2011 meeting, voted to request that \$12,605 of District funds of unused FY 2009-10 carryover funds be used to offset the \$18,014 additional interest expense and debt issuance costs. This amount is the remaining balance of encumbered funds carried over at year-end after all purchase orders were closed.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$12,605 to debt service for the cost associated with additional borrowing for the High School.

Approved by the Tolland Town Council on _____, 2011.

Town Clerk

Date

Agenda Item #8.5

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution making an additional appropriation of \$2,012.50 to the Board of Education's 2010-11 Budget for Medicaid payments and the setting of a public hearing thereon for February 22, 2011.

ITEM SUBMITTED BY: Christine K. Hutton, Director of Finance and Records
on behalf of Jane A. Regina, Business Manager,
Board of Education

FOR COUNCIL MEETING: February 8, 2011

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: Approval of this item would appropriate additional funds received by the Tolland Board of Education for Medicaid payments received from the State of Connecticut Department of Social Services (DSS) to the Board of Education's 2010-11 budget. A Check has been received in the amount of \$2,012.50.

A portion of the BOE's cost of providing certain case-specific services is eligible for partial payment from Medicaid. The legal opinion of Town Attorney Richard Conti indicates that these funds are required to be returned to the Board of Education pursuant to State statutes.

Since the \$40,000 cumulative threshold for special appropriations fixed by §C9-14 of the Charter has been exceeded for the 2010-11 fiscal year, a public hearing is required to precede action on this item.

FINANCIAL SUMMARY: Approval of the resolution following consideration at public hearing would appropriate \$2,012.50 to the Board of Education's 2010-11 Budget. To date \$9,568.75 has been approved by Town Council resolution.

TOWN ATTORNEY REVIEW: The legal opinion of Town Attorney Richard Conti indicates that these funds are required to be returned to the Board of Education pursuant to State statutes.

COUNCIL ACTION DESIRED: Motion to schedule the public hearing for February 22, 2011.

SUPPORTING MATERIALS:

- Copy of check #18949967
in the amount of \$2,012.50
- Draft Resolution

CHECK NO. 18949967

TOLLAND BOARD OF EDUCATION
ATTN: KATHLEEN RAYMOND
51 TOLLAND GREEN
TOLLAND CT 06084

PLEASE TEAR AT PERFORATION

FAVOR DE RASGAR EN LA PERFORACION



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

CHECK NO. 18949967

51-44
119

THIS CHECK MUST BE USED IN AN ACCOUNTING MACHINE. PLEASE DO NOT FOLD, STAPLE OR MUTILATE IT.

DATE OF ISSUE 12/28/10
DON'T PAY AFTER THIS DATE 03/28/11

*****TWO THOUSAND TWELVE AND*50/100*****

Bank of America
HARTFORD, CT

PAY THIS AMOUNT

\$ *****2,012.50

PAY TO THE ORDER OF: TOLLAND BOARD OF EDUCATION
ATTN: KATHLEEN RAYMOND
51 TOLLAND GREEN
TOLLAND CT 06084

004100012

Michael P. Starkowski
Commissioner

W-50L (REV. 3/96)

⑈ 18949967⑈ ⑆ 011900445⑆ 000000053724⑈

Agenda Item #8.5

Consideration of a resolution making an additional appropriation of \$2,012.50 to the Board of Education's 2010-11 Budget for Medicaid payments and the setting of a public hearing thereon for February 22, 2011.

MOTION that the following resolution be introduced and set down for a public hearing on February 22, 2011 at 7:30 p.m. in Tolland Town Council Chambers:

DRAFT RESOLUTION

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

WHEREAS the Board of Education has received a payment in the amount of \$2,012.50 from the Department of Social Services' Medicaid Reimbursement Plan;

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby appropriates an additional \$2,012.50 in Medicaid payments to the Board of Education's 2010-11 budget.

Approved by the Tolland Town Council on _____, 2011.

Town Clerk

Date



TOWN of TOLLAND/ 21 tolland green, tolland connecticut 06084

M E M O

TO: Town Council

ATTN: Steven R. Werbner, Town Manager

FROM: Holly Suchecki, Executive Assistant

DATE: February 8, 2011

RE: Current Board & Commission Vacancies – Agenda Item #8.6

The attached table illustrates all vacancies as of February 3, 2011 on Town boards and commissions appointed by the Town Council:

Office	Person Appointed/Term
Board of Building Appeals	ONE VACANCY – to fulfill a term from 11-04-2009 to 11-09-2011 Membership currently includes 2 Democrats, 2 Republicans and 1 vacancy.
Central Regional Tourism District	ONE VACANCY – to fulfill an indefinite term.
Fence Viewer	ONE VACANCY – to fulfill a term from 11-04-2009 to 11-09-2011.
Historic District Commission	ONE VACANCY – to fulfill a term from 11-12-2007 to 11-12-2012. Membership currently includes 4 Unaffiliated and 1 vacancy. Alternates include 1 Unaffiliated and 2 Republicans.
Inland Wetlands & Watercourses Commission (Alternate Member)	ONE ALTERNATE MEMBER VACANCY – to fulfill a term from 11-04-2009 to 11-09-2011. Membership currently includes 2 Democrats, 2 Republicans and 1 Unaffiliated. Alternates include 1 Unaffiliated and 1 vacancy.
Permanent Celebration Committee	TWO VACANCIES – two to fulfill terms from 11-05-2010 to 11-05-2013.
Tolland Economic & Community Development Corporation	ONE VACANCY – to fulfill a term from 02-28-2009 to 02-28-2014. Membership currently includes 2 Republicans, 4 Unaffiliated and 1 vacancy.
Tolland Energy Task Force	TWO VACANCIES – to fulfill indefinite terms. Membership currently includes 4 Republicans, 4 Democrats, 3 Unaffiliated and 2 vacancies.

Tolland Public Library Foundation, Inc.	TWO VACANCIES – to fulfill terms from 10-2010 to 10-2012. Membership currently includes 3 Unaffiliated, 2 Democrats and 2 vacancies.
Tolland Water Commission	ONE VACANCY – one to fulfill a term from 01-31-2011 to 01-31-2015 Membership currently includes 1 Democrat, 3 Republicans, 2 Unaffiliated and 1 vacancy.

Vacancies in Town Manager Board/Commission Appointments

1. Conservation Commission:

- One alternate member to fulfill a term from 06-30-2010 to 06-30-2012.

Candidates for Appointment

1. Tolland Public Library Foundation, Inc.

- Regular Member Vacancy; 10-2009 to 10-2012.
- Candidate: Roger Leege - Democrat

Attachment
/hms

The Town of Tolland is an Affirmative Action/Equal Opportunity Employer

Agenda Item #8.6

Appointments to vacancies on various municipal boards/commissions and Town Council appointed committees.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that per Section C5-1 of the Town Charter it hereby makes the following appointments:

BOARD/COMMISSION	NEW TERM
Board of Building Appeals	11-04-09 to 11-09-11
Central Regional Tourism District	Indefinite Term
Fence Viewer	11-04-09 to 11-09-11
Historic District Commission	11-12-07 to 11-12-12
Inland Wetlands & Watercourses Commission - Alternate	11-04-09 to 11-09-11
Permanent Celebration Committee	11-05-10 to 11-05-13
Permanent Celebration Committee	11-05-10 to 11-05-13
Tolland Economic & Community Development Corporation	02-28-09 to 02-28-14
Tolland Energy Task Force	Indefinite Term
Tolland Energy Task Force	Indefinite Term
Tolland Public Library Foundation, Inc.	10-2010 to 10-2012
Tolland Public Library Foundation, Inc.	10-2010 to 10-2012
Tolland Water Commission	01-31-11 to 01-31-15

Approved by the Tolland Town Council on _____, 2011.

Town Clerk

Date