

AGENDA

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
JANUARY 10, 2012 – 7:30 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **MOMENT OF SILENCE**
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:**
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Consideration of a resolution authorizing the Town Manager to enter into an agreement with the Town of Manchester for temporary engineering services.
 - 8.2 Consideration of a resolution appointing Town Council Vice Chair Richard J. Field to the Board of Directors of the Eastern Highlands Health District for a two year term of service.
 - 8.3 Consideration and action on a resolution appointing Town Manager Steven R. Werbner to the Board of Directors of the Eastern Highlands Health District for a three year term of service.
 - 8.4 Discussion of the deteriorating stone wall on Tolland Stage Road in front of the Post Office/Liquor Wine Discount Store.
 - 8.5 Consideration of a resolution to approve the Social Media Policy.
 - 8.6 Consideration of a resolution authorizing Steven R. Werbner, Town Manager on behalf of the Town of Tolland, to apply for Department of Energy & Environmental Protection Municipal Quick Spend Energy Efficiency & Conservation Program (Competitive Grant Opportunity) through the Office of Policy and Management.
 - 8.7 Appointments to vacancies on various municipal boards/commissions.
9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)**
11. **ADOPTION OF MINUTES**
 - 11.1 December 6, 2011 Special Workshop Meeting Minutes
 - 11.2 December 13, 2011 Meeting Minutes
 - 11.3 December 27, 2011 Special Workshop Meeting Minutes
12. **CORRESPONDENCE TO COUNCIL**
13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**
14. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit)
15. **EXECUTIVE SESSION**
 - 15.1 Executive Session to discuss a personnel matter.
16. **ADJOURNMENT**

Jack Scavone, Council Chair

*To view agenda item attachments, you may visit:
www.tolland.org/government/agendas/town-council-agendas*

Any party needing an accommodation may contact the Town Manager's Office at (860) 871-3600

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

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred.

ITEM SUBMITTED BY: Agata Herasimowicz
Acting Director of Finance and Records

FOR COUNCIL MEETING: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: Approval of this item would appropriate \$625,000 from fund balance to be used to pay for clean-up expenses from both Storm Irene and Storm Alfred. It is anticipated that FEMA will reimburse towns in Connecticut for approximately 75% of costs incurred which would leave Tolland with out-of-pocket expenses of up to \$156,250. When funds are received from FEMA, fund balance will be reimbursed. The impact on fund balance if no reimbursement is received would be a reduction in fund balance from approximately 12% to 11%.

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 December 13, 2011 to set tonight's public hearing.

FINANCIAL SUMMARY: Approval of the resolution following consideration at public hearing would appropriate \$625,000 to the General Fund Storm account to be reimbursed partially from anticipated FEMA funds.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Copy of Legal Notice
- Storm Costs worksheet
- Draft Resolution


**NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT
January 10, 2012**

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, January 10, 2012 at 7:30 p.m. for the following purpose:

1. Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred.

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 14th day of December, 2011.


Steven R. Werbner
Town Manager

To be published in the Journal Inquirer on January 3, 2011.

PUBLIC NOTICE

**NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT
January 10, 2012**

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Dated at Tolland, Connecticut, this 14th day of December, 2011.

Steven R. Werbner
Town Manager
Journal Inquirer
January 3, 2012

STORM ALFRED - OCTOBER 30, 2011

<u>Department</u>	<u>OT / DT</u>	<u>766600 FICA</u>	<u>766700 Medicare</u>	<u>766800 Pension</u>	<u>Supplies</u>	<u>Estimated Future Costs</u>	<u>Total</u>
Public Works - 11/11/2011	53,554.23	3,130.53	776.54	3,029.54	68,188.84	100,000.00 +	228,679.68
Public Works - 11/25/2011 extra pay	2,594.89 5,000.00	127.12 310.00	37.63 72.50	123.02 300.00			5,682.50
Public Safety - 11/11/2011	25,027.26	1,086.70	362.90	963.79	3,248.49	250,000.00 ++	280,689.14
Public Safety - 11/25/2011 extra pay	8,125.95 2,000.00	145.76 124.00	117.83 29.00	141.06 120.00			2,273.00
State Troopers	1,612.35						1,612.35
Human Services	6,940.23	430.29	100.63	416.41	4,093.63		11,981.19
TOTAL	<u>\$104,854.91</u>	<u>\$5,354.40</u>	<u>\$1,497.03</u>	<u>\$5,093.82</u>	<u>\$75,530.96</u>	<u>\$350,000.00</u>	<u>\$530,917.86</u>
November 11th payroll	85,521.72	4,647.52	1,240.07	4,409.74			
November 25th payroll	10,720.84	272.88	155.45	264.08			
November 30th A/Ps	1,612.35						
Extra pay	7,000.00	434.00	101.50	420.00			

+ Chipping debris
++ Remove hangers

STORM IRENE - AUGUST 27, 2011

	<u>\$74,076.71</u>
TOTAL OF BOTH STORMS	<u>\$604,994.57</u>

Agenda Item #6.1

Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred.

The following resolution has been introduced and set down for a public hearing on January 10, 2012 at 7:30 p.m. in Tolland Town Council Chambers:

DRAFT RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation from fund balance to cover Storm Irene and Storm Alfred related expenditures.

Approved by the Tolland Town Council on _____, 2012.

Town Clerk

Date

Agenda Item # 8.1

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution authorizing the Town Manager to enter into an agreement with the Town of Manchester for temporary engineering services.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: State statutes allows for Towns to enter into agreements to provide services to each other. With the vacancy in the Town Engineer position we are in need of temporary engineering services to review planning and zoning applications and to assist the Towns water utility with issues they are facing related to potential development. The Town of Manchester has a well respected full service engineering department that does work similar to that which we desire. I have discussed this with the Public Works Director from Manchester and he feels that they have time at this point to assist us with the outlined work. We will reimburse the Manchester for costs incurred as well as overhead as appropriate. The fees for this work will come from unexpended salary due to the vacancy. We are recruiting at this time to fill the position.

FINANCIAL SUMMARY: Please see above.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Draft resolution.

Agenda Item # 8.1

Consideration of a resolution authorizing the Town Manager to enter into an agreement with the Town of Manchester for temporary engineering services.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes the Town Manager, Steven R. Werbner to enter into an agreement with the Town of Manchester for temporary engineering services.

Approved by the Tolland Town Council on _____, 2012.

Town Clerk

Date

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution appointing Town Council Vice Chair Richard J. Field to the Board of Directors of the Eastern Highlands Health District for a two year term of service.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: The By-Laws of the Eastern Highlands Health District (EHHD) afford the Town of Tolland two representatives on the District’s Board of Directors. One seat has traditionally been filled by the Council Chair and the other by the Town Manager. The Council has indicated its desire to appoint Council Vice Chair Richard J. Field in the EHHD Board of Directors seat formerly filled by Councilor Frederick M. Daniels, for a two year term of service.

FINANCIAL SUMMARY: No direct financial impact on the Town. It is in the Town’s interest, however, to maintain full representation at the EHHD “table.”

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
o Draft Resolution

Agenda Item #8.2

Consideration of a resolution appointing Town Council Vice Chair Richard J. Field to the Board of Directors of the Eastern Highlands Health District for a two year term of service.

DRAFT RESOLUTION

BE IT RESOLVED that Richard J. Field is hereby appointed as a member of Board of Directors of the Eastern Highlands Health District for a two year term of service.

Approved by the Tolland Town Council on January , 2012.

Town Clerk

Date

Agenda Item # 8.3

AGENDA ITEM BACKGROUND

ITEM: Consideration and action on a resolution appointing Town Manager Steven R. Werbner to the Board of Directors of the Eastern Highlands Health District for a three year term of service.

ITEM SUBMITTED BY: Council Chair, Jack Scavone

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: The Bylaws of the Eastern Highlands Health District (EHHD) afford the Town of Tolland two representatives on the District’s Board of Directors. One seat has traditionally been filled by the Council Chair and the other by the Town Manager. The Council has indicated its desire to re-appoint Town Manager Steven R. Werbner for a three year term of service.

FINANCIAL SUMMARY: No direct financial impact on the Town. It is in the Town’s interest, however, to maintain full representation at the EHHD “table”.

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Approve the draft resolution.

SUPPORTING MATERIALS:

- Draft resolution.

Agenda Item # 8.3

Consideration and action on a resolution appointing Town Manager Steven R. Werbner to the Board of Directors of the Eastern Highlands Health District for a three year term of service.

DRAFT RESOLUTION

BE IT RESOLVED that Steven R. Werbner is hereby appointed as a member of the Board of Directors of the Eastern Highlands Health District for a three year term of service.

Approved by the Tolland Town Council on _____, 2012.

Town Clerk

Date

Agenda Item #8.4

AGENDA ITEM BACKGROUND

ITEM: Discussion of the deteriorating stone wall on Tolland Stage Road in front of the Post Office/Liquor Wine Discount Store.

ITEM SUBMITTED BY: Linda Farmer,
Director of Planning & Community Development

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: The deteriorating condition of the stone wall along Route 74, Tolland Stage Road, in front of the Post Office are was brought to my attention. I have been in contact with Jamie Willis, DOT Maintenance Supervisor, who asked his staff to clean up stray stones on the pavement that may be creating a safety hazard.

For a longer term solution, I was directed to Ron Cormier, who is Director of Maintenance for CTDOT. He tells me DOT no longer removes and rebuilds stone walls. The standard procedure is to remove or most likely bury a stone wall in place so that they can achieve a suitable grad along the road. He said he would visit the site with Andrew Morrell, the regional DOT representative, on Wednesday, January 4th and report back to me by January 5th. I will have additional information on possible options following my conversation with him.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Discussion

SUPPORTING MATERIALS: N/A.

Agenda Item #8.5

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to approve the Social Media Policy.

ITEM SUBMITTED BY: Steven R. Werbner, Town Manager

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: For your review and attached is the draft social media policy developed in conjunction with our labor attorney's office. The goal is to appropriately use available technological resources in order to assist them in the Town's ability to publish articles, facilitate discussions and communicate information through various social media tools and sites when conducting Town business. If approved, a copy would be distributed to employees and boards and commissions.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: Shel Myers of Kainen, Escalera & McHale

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Draft Resolution
- Draft Social Media Policy

Agenda Item #8.5

Consideration of a resolution to approve the Social Media Policy.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached Town of Tolland Social Media Policy.

Approved by the Tolland Town Council on _____, 2012.

Town Clerk

Date

TOWN OF TOLLAND SOCIAL MEDIA POLICY

Purpose:

The Town of Tolland (Town) may utilize social media tools and websites to further enhance communications with various stakeholder organizations in support of goals, policies and programs. Social media, for purposes of this policy, means the use of online technology to communicate with others. Examples of social media tools and websites include without limitation: blogs and social-networking sites such as Facebook, MySpace, YouTube, Twitter, LinkedIn, Flickr and dating websites.

As part of their job responsibilities, Town employees will be expected to learn to appropriately use available technological resources in order to assist them in their ability to publish articles, facilitate discussions and communicate information through various social media tools and sites when conducting Town business.

Use of Town Sponsored/Created Social Media Sites:

1. All Town-sponsored/created social media sites shall be (1) approved by the Town Manager and the requesting Department Director; (2) administered by a designated Town representative as determined by Town Manager and the Department Director.
2. Only Town employees specifically authorized to post content on Town-sponsored/created social media sites on behalf of the Town will be permitted to do so. Unless authorized to do so, Town employees do not have permission to speak on behalf of the Town via any social media sites. All Town-sponsored/created social media sites shall not be used by any Town employee for the creation, publication, posting or distribution of any personal and/or non-work related written, visual and/or audio correspondence or materials.
3. All Town-sponsored/created social media sites shall adhere to all applicable state, federal and local laws, regulations and Town policies.
4. Freedom of Information Act requirements and electronic-discovery obligations may apply to the content on all Town-sponsored/created social media sites, and therefore, the Town will manage, store and retrieve such content as may be necessary to comply with these requirements and obligations.
5. The Town reserves the right to restrict or remove any content on any Town-sponsored/created social media sites that is deemed in violation of this policy or any applicable law.
6. Examples of content that shall not be allowed to be posted by anyone (including Town employees and members of the public) on any Town-sponsored/created social media sites are (without limitation) as follows:
 - a. Comments not topically related to the particular site or information posted;
 - b. Profanity;

- c. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of any legally protected status, including race, color, age, religion, gender, marital status, national origin, disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Content demonstrating participation in or encouraging any illegal activity;
 - g. Content that may compromise the safety or security of the Town or the public; or
 - h. Content that violates a legal ownership interest of any other party.
7. Employees representing the Town via social media outlets must conduct themselves at all times in a professional manner as a representative of Town and in accordance with all applicable state, federal and local laws, regulations and Town policies.
8. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Personal Use of Social Media Sites

Any conduct, which under the law or Town policy is impermissible if expressed in any other format (such as through a conversation, a memo or an e-mail), is impermissible if expressed by an employee through any personal use of social media as well. Further, any employee who chooses to personally use social media needs to be aware of the following:

- a. The personal use of social media is not allowed while employees are on working time (e.g., excluding breaktime, etc.), regardless of the equipment used (e.g., either using personal or Town phones or computers). Employees may further not use Company equipment for personal reasons in accordance with applicable policies.
- b. Employees who use social media shall not post any proprietary Town data, documents or photographs, or any information which would violate any privacy laws applicable to the Town, regardless of whether the posting is done during working or non-working time.
- c. Unless authorized in writing by a management representative (such as when an employee's job is to send public messages on behalf of the the Town), employees do not have permission to speak on behalf of the Town via social media.
- d. While communicating through social media, if an employee posts any content that has something to do with the work they perform for the Town or subjects associated with the business of the Town, employees must make clear that they are not speaking on behalf of the Town by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Town's positions or opinions."
- e. Employees should avoid sending or accepting "friend" requests from supervisors which could result in violations of any applicable Town

policies, including without limitation policies pertaining to conflicts of interest and discrimination/harassment.

When an employee's use of any social media violates the law or Town policies (including policies pertaining to employee misconduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information.

Nothing in this policy (or any other Town policy) will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected concerted activity or political activities.

Agenda Item #8.6

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution authorizing Steven R. Werbner, Town Manager on behalf of the Town of Tolland, to apply for Department of Energy & Environmental Protection Municipal Quick Spend Energy Efficiency & Conservation Program (Competitive Grant Opportunity) through the Office of Policy and Management.

ITEM SUBMITTED BY: Beverly Bellody, Director of Human Services

FOR COUNCIL MEETING OF: January 10, 2012

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: The Office of Policy and Management (OPM) notified the Town on January 4, 2012 that there is a new competitive funding opportunity titled Municipal Quickspend Energy Efficiency Program (Quickspend). Eligible applicants for this competitive funding opportunity are limited to Connecticut’s 142 municipalities that were not eligible for direct grants from the United States Department of Energy under the American Recovery and Reinvestment Act of 2009, Energy Efficiency and Conservation Block Grant (ARRA EECBG) and that received funding under the Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant (OPM EECBG) formula grant. Municipalities that are in good standing under the OPM EECBG will be considered for funding under this competitive opportunity.

This program is designed to award municipalities competitive grants for energy efficiency projects that can be completed quickly and will enable the State to expend unobligated funds that are available under Connecticut’s American Recovery and Reinvestment Act of 2009, Energy Efficiency and Conservation Block Grant (EECBG) award from the United States Department of Energy (USDOE). A total pool of \$300,000 is currently available for this program.

Use of Funds

This program is designed to support projects that can be implemented in a timely fashion in order to meet the end date of the federal ARRA EECBG program. All projects under this opportunity are required to be completed and funds expended (paid out) by the municipality by June 30, 2012. As such, the use of funding under this opportunity will be limited to activities that are effective, scalable and quick to spend. The following is a list of acceptable activities:

1. Lighting Retrofits (Interior and Exterior)
2. Recycling Bins for City Streets
3. Bike Promotion (e.g create bike lanes, purchase and install bike racks)
4. Community based residential exchange or reduced cost programs (LED Christmas light exchange, programmable thermostats exchange, recycling containers, composting bins, CFLs, etc.)

5. Energy Audits, Conservation Plans, Energy Awareness Programs, White Papers
6. Procurement (Purchase of energy saving materials with no or low installation labor): [*Quick purchase*]
 - Energy Star Appliances
 - Energy Star Computers and Servers
 - Lighting and Light Bulbs
 - Recycling Containers
7. Expansion of already approved projects under the OPM EECBG. For example, school lighting retrofit project that is expanded from three classrooms to include a fourth, or the expansion of a street lighting retrofit project.

Applications for this program are due by 2:00 p.m. on Friday, January 20, 2012 and must be fully expended by June 30, 2012. OPM estimates after the approval process towns will have about three months to expend the funds.

FINANCIAL SUMMARY: No Match Required.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Draft Resolution

Agenda Item #8.6

Consideration of a resolution authorizing Steven R. Werbner, Town Manager on behalf of the Town of Tolland, to apply for Department of Energy & Environmental Protection Municipal Quick Spend Energy Efficiency & Conservation Program (Competitive Grant Opportunity) through the Office of Policy and Management.

DRAFT RESOLUTION

WHEREAS, there is federal monies available from the Connecticut allocation of funds under the American Recovery and Reinvestment Act Energy Efficiency and Conservation Block Grant; and

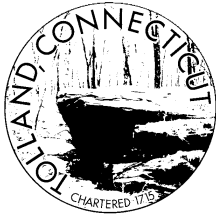
WHEREAS, these monies are available through the State of Connecticut Office of Policy and Management Municipal Quick Spend Energy Efficiency & Conservation Program;

BE IT RESOLVED that Steven R. Werbner is hereby authorized to make, execute and approve on behalf of the Town of Tolland any and all applications, contracts and amendments and to execute and approve on behalf of this municipality other instruments a part of or incident to such contracts and amendments, effective until otherwise ordered by the Town Council.

Approved by the Tolland Town Council on _____, 2012.

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: January 10, 2012

RE: Current Board & Commission Vacancies – Agenda Item #8.7

The attached table illustrates all vacancies as of January 5, 2012 on Town boards and commissions appointed by the Town Council:

Office	Person Appointed/Term
Board of Assessment Appeals	ONE VACANCY – one (alternate) to fulfill a term from 11-09-2011 to 11-06-2013. Membership currently includes 1 Democrat and 1 Republican, 2 Unaffiliated and 1 vacancy.
Board of Building Appeals	ONE VACANCY – to fulfill a term from 11-09-2011 to 11-06-2013 Membership currently includes 2 Democrats, 2 Republicans and 1 vacancy.
Board of Recreation	THREE VACANCIES – one to fulfill a term from 11-09-2011 to 11-06-2013 and two to fulfill terms from 11-09-2011 to 11-04-2015. Membership currently includes 2 Democrats, 1 Republican, 1 Unaffiliated and 3 vacancies.
Central Regional Tourism District	ONE VACANCY – to fulfill an indefinite term.
Fence Viewer	ONE VACANCY – to fulfill a term from 11-09-2011 to 11-06-2013.
Historic District Commission	TWO VACANCIES – one to fulfill a term from 11-12-2011 to 11-12-2016 and one (alternate) to fulfill a term from 11-12-2011 to 11-12-2016 Membership currently includes 1 Democrat, 1 Republican, 4 Unaffiliated and 2 vacancies.

Agenda Item #8.7 - Board and Commission Vacancies

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Inland Wetlands & Watercourses Commission	TWO VACANCIES – one to fulfill a term from 11-09-2011 to 11-06-2013 and one (alternates) to fulfill terms from 11-09-2011 to 11-06-2013. Membership currently includes 1 Democrat, 2 Republicans, 2 Unaffiliated and 2 vacancies.
Non-Profit Housing Corp.	TWO VACANCIES – one to fulfill a term from 07-01-2009 to 07-01-2014 and one to fulfill a term from 07-01-2011 to 07-01-2016. Membership currently includes 4 Democrats, 1 Republican and 2 vacancies.
Permanent Celebration Committee	TWO VACANCIES – one to fulfill a term from 11-05-2009 to 11-07-2012 and one to fulfill a term from 11-05-2010 to 11-06-2013.
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	THREE VACANCIES – to fulfill indefinite terms. Membership currently includes 3 Republicans, 5 Democrats, 2 Unaffiliated and 3 vacancies.
Tolland Water Commission	ONE VACANCY – to fulfill a term from 01-31-2011 to 01-31-2015. Membership currently includes 1 Democrat, 3 Republicans, 2 Unaffiliated and 1 vacancy.
Veteran's Recognition Commission	ONE VACANCY – to fulfill a term from 10-31-2010 to 10-31-2013. Membership currently includes 1 Democrat, 3 Republicans, and 1 vacancy.
Water Pollution Control Authority	TWO VACANCIES – one to fulfill a term from 08-26-2010 to 08-26-2013 and one (alternate) to fulfill a term from 08-26-2011 to 08-26-2013. Membership current includes 4 Republicans, 1 Democrat and 2 vacancies.
Zoning Board of Appeals Alternate	TWO VACANCIES – to fulfill terms from 11-09-2011 to 11-06-2013. Membership currently includes 2 vacancies.

- See attached letter from Brendan Marinan – Alternate, Inland Wetlands Commission. Does not seek re-appointment.
- See attached letter from Kuhrt Bidorini – Alternate, Zoning Board of Appeals. Does not seek re-appointment.
- See attached letter of Patricia Hollay – Inland Wetlands Watercourses Commission – wish to be moved from an alternate to a regular member.
- Bob Valk, 219 Anthony Road – Board of Recreation – seeks appointment as a regular member.
- Anthony Ciccone, 89 Noah Lane – Board of Recreation – seeks appointment as a regular member.
- Vincent Tursi, 69 Torry Road – Water Commission – seeks appointment as a regular member.
- Kim Ravalese, 68 Charles Street – Board of Assessment Appeals – seeks appointment an alternate member.
- Kathy Bach, 255 Tolland Stage Road – Historic District Commission – seeks appointment as a regular member.
- Robert Bavier, 85 Tolland Green – Historic District Commission – seeks appointment as an alternate member.
- Jodi Coombs, 56 Laurel Ridge Road – Permanent Celebration Committee – seeks appointment as a regular member.

From: Brendan Marinan [mailto:bmarinan@sbcglobal.net]
Sent: Thursday, December 15, 2011 2:17 PM
To: Steve Lowrey
Subject: Re: Reappointment

Steve Lowery December 15, 2011

Steve,
because my wife and I hope to move from Connecticut in the next six months,
because we need to sell a home, business, and business condo,
because I believe I can serve for my fellow town residents better in another capacity,
and because I have been feeling under the weather the past two months,
I respectfully resign my alternate seat on the Inland Wetlands Commission.
I wish the good folks sitting on the board, as members and alternates, my best wishes.
Respectfully Submitted,

Brendan Marinan, DC

From: Bidorini, Kuhrt [mailto:Kuhrt.Bidorini@STRHoldings.com]
Sent: Wednesday, January 04, 2012 12:29 PM
To: Holly Suchecki
Subject: RE: ZBA

Holly,

I have decided that I do not want to be re-appointed as an alternate for another 2 year term on the ZBA.

Regards,

Kuhrt E. Bidorini, CPA
Tax Manager
STR Holdings, Inc.
1699 King Street, Suite 400
Enfield, CT 06082
Phone: (860) 758-7328
Mobile: (860) 331-3615
kuhrt.bidorini@STRHoldings.com
www.strholdings.com

From: Holly Suchecki [mailto:hsuchecki@tolland.org]
Sent: Wednesday, January 04, 2012 11:52 AM
To: Bidorini, Kuhrt
Subject: ZBA

Hi Kuhrt: Are you interested in being re-appointed as an alternate for another 2 year term on ZBA?
Thanks, Holly

Holly Suchecki | Executive Assistant
Town of Tolland | 21 Tolland Green | Tolland, CT 06084 | 860.871.3600



Please consider the environment before printing this email.

From: Steve Lowrey
Sent: Thursday, December 15, 2011 2:19 PM
To: Holly Suchecki
Subject: FW: Reappointment

Holly,

Patty Luetjen (ne Hollay) would like to be appointed as a full member. In which case the IWC would need another alternate.

Steve

-----Original Message-----

From: Patti Hollay [mailto:phollay1@att.net]
Sent: Thursday, December 15, 2011 1:54 PM
To: Steve Lowrey
Subject: Re: Reappointment

I would like to become a full member.

Sent from Patti Hollay Luetjen AT&T's Wireless network using Mobile Email

-----Original Message-----

From: Steve Lowrey <slowrey@tolland.org>
To: "Archie Tanner" <ArchieT1@juno.com>, "Beth Banning" <esbann@aol.com>, "Brendan Marinan" <bmarinan@sbcglobal.net>, "Joe Bushey" <jbushey@engr.uconn.edu>, "June Kausch" <KenJuneKausch@att.net>, "Lee Lafountain" <lafountain@snet.net>, "Patti Hollay" <phollay1@att.net>
Date: Thursday, December 15, 2011 12:22:20 PM GMT-0500
Subject: Reappointment

I just read the minutes of the Council meeting from the 13th: all full members of the Commission were reappointed, no alternates were named, which is to say that you have not been replaced or disappointed (you're still alternates). Stan's seat was not filled, maybe they don't have anyone interested. I'll remind Lynne that we need another regular member.

Steve

Agenda Item #8.7

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 Assessment Appeals (Alternate)	11-09-11 to 11-06-13
Board of Building Appeals	11-09-11 to 11-06-13
Board of Recreation	11-09-11 to 11-06-13
Board of Recreation	11-09-11 to 11-04-15
Board of Recreation	11-09-11 to 11-04-15
Central Regional Tourism District	Indefinite Term
Fence Viewer	11-09-11 to 11-06-13
Historic District Commission	11-12-11 to 11-12-16
Historic District Commission (Alternate)	11-12-11 to 11-12-16
Inland Wetlands & Watercourses Commission	11-09-11 to 11-06-13
Inland Wetlands & Watercourses Commission (Alternate)	11-09-11 to 11-06-13
Non-Profit Housing Corp.	07-01-09 to 07-01-14
Non-Profit Housing Corp.	07-01-11 to 07-01-16
Permanent Celebration Committee	11-05-09 to 11-07-12
Permanent Celebration Committee	11-05-10 to 11-06-13
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 Energy Task Force	Indefinite Term
Tolland Water Commission	01-31-11 to 01-31-15
Veteran's Recognition Commission	10-31-10 to 10-31-13
Water Pollution Control Authority	08-26-10 to 08-26-13
Water Pollution Control Authority (Alternate)	08-26-11 to 08-26-13
Zoning Board of Appeals (Alternate)	11-09-2011 to 11-06-2013
Zoning Board of Appeals (Alternate)	11-09-2011 to 11-06-2013

Approved by the Tolland Town Council on _____, 2012.

Town Clerk

Date

WORKSHOP MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL ROOM DECEMBER 6, 2011 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Mark Gill; Joshua Freeman; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Beverly Bellody, Human Services; Clem Langlois, Public Works; Walter Lawrence, Assessor; Barbara Pettijohn, Library Services; Glen LeConche, Building Official; John Littell, Public Safety/Fire Chief and Michael Wilkinson, Administrative Services

1. **Call to Order:** Jack Scavone called the workshop to order at 7:31 p.m.
2. **Discussion of Town Council Goals and Objectives:**

Mr. Scavone suggested the members say what is on their mind regarding expectations and what should be on the goal list.

Josh Freeman – He liked the idea of starting with a proposal, rather than from scratch. He believes time needs to be spent with the Facilities Plan, elderly housing, and the BOE / Town relations.

Rick Field – He believes the Council should work at coming up with a time when all the budgets submitted to the public are understandable to layman people.

Mark Gill – He is committed to exploring every possible opportunity there is to reign in the year over year increase in the cost of doing business. The only way to do it is by examining line by line, process by process, through the town. His objective is *not* to cut any service, but to actually increase the level of service provided to our citizens, and to look at more cost effective ways of delivering that service. He would like to do so without adding more tax to the residents.

Sam Belsito – He agreed it was good to have some type of guide line to go by. Although, he didn't know which Town Council made the proposed listing. He believes there are too many goals listed and they are all over the place. He believes some of those listed are good. He agrees with Mr. Gill. There are a lot of areas in this town that can become more efficient on both sides of the spectrum (the BOE and the town).

Ben Stanford – He would like to see the increase in taxes, borrowing for things that we shouldn't be and bonding end. He thinks we need to do a thorough review of what the State mandates and make sure we get just reimbursement from them. They need to either remove the mandate or provide the funding. Looking at the facilities, where we need to invest money, and looking at assets that can be potentially sold or leased out to get revenue are priorities for him as well.

Jan Rubino – She would like to discuss having better communication with the public. She knows there were TC/BOE's hours and the e-blast system. She believes more of the community needs to be sitting in the audience. She does love the e-blast system, although the message is not getting out to all of the people, and they need to work on that.

Jack Scavone – He would like to see ‘coloring outside of the box’. There are better ways to do things. The Council needs to investigate and look at everything, try to do the right thing, offer a good sustainable education system, try not to cut services, and enhance services that need to be enhanced. They need to have 100% full disclosure of budgets from both the town and BOE, so that anyone can walk up and actually understand where our money is going and what we are getting for those goods and services.

Mr. Scavone said there is no way any Council would be able to do what is being proposed. He believes they should grab three goals, work on those and then grab another three.

Mr. Werbner explained that the town administration reviewed the past Council’s goals and provided them with suggestions. The present Council would have the opportunity to review. Over the last several days, they have refined what the staff’s recommendations were several times. They have prioritized what they felt were the top three in each of the categories. He discussed the process he planned to use at tonight’s meeting.

He read from a memo that was addressed to the Town Council from him dated December 6, 2011, explaining the goal setting process. He explained what they needed to do to establish effective goals, what the goals should reflect for the town, what well established goals should result in, and the ground rules that should be followed to set goals. You each should be able to answer the following question: Some years into the future a resident stops you and asks the following: “Weren’t you on the Town Council during the years of 2011 – 2013? What are you most proud of in terms of your accomplishments for the residents of the Town during that time?”

He read to the Council a mission statement that was created at a retreat with the staff when he came on board six years ago. If there is a strong feeling of changing it, that can be discussed.

He began by reviewing the ‘proposed goals’:
(Mr. Werbner’s general comments are in italics.)

Goal #1. – The Town Council will, through prudent management and oversight, strive to provide the best functioning and efficient local government possible.

- Aggressively pursue grants that will enhance the quality of life in Tolland including, but not limited to, grants for open space, economic development, new program endeavors, affordable and/or senior housing and infrastructure projects. (*PRIORITY*)

This has been listed as one of the Administration’s top priorities. This community has been very successful at this over a number of years.

- Establish priorities for future Town and/or BOE facility improvements or relocation. (*PRIORITY*)
They have been provided the previous Facilities Report and a tour was given last Saturday. A number of issues need to be discussed and priorities set.

- Support the utilization of traditional and non-traditional methodologies to ensure that Town employees are current on best practices within their areas of expertise. (*PRIORITY*)

This is professional conferences/training/web-cam training exercises.

- Town staff shall provide updated cost estimates for any capital projects listed in the first two years of the capital plan.

For the first two years, it has become standard that those numbers are firm. The last three years they are fuzzy, because the plan can change over the course of time.

Mr. Freeman is viewing these as objectives. Is there any way to measure these? Mr. Werbner said yes and gave the example of measuring the amount of money brought in by grants by the number of grants applied for.

Mr. Freeman said the Facilities Plan is missing a prioritization. His goal would be to move this 'facilities wish list' ahead.

- Review updated financial reports and investment and cash policies to reflect current practices and financial priorities of Town of Tolland on a yearly basis.

These are done yearly, and are done as a best practice of the staff.

- Maintain at least 80% fill rate on Town Boards and Commissions.

The Council has direct control over this.

- Review changes in the Health Insurance industry and implement revisions in the Town employees' program that maintain quality insurance benefits for employees at a reasonable cost.

This is big cost driver for the town/BOE. The Council wanted this information brought back to them yearly.

- Maintain communication with the Board of Education to assist in implementing revisions to the BOE's health insurance plans.

This came out of the discussion during the last budget year, in terms of the HSA's on the BOE side.

- Continue to have workshops with the Town Council and Staff to allow the Town Council to become more familiar with Town operations.

This came out of the last several meetings held prior. Meetings amongst town staff and Council will keep the lines of communication open.

- Work closely with State and Federal Legislators on issues of significant interest to Tolland including, but not limited to, the State budget and its impact on municipal aid, as well as the percentage of reimbursement from the State for the high school project.

1. Hold at least one meeting with legislators prior to the start of the legislative sessions; and
2. Maintain frequent contact during the legislative session.

Something that trying to get scheduled for January/February.

Mr. Field commented that Goal #1 had 13 goals underneath it. Mr. Werbner said they need to be narrowed down according to priority.

Mr. Freeman said one of his goals is **to identify ways for efficiency improvements, excluding eliminating staffing.**

Mr. Gill said he would like **to review contracts with vendors for possible cost savings, including possible rebids.**

Mr. Werbner said they have done this with health care providers, and broker services.

Mr. Scavone said he would like to see them **investigate performance contracting for utility services.**

Goal #2. – The Town Council will strive for the highest quality education for the children of Tolland, which the townspeople can afford.

- Enhance communication and cooperation with the Board of Education by holding at least 4 joint meetings per year on matters of mutual interest including, but not limited to, the budget. *(PRIORITY)*

- Review with the BOE information, the impact of budgetary constraints on programs or staff reductions, and on the ability to achieve goals within the BOE's Strategic Plan and the identification of any new, significant expenses or savings for the next fiscal years.

The thought was that this would be done prior to the BOE solidifying their budget, in terms of their recommendation. There would be some discussion as to how they are allocated their resources.

- Continue the process of gaining a better understanding of educational resource needs during the budget process by holding joint budget workshops with the BOE when appropriate and use of liaisons and the dissemination of pertinent budget related material.

There is one mandated budget joint session with the BOE after their budget comes out.

- Identify a use for the Parker School. *(PRIORITY)*

This is for the remaining portion that we are not using.

- Identify ways that BOE staff and facilities can be better used during times of emergencies within the community. *(PRIORITY)*

The staff thought this was important based on the outcome of the last two significant weather events that we had.

- Encourage interdepartmental cooperation and efficiency by working with the BOE.

We do a lot of that, particularly in the public works area.

- In conjunction with the Board of Education, examine the methods used to share information with the public and see if there are ways to collaborate to better inform the public on services offered by the Town and BOE, current events of the Town and BOE and other important information.

The town has a master list on our e-blast system (1,500 residents / general in nature); the BOE has a list of 3,000 students. Is there a way to use both systems to hit a larger audience?

- Explore having student representatives on certain Boards and Commissions.

This was a suggestion from the past Council, although it never happened.

Mr. Freeman asked if there were limits on what we can put in the Parker School. Mr. Werbner said he didn't believe so. We lease out 8 classrooms.

Mr. Freeman asked if the Library was to go into there, would we need to buy the building. Mr. Werbner said if we had a use for the school, he believes the BOE would be willing to turn the building back over to the town. The town could then do what they wanted with it. As of now, we are in a no cost lease for a portion of the building. We just pay the utilities and upkeep of that part of the building we are using.

Mr. Scavone said the more joint meetings the better, the sooner the better. Mr. Werbner reminded there is one on December 15th.

Mr. Freeman asked if there was an Emergency Operation Plan that actually speaks of staff needs. Mr. Werbner said this needs to be discussed. The plan is updated every year. The allocation of staff is not currently identified in the Plan. For example, do we want the BOE to take over the

administration of a shelter operation that is in their school? Some towns do this. This all needs to be discussed.

Goal #3. – The Town Council will promote economic development in Tolland taking into consideration the input of townspeople, as well as facilitating the integration of its rural character with a business friendly environment.

- Support the Town Manager, the EDC and other Boards and Commissions in the marketing of Tolland for business development, expansion or relocation. (*PRIORITY*)

Hopefully, we are going to be pursuing a grant to help us with some economic development assistance, which would include marketing.

- Encourage the maximization of the Business Park, including but not limited to the sale of lots 2, 9 and 10. (*PRIORITY*)

We'd like to get some action on the remaining lots in the Business Park.

- Working with the EDC, Planning & Zoning and landowners to identify next steps to assist in moving forward development in the Tolland Village Area, Gateway Design District and Technology Zone. (*PRIORITY*)
- Encourage the EDC to hold coordinated meetings with business entities to solicit information on their concerns.
- Appoint a liaison to the EDC and Planning and Zoning Commission who will facilitate communication between the EDC, Planning and Zoning and the Town Council.

This has been done.

- Continue to participate in a structured business visitation program involving representatives from Town staff, Town Council and EDC.

This was started a couple of years ago, and continues on a yearly basis. They visit business to see how they are doing, and to see if there is anything we can do to assist them in terms of their development process.

Mr. Field would like to **review permitting process to ensure they are business friendly.**

Goal #4. – The Town Council will enhance and promote the safety and quality of life of all Town residents while working to maintain a safe, affordable environment.

- Identify possible locations for an additional affordable, senior housing development in Tolland. (*PRIORITY*)

Several of you mentioned this in your statements.

- Develop a network of volunteers to assist Town government in responding to Town wide disasters. (*PRIORITY*)

Again, this came out of the last two storms.

- Implement the road improvement plan for Tolland Green with primary focus on traffic calming and pedestrian safety. (*PRIORITY*)

We think we are the recipients of a \$2.5 grant. We should find out in the next week or so.

- As grant opportunities arise, investigate adding emergency back-up power systems at Old Post Village.

This might need some state assistance in terms of grants. This was a problem during the last storms.

- Continue to hold public forums to better inform the public on budgetary matters and other important Town information, as well as to prioritize goals and objectives for the next two years.

This is a catch all.

- Offer programs through the library at the Senior Center to enhance the seniors' skills with online resources available through the library and the Town.

This is something that Barbara and Human Services are discussing.

- Support the expansion of Library programs, including those that could be conducted at the Senior Center.

- Seek additional grants for speed control in Town.

You heard about this from Sgt. Smith.

- Continue to assess risk exposures in Town Facilities and take appropriate remedial action within budget limitations.

We have a review every year through our insurance company.

- Continue to increase use of volunteers for Town activities particularly area of the Fire Service.

This is the importance of our volunteers. To have programs to entice them to stay and to come into the town.

Mr. Field would like to see this as a priority.

Mr. Werbner commented that we have learned through FEMA that they will pay 75% of the costs and we are responsible for the rest. They give you a credit for their method of valuing all the volunteers' work that is done. So, there is a way of valuing all the volunteer work done and that will be a deduction from our portion. So, the more volunteer activity, the less we need to pay.

Mr. Freeman suggested **annual neighbor helping neighbor program.**

Mr. Field would like to **promote Town Council meetings on TV.**

Goal #5. – The Town Council will support open, thoughtful and effective communication among all facets of the Town government and its constituency.

- Increase the use of the web page, press releases, Tolland Patch, Town newsletter, Everbridge Reverse 911 System and handouts to better educate the public on issues of interest and concern to the townspeople. (*PRIORITY*)

We lost the Tolland Monthly. That was a great way to communicate.

- Meet on a regular basis with the leadership of the other Boards and Commissions. (*PRIORITY*)
 - Encourage the continuation of the communication between the Town Manager and the Superintendent of Schools.

They meet every other week, to review a variety of different things.

- Hold workshops with land use and other boards and commissions.

- Continue the use of Town Council liaisons to Land Use Boards and Commissions as well as the Board of Education.

A meeting with the utilities (WPCA and TWC) should be had sometime in January.

- Encourage public participation in Council meetings and discussions. (*PRIORITY*)

- Continue the use of Community Conversations when appropriate.

This was done heavily 4 years ago. It was a success, but it took up a lot of time. This is now done once a year before he begins his budget drafting.

- Continue to rely on Town Administration for providing factual information on items brought to the Town Council's attention.

They are there as a basis to provide information whenever it is needed.

- During Town meetings ensure that all speakers use the microphones or speak loud enough for all to hear.

A consultant will be brought in to see what can be done to make things better for the hearing impaired.

- Explore multiple public hearings at different times for significant issues.

This is usually done around the budget time.

- Explore ways including increased use of social media in accordance with Town policies and State FOI Laws to provide residents of the Town with information on Town services and information on Town Boards and Commissions.

We did draft a social media policy, but it never got to the point of being adopted by the last Town Council. It will come before the new Council sometime in January.

- Introduce on-line streaming video of all Town Council meetings.

This is being worked on.

- **Encourage all Boards and Commissions to use Town's EBlast, Facebook and Twitter accounts to make residents aware of important meetings, hearings and actions taken.**

Mr. Werbner would like to encourage this. Items would flow through the Manager's office.

Mr. Belsito suggested having a better way for public to speak on every item on the Agenda at Council meetings, and longer time limits. Mr. Werbner said the Council has the ability to suspend the Rules to allow the public to speak longer, etc.

Ms. Rubino would like the **grant funds received by the town identify for the Counsel and the public.**

Goal #6. – The Town Council will demonstrate prudent fiscal decision making.

- Adopt a Town wide budget that is within the economic feasibility of the taxpayers and, to the extent possible, maintains levels of service that are acceptable to the majority of the townspeople. (*PRIORITY*)
- Initiate discussions with the BOE regarding fiscal consistency among BOE/Town staff. (*PRIORITY*)

This is one that has been discussed since Mr. Werbner has been here. The concern is the differing of benefit packages between the BOE and town employees. There are not only fiscal issues, but moral issues associated with this.

- Approve a long-range plan for the library, especially in the area of physical layout and technology. (*PRIORITY*)

Technology has always been a goal.

- Continue to settle Town labor contracts prudently.

We don't have anything up until 2013.

- Continue to utilize the Computerized Pavement Management System to prioritize Capital Budget road projects adding culverts to the database.

- Review periodically the cost/benefit of local tax relief program for seniors and totally disabled homeowners.

It is always good for the Council to review these to see how close we are to the caps, what it means for lost tax revenue.

Goal #7. – The Town Council will implement conservation and energy efficiency policies that will provide short- and long-term fiscal and environmental benefits to the Town.

- Complete the replacement of the Town Hall HVAC system including the conversion to geothermal. (*PRIORITY*)

Obviously this is going to happen.

- Continue to preserve, identify and acquire open space that enhances and preserves the character of the Town in perpetuity. (*PRIORITY*)

We purchased over 1,000 acres of open-space. You'll need to make 2 appointments from the Council to the Land Acquisition Advisory Committee.

- Work with WPCA and TWC on issues impacting the functioning of the Commissions. (*PRIORITY*)

You heard that presentation last night at TWC meeting.

- Support the continued creation of pedestrian and bike pathways throughout the Town of Tolland.
- Finalize management plans and signage for acquired open space parcels.
- Continue the 4-day workweek schedule as a means to continue to reduce energy use.
- Continue to monitor the sand-free, winter storm management plan and assess the impact on water, plant and flora in the community and continue to be aware of alternatives to minimize the use of salt.
- Identify other buildings which might be suitable for alternative energy sources including BOE facilities.

They think this is the next step for the Energy Task Force to dive into.

Mr. Scavone would like to **aggressively pursue grants/funding for energy efficiencies.**

Mr. Werbner asked the Council members to mark the goals with a dot that they each believe are a priority. They were all given 5 dots to place on the flip chart papers. He wants to make sure the recommendations they've made are those that the Council believes are priority also.

Mr. Scavone said there are a lot of goals here. He thinks they should pick three to concentrate on. Once those are complete, they can choose three more to concentrate on, etc.

The Council members went up to the goals on the flip chart paper and prioritized what they wanted to see as priorities. Some examples of the goals that got the most dots were:

- Establish priorities for future Town and/or BOE facility improvements or relocation.
(*PRIORITY*)
- Working with the EDC, Planning & Zoning and landowners to identify next steps to assist in moving forward development in the Tolland Village Area, Gateway Design District and Technology Zone. (*PRIORITY*)
- Adopt a Town wide budget that is within the economic feasibility of the taxpayers and, to the extent possible, maintains levels of service that are acceptable to the majority of the townspeople.
(*PRIORITY*)
- Initiate discussions with the BOE regarding fiscal consistency among BOE/Town staff.
(*PRIORITY*)
- Work with WPCA and TWC on issues impacting the functioning of the Commissions.
(*PRIORITY*)

Mr. Werbner commented that they would put these all together, and send them back out for review.

3. Adjournment – Rick Field moved to adjourn the meeting; Seconded by Jan Rubino at 9:06 p.m. All were in favor.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk

**MEETING MINUTES
TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
DECEMBER 13, 2011 – 7:30 P.M.**

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Joshua Freeman; Mark Gill; Jan Rubino and Benjamin Stanford

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven R. Werbner, Town Manager; Clem Langlois, Public Works; Michael Wilkinson, Administrative Services; Agata Herasimowicz, Acting Director of Finance and Records

1. **CALL TO ORDER** Jack Scavone called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE** Recited.
3. **MOMENT OF SILENCE** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (*2 minute limit*): None.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution making an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from Connecticut Water Company for costs associated with the restoration of Torry Road as a result of the installation of new water lines by Connecticut Water Company.

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

Mr. Werbner commented that this is money coming to us from the CWC per an agreement with the Public Works Department. They would have been responsible for the paving on Torry Road, but because of our State bid prices, they are paying us in cash for what their cost would have been. We will be able to accomplish more with the dollars.

A straw poll was conducted of all those in favor of making an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from CWC. 8 in favor; 0 opposed.

Rick Field motioned to close the public hearing; Seconded by Ben Stanford. All in favor. None opposed.

Richard Field read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation of \$100,979.36 to the Capital Improvements Streets and Roads Fund from Connecticut Water Company for costs associated with the restoration of Torry Road as a result of the installation of new water lines by Connecticut Water Company.

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

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** Jan Rubino commented on a facilities tour of Parker School (the side that was not previously seen). It is in back shape. Mr. Belsito commented on the EDC meeting: There is an individual who is interested in purchasing some property in the Industrial Park. He also commented on the Parker School tour. It is literally a trash dump. They destroyed the school before they left. They have caused a lot of work and money to clear that place up. The computers and screens could have been disposed of when they were here to do the recyclables program.

Mr. Clark commented that the BOE meeting will be in the Media Center at THS tomorrow night.

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

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

8.1 Endorsement of the Tolland Economic Development Action Plan.

Mr. Werbner commented that the Plan was originally adopted in February 2002, and prepared by Brian Miller, Consultant. The Plan developed a vision for future economic development in town and made recommendations regarding marketing strategies, zoning regulations revisions, infrastructure improvements and economic incentives. The work that was done over the last 6 months was to update the Plan and modify it to reflect current times. The EDC has placed emphasis on updating their web page, developing property, continue business visitations, etc.

George Mantak, Chair of the EDC commented that things have changed dramatically. Given the lack of development that has occurred over the last few years, they went back and reviewed the document. They brought it into today's scenario. They brought back the same consultant, their members, PZC and liaisons with the Council. They believe the Plan should last for five years, and believe ten year plans are too long. The key element is that the Town of Tolland's commercially available land is 1% of the total land of Tolland; 20% of the land area is open-space. They don't want to change that. They want to find ways to better optimize the land that is already zoned and prepared for economic development. They believe in the Tolland Village Area, the Gateway Design District, and the work being done for the technology corridor along Rt. 195. They are here to ask for an endorsement from the Council for the Plan. They are trying to increase the Grand List numbers, and want to do it in a collaborative way. This Plan would be used as a guideline for the next five years. He introduced Kevin Bouley, Greg Williams and Chris Fields who were present to endorse the plan.

Mark Gill said the report was excellently constructed. He asked what the Council could do beyond giving their endorsement. Mr. Mantak commented that there is only so many dollars within the town. In the future, the Council may be approached to help assist in applications for grants, or assistance with funding a project down the road. Mr. Werbner commented that during the meetings in January, the Council will have to make some decisions regarding property for the Tolland Village area.

Ms. Rubino wanted to thank the members and said the report was wonderful.

Jan Rubino read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached "Tolland Economic Development Action Plan" as adopted by the Economic Development Commission on October 5, 2011.

Seconded by Rick Field.

Josh Freeman commented on the excellent job they did on the action plan, it was easy to understand the priorities. He appreciates all the effort.

Mr. Scavone said that out of all the documents in the pile in front of him, this was the easiest to read. He thanked them all for their time and efforts.

All in favor. None opposed.

8.2 Consideration of a resolution adopting a revised Model Plan Document for the 457 Plan offered by The Hartford.

Mr. Werbner commented that the Town allows the employees the opportunity to enroll in employer sponsored 457 plans. Periodically, the plans are updated as the Internal Revenue Codes change. The Hartford submitted updates to their plan, which the Council needs to approve. The plan has to be adopted no later than December 31, 2011. One of the changes had to do with people in the military. The town has never had a defined pension program.

Mr. Belsito asked who pays to administer this program. Mr. Werbner said a fee is paid out of investments that go towards the administration program from the employees. The town does make a financial contribution, but not in terms of administrative responsibilities. The town also hands out booklets to the employees. The change in this plan will not have any additional burden on the town.

Richard Field read the following resolution:

WHEREAS, the Town Council has previously approved and adopted the Town of Tolland 457 Deferred Compensation Plan ("Plan") through the Hartford

WHEREAS, the Town Council does hereby declare the intention of the Town of Tolland to continue the Plan, but reserves the right to terminate or amend the Plan at any time.

NOW THEREFORE BE IT RESOLVED, that the members of the Town Council are hereby authorized to take such actions and authorize the Town Manager to execute such documents that are necessary or desirable in order to carry out the intent of the resolution and to make the Plan fully effective in accordance with its terms and intent.

Seconded by Jan Rubino. All in favor. None opposed.

8.3 Consideration of a resolution to endorse the Regional Incentive Program to be submitted by the Capital Region Council of Governments as well as a program involving the Towns of Tolland, Coventry and Mansfield.

Mr. Werbner commented that there has been regional performance incentive grants authorized by the State of Connecticut to be administered primarily through the regional planning agencies, but towns can also get together and submit applications. The Capital Region Council of Governments has come up with several grant opportunities. We have expressed an interest in three of them: Expand our GIS Expansion, IT Application Sharing and Development and Regional Assessment Study. There is no cost to this. We have worked with Coventry and Mansfield on the sharing of an Economic Development Consultant. The services would be shared within the three town region. We are looking for your endorsement so that we can express an interest to move forward.

Jan Rubino read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following projects to be submitted by the Capitol Region Council of Governments and for the grant involving the towns of Mansfield and Coventry for economic development consulting services and authorizes the Town Manager or designee to sign all necessary agreements and take all necessary actions to allow for the Town's participation in these programs:

CRCOG Projects

3. GIS Expansion
4. IT Application Sharing and Development
5. Regional Assessment Study

Project for Economic Development Consulting Services with the Town of Tolland, Coventry and Mansfield

Seconded by Rick Field.

Mr. Belsito wanted confirmation that there would be no cost to the town for this. Mr. Werbner said at this point in time, they do not know of any costs. If it was to come back and there was a cost, it would not be required that we participate. Mr. Belsito asked if the Consultant is hired, will he be required to work for the three towns, full-time, for one year. Mr. Werbner said we'd have a certain number of consulting hours that would be available to the three towns to share. We are asking for \$100,000 for the grant, for the consulting firm and expenses. After the grant runs out, the consultant would be released. Unless the Council determines the services were beneficial and if we wanted to continue in some fashion with the firm.

Mr. Freeman said we just endorsed the plan and it would be silly not to go after this.

All in favor. None opposed.

- 8.4 Consideration of a resolution making an additional appropriation of \$625,000 to the General Fund Storm Account from fund balance to cover actual and estimated future costs for clean-up after Storm Irene and Storm Alfred and the setting of a public hearing thereon for **January 10, 2012**.

Mr. Werbner commented this is a result from work done during Alfred and Irene. We've anticipated the expenses, as well as the handling of the debris at Cross Farms, to be \$625,000 +/- . We will submit this to FEMA for reimbursement. We believe that we will get 75%+ reimbursed. Since it may take time to get reimbursed, the funds will be appropriated out of fund balance. As the reimbursement is received, it will

get replenished into the fund balance account. Tolland has done extremely well in terms of clean-up and keeping costs down compared to other towns.

Jan Rubino motioned that the following resolution be introduced and set down for a public hearing on **January 10, 2012** at 7:30 p.m. in Tolland Town Council Chambers and read the following draft resolution:

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby approves an additional appropriation from fund balance to cover Storm Irene and Storm Alfred related expenditures.

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

- 8.5 Consideration of a resolution to appoint two Town Council members to the Land Acquisition Advisory Committee.

Mr. Werbner described the Land Acquisition Advisory Committee's responsibilities and duties.

Ben Stanford read the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints **Josh Freeman** and **Mark Gill** to the Land Acquisition Advisory Committee, joining current Committee members Steve Werbner, Town Manager, Linda Farmer, Town Planner, Lois Barlow-Cox of the Conservation Commission, and Richard N. Symonds, Jr., Alternate Member.

Seconded by Rick Field. All in favor. None opposed.

- 8.6 Discussion of the Town's Snow and Ice Control Plan.

Mr. Werbner read his Item Summary to the public:

ITEM SUMMARY: It has been requested that there be an agenda item to discuss the Town's snow and ice control plan. The Town in 2008 engaged a consultant to help prepare a comprehensive, state of the art snow and ice control plan. The goal of snow and ice control operations is to afford customers a reasonably safe and passable (not necessarily bare) road surfaces as much of the time as possible. To accomplish that, snow and ice accumulations will be removed as soon as possible, consistent with stated priorities and resources. To the extent possible, the bond of snow and ice to the pavement will be prevented by the timely application of ice control chemicals (anti icing strategy). The key is to ensure that the bond does not take place so that plow equipment can be safely deployed to remove snow and ice. It is important to remember that this is one of the most important public safety functions performed by the town. Roads must be passable for not only the motoring public, but for our snow equipment, school busses and emergency vehicles such as fire apparatus. In any given storm if not enough chemicals are used in the pretreatment stage and the bond occurs, in order to later break the bond to prevent dangerous conditions requires the use of almost double the amount of chemicals you would have normally used. Please see the table on page 38 of the plan which shows you that based on temperature range, temperature of the road, whether conditions are ice or snow can alter the salt application rate. After some four years of experience with the use of salt products, moving to treated salt, outfitting the trucks with application devices and road temperature devices it has been determined by Public Works personnel that the unbonded application rate in Tolland can be at the 150 LBS/LM. This could increase (not decrease) based up conditions and location such as on steep hills or major intersections.

We are continually looking for best practices in terms of this function. Most recently we have been informed by Cargill, manufactures of the treated salt product that we started to use in 2009, that they have earned a distinguished EPA designation for their product. Their deicer is a mix of traditional sodium chloride which has been enhanced with a blend of salts and organic additives to provide increased performance while reducing the users' environmental impact. Lab data and experience shows this composition can help lower the amount of pure rock salt used per application by 30-40 percent which means less salt is distributed into the environment when compared with regular road salt. Prior to using this product we used pure salt sprayed with liquid calcium. I have attached a chart which shows that the amount of treated salt we are using now is only 700 tons more than when we used a combination of sand and salt.

In talking with other towns we can find no one who is at the reduced levels per lane mile that we currently use in Tolland. Most Towns are at 250-400 lbs. per lane mile. The State of Connecticut is at 300 lbs per lane mile as is the State of New Hampshire. Manchester and South Windsor, two relatively flat communities use 300 lbs and 400 lbs respectively. For public safety and liability reasons I cannot recommend using applications rates below those currently in place until products become available that would allow us to further reduce our application rates. As I have said before I wish it did not snow in New England and that we did not have to use any salt or expend time and money to remove snow. I have also said we are as concerned about the environmental impacts of salt and sand as anyone else. That is why we have had a yearly monitoring program through EHHD to ensure that conditions at designated sites post winter are within acceptable limits. The reality is however that we all have a responsibility to balance environmental concerns with our public safety requirements. You have professional staff who have years of experience in this field, have received advanced training in snow and ice operations, are supported by a wealth of information within this state and other states, and I would strongly urge that you rely on their guidance in terms of determining appropriate application rates for materials and methods of operation for the removal of snow and ice during the winter months.

Mr. Field said he believes Tolland has been pro-active and has taken this down to where we could.

Mr. Belsito said he's been an advocate of reducing the salt, but he wanted to thank the Administration for making every effort to provide the best and safest roads that we have. He said he has driven on June roads in January. In the interest of preserving our most valuable resource water, he asked if we could select a test area where we could cut the application from 150 lbs. per lane mile to 125 +/- . The experts had suggested upwards of 300 lbs. per mile. In our case 150 lbs. is working fine. The experts are standing there with their mouths open. It may be fine that 125 lbs. will work in some instances, not all.

Ms. Rubino said based on everything she has heard and read, and the fact that we are already pushing the limit, she wouldn't agree to a test area. What if there was an accident? She would not be in favor of pushing it down.

Mr. Gill applauds the efforts and asks them to continue to look for ways to reduce the salt, although he asks them not to put anyone in jeopardy in the process.

Mr. Field said the town has been pro-active, and asks that they continue that way and look for ways to reduce it.

Mr. Werbner said over the next couple of years they are hoping to see changes and improvement.

Mr. Scavone said he believes we should let the experts do what they do. None of us here are experts on the sanding and salting of the roads.

Mr. Langlois commented that every time you bring the poundage down, due to the mixture of salt, a piling occurs and pushes the door down on the truck. All this sticky stuff is trying to get through the door. We've reduced it as much as we can. He commented that Grant Hill, Sweet Heart Hill and other major routes with hills are at the minimums. It may look as if more mixture is being applied, but the molasses/salt treatment prevents the mixture from bouncing off the road. The equipment will not handle reducing it because of the salt mixture.

Mr. Belsito said he understood the problem with the vehicles and equipment; that it can't be adjusted enough to get the salt out. He'll go along with that. He then posed the question of reducing the amount applied in just a parking lot. Just to see what 125 lbs. would do consistently? Ms. Rubino said that in a parking lot, were there isn't much traffic; it wouldn't have the same impact. Mr. Langlois said the trucks in parking lots are not calibrated.

Mr. Werbner said as new product becomes available and the equipment changes, we will continue to look to lower the amount. It's the environment, its dollars. Every time he sees trucks go by and he sees that stuff come down, it's like 'gold'. Mr. Belsito said he will go along with that. Considering the equipment will not handle it, he is willing to back off, and he very rarely ever does that.

8.7 Discussion of December 27, 2011 meeting date.

Discussion occurred amongst the members regarding the next Council meeting.

Rick Field motioned to cancel the December 27, 2011 regular meeting. Instead, a workshop was scheduled for that evening, starting at 7:30 p.m.; Seconded by Jan Rubino. All in favor. None opposed.

8.8 Appointments to vacancies on various municipal boards/commissions.

Ben Stanford motioned to appoint:

Mike Tully as an **Alternate** on the Planning and Zoning Commission;

Jan Rubino motioned to appoint:

Dave Flickinger as an **Alternate** on the Planning and Zoning Commission.

Seconded by Rick Field. All in favor; none opposed.

Ben Stanford moved to appoint:

Laura Gregory Roberts, 74 Nedwied Road, as a **Regular** member to the Board of Assessment Appeals;

Jan Rubino moved to appoint:

Eric Quinby as a **Regular** member to the Board of Assessment Appeals;

Tina McNickle as an **Alternate** to the Board of Assessment Appeals.

Seconded by Rick Field. All in favor; none opposed.

Ben Stanford motioned to make the following reappointments:

Lawrence J. Gramling, 15 Andrew Way to the Board of Recreation;

Casey A. McGovern, 24 Cider Mill Road to the Historic District;

Elizabeth R. Banning, 32 Browns Bridge Road; Lee A. LaFountain, 719 Shenipsit Lake Road; Joseph

T. Bushey, 24 Cider Mill Road; and Arden S. Tanner, 693 Buff Cap Road to the Inland Wetlands &

Watercourses Commission;

Susan H. Simons, 44 Glenn Drive; Jane F. Sutcliffe, 128 Eaton Road; and Betty-Jo Pakulis, 146

Virginia Lane to the Library Board; and

William K. Pakulis, 146 Virginia Lane as Tree Warden.
Seconded by Rick Field. All in favor. None opposed.

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner supplemented his report. A report from the Auditor has been completed and will be on-line tomorrow. The Auditor will come to the first meeting in January to give a verbal report. The finance office provided a 2011 year-end result on a budgetary basis. There was a surplus, mostly from higher tax collecting input. This will allow us to balance out on our fund balance usage and still have a surplus to go into fund balance as additional revenue. It is a good position to be in. Next week, the State will make announcements on the STEEP Grant. We have an application in for \$400,000+ for a concession stand and bathrooms at Cross Farms. Today, we received approval from the Capital Region Council of Governments Policy Board that we received approval from the Transportation Committee for a \$2.5m STP Urban Road Grant for the traffic calming elements of the Tolland Green work. That is a substantial grant authorization for the town. We have \$300,000 of federal money that has been earmarked for that project as well.

11. **ADOPTION OF MINUTES**

11.1 November 22, 2011 Regular Meeting Minutes – Rick Field moved to adopt the minutes;
Seconded by Josh Freeman. All in favor. None opposed.

11.2 December 1, 2011 Town Council Workshop Meeting Minutes – Rick Field moved to adopt the minutes; Seconded by Josh Freeman. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL:**

12.1 Mr. Scavone mentioned the e-mails, letters, etc. received regarding the Neighbor Helping Neighbor program.

12.2 Mr. Gill said he received correspondence from St. Mathew's Church regarding the timing of the tree lighting on the Green. Better timing in advance would be appreciated.

13. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:**

Mr. Gill commented on the goals workshop: After having a chance to review the finished product of the minutes, he feels he is just not there yet. He is close. He believes they have some good ideas and excellent starting point. He didn't realize how structured they were going to be going into that session. He would like to have more discussion on some of the goals to crystalize exactly some of the themes that we want our Town Council to really be about. He thought the work that was done was excellent.

Mr. Belsito asked if there is any report on-line regarding what the potential uses could be for Parker School. Mr. Werbner said the primary uses were magnet school, elderly housing and library. There was no specific report prepared. There were cost estimates prepared for the Library. Mr. Belsito asked if there was a list of costs needed to repair that building. Mr. Werbner said the front portion of the roof and boiler are the two big ticket items and those will be in the 3rd year of the Capital Budget.

Ms. Rubino said Parker needs to be put on an Agenda and made a priority.

Mr. Field asked Mr. Werbner where the situation was regarding the stone wall on Rt. 74. Mr. Werbner reported that they have been in communication with the DOT. They said they would come out and look at

it, but they would not be responsible to remove it. Mr. Field asked that this get put on the agenda for discussion.

Mr. Freeman congratulated the finance office and town staff for the distinguished budget award they received.

Mr. Field thanked Mr. Scavone for giving him the opportunity to present the Proclamation at the Eagle Scout Award ceremony.

Mr. Werbner reminded the Council members of the following meetings:
Thursday with BOE, Monday with Friends of Tolland, 7:00 p.m., Birch Grove, Tuesday the FOI workshop

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

Ken Hankinson of 54 Johnsonville Road – He commented that the Volunteer Day. It was amazing. It is a testimony to the town and staff that something like that could be thrown together so quickly. It was an overwhelming success and a job well-done.

Richard Bozzone of 9 Elm Road – He was glad to see that the salt issue has been resolved or that there is an understanding that there is problem at each end. He thinks we can be an advocate of some of these positions. We know what we are doing, because we have involved people. Mr. Werbner said it is not an accident that we are ranked 39. It is for these type of cutting edge items, for example the award received by the Finance Department. Other communities do call to see how we are able to produce what we do for the money we do. Mr. Bozonne was pleased to hear that we received the \$2.5m grant. He commended the Council, town staff and Mr. Werbner for coordinating the Volunteer Day. He didn't believe it was going to fly. It is amazing.

15. **EXECUTIVE SESSION**

Rick Field motioned to go into Executive Session at 9:15 p.m., thus ending the Regular Meeting of the Town Council; Seconded by Jan Rubino. All in favor. None opposed.

15.1 Executive Session to discuss the sale of land.

16. **ADJOURNMENT** – Rick Field moved to adjourn the meeting; Seconded by Mark Gill at 9:46 p.m. All were in favor.

Jack Scavone, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL WORKSHOP MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL ROOM DECEMBER 27, 2011 – 7:30 P.M.

MEMBERS PRESENT: Jack Scavone, Chairman; Richard Field, Vice-Chair; Sam Belsito; Mark Gill; Joshua Freeman and Jan Rubino

MEMBERS ABSENT: Benjamin Stanford

OTHERS PRESENT: Steven R. Werbner, Town Manager; Barbara Pettijohn, Library Services

1. Call to Order: Jack Scavone called the workshop to order at 7:31 p.m.

2. Discussion of Town Goals and Town Facilities:

Mr. Scavone began the meeting by saying that over the last eight weeks, they have reviewed last year's BOE and Town budget, met with town staff, toured town and BOE facilities, attended various Boards/Commission meetings and attended training. Now it is show time for setting their goals and objectives for 2012. He said they need to do the right things for their constituents, and need to keep in mind that everything they come up with needs to have a start and finish to it.

Mr. Belsito suggested each member discuss the goals they want to pursue. The goals set down by Mr. Werbner are the previous Council's goals.

Mr. Gill didn't think the previous session held reflected what their goals are. He would like to create a sustainable town and BOE budget. What is currently in position is not sustainable. The revenues coming into town are flat. We need to look for new ways to deliver the key products and services that the town offers.

Mr. Field would like to see the Council try to keep the revenue and increases as low as they can, but doesn't want to impact the services. He would like to have the experts tell us what they need to drive their certain areas. He wants to give the town the opportunity to vote if they want to see services cut.

Mr. Freeman would like to figure out what the priorities are. He wants to figure out where the plan is now, and for the next 25 years.

Ms. Rubino agrees with Josh Freeman. She agrees that they need to look at what they want to accomplish in 2 years. She doesn't want to cut revenue. She wants to increase the revenue, and figure out how they keep the value of our homes, education, etc.

Mr. Scavone agrees that we need to invest wisely in things that are going to make us environmentally and fiscally sustainable. In looking at the numbers, it's not a pretty picture. We need to come up with a direction. Things that have not been on the table need to be put on the table for discussion. We may be able to sustain the goods and services we currently have, if we get creative.

Discussion occurred amongst the members concerning whether or not they wanted to see an increase in the budget. Mr. Gill and Mr. Belisto would like their goal to be a 0% increase. The other members believe that they need to get the numbers in front of them to see where they are before they can agree to no increase. They do not want to limit Mr. Werbner to a 0% increase right away. Ms. Rubino said she would like to hear Mr. Gill's ideas for maintaining/increasing services without raising the revenue. She asked for specifics:

Mr. Gill suggested:

~creating a true sustainability plan;

~a strategic supplier program; and

~outsourcing - there are companies that may be better at doing things than we are – until someone looks at this and does a cost analysis, he doesn't know if it will work.

Mr. Werbner commented that they have looked at outsourcing for payroll, plowing, etc. and they were not cost efficient for the town. It was better for the town to maintain those duties.

Mr. Gill's goal is to not seek more money from the taxpayers, other than what we are collecting today. He may ultimately have to go out there and say we need more money, but his goal is to find a way not to do that.

Mr. Belsito doesn't want to see any more bonding. He spoke of dollars that could be saved if the town didn't bond. Ms. Rubino asked about the infrastructure. Mr. Belsito said we have a lot of money to move around. Mr. Freeman doesn't agree. He has a problem setting a hard limit. He understands the goal, and doesn't necessarily disagree with it. He would love it if he never had to finance anything in his personal life. The reality is he has to. The town is the same way. Responsible financing should be our goal. He does not support eliminating it. Mr. Werbner added that we would never borrow more than we have the ability to pay for.

Mr. Werbner said if they have a policy direction and they are trying to have a 0% increase, he will follow that lead and try to get to 0%. In his professional judgment, there is no way that you are going to get to zero without a change in service levels, at least on the town side. If that is your goal, he will give that to his administration and they will follow it. He is not going to come in with a 3% increase if the Council's goal is 0%. That would be irresponsible of him as their administrator. If that is the message, that is what will be the goal delivered.

Mr. Field would like to see the Town Manager come up with a budget to sustain the services and to improve what needs improvement. If we lock Werbner in at 0%, we'll never know what we are losing. Mr. Werbner said the town side will always come in as low as they can. The mill rate problem comes from the BOE side. Mr. Gill said if we are going to increase in certain areas (paving for example), we are going to pull from somewhere else to pay for that. Until we get economic development booming again, we will do more harm to our housing prices by continuing to increase the mill rate. We will drive people out of this town. Mr. Gill said that if he is going to ask for an increase from his constituents he needs to be able to back up why he is asking for more money.

Mr. Freeman does not want to put a hard number in the goal. He thinks if we put in 0%, we will see the cuts because that is the only direction the town manager will be able to go.

Mr. Werbner commented that he is responsible for presenting a town budget to the Council for consideration, which would include the BOE's portion. He cannot tell the BOE where to make their cuts. The BOE is 70% of the funds. In order for him to reach the Council's goal, or anywhere near it, it means that he will need to make a one line cut to the BOE of over \$1m in order to bring the town budget down close to zero.

Ms. Rubino asked Mr. Gill if he has given any credence to that fact that the Yankee Institute has for two years in a row given Tolland the 2nd most efficient school rating in the State. Mr. Gill said he gives a ton of credence to that. \$34m is a lot to run a school system and he believes it is enough. He said there might not be any other way. He is not satisfied that it needs to be that way yet, although maybe he will be. Mr. Belsito commented that the rating was one-sided. He didn't have the article in front of him, but commented that there were certain elements in it that were missing. Ms. Rubino said if we are going to make statements, let's try to talk in specifics.

The members discussed having a workshop with the BOE to communicate their goal to them. The Council members want to know what is making up the budget, so that they are able to defend it. Mr. Werbner told the Council members that if they want to communicate a philosophy to the BOE, they would need to get their message to them around the 3rd week of January, 2012.

The goal: Adopt a Town wide budget that is within the economic feasibility of the taxpayers and, to the extent possible, maintains levels of service that are acceptable to the majority of the townspeople **was changed to:**

Review the town budget to ensure that if there must be an increase it is defensible, and to the extent possible the current level of services are maintained. Examine the cost benefit of alternative ways of performing Town, including the Board of Education, functions, examine consolidations of functions, and hold a joint meeting with the Board of Education in mid-January to discuss budget philosophy.

The members agreed to the remaining goals outlined in the Town Council Goals for 2011 – 2013 (Changes after 12/6/11 Meeting) document.

Richard Field motioned to accept the goals as presented by Mr. Werbner with the agreed upon changes; Seconded by Mark Gill. All in favor. None opposed.

- 3. Adjournment:** Richard Field moved to adjourn the meeting; Seconded by Mark Gill at 8:49 p.m. All were in favor, none opposed.

Steven R. Werbner
Town Manager

Michelle A. Finnegan
Town Council Clerk