



TOWN OF TOLLAND

REPORT OF THE TOWN MANAGER

Steven R. Werbner
Town Manager

February 9, 2010

Administrative Services

Business Visitation Program

In conjunction with the EDC, we will be starting a monthly business visitation program. I along with Linda Farmer, an EDC representative will meet with business owners to learn more about their financial condition, employment outlook, possible expansion plans and any concerns they may have with the Town of Tolland. We will be meeting with the larger employers first. It is my hope that a representative of the Town Council would be willing to join us on these visits. We will try to schedule the appointments for no more than an hour, but they will be during normal working hours. Please let me know if anyone is interested in being part of this program.

Decreasing Permit Revenues

In response to the trend of decreasing permit revenues in Town, Ray Steadward, Building Official has researched building fees in surrounding towns, and has come up with some suggestions for your review.

- Currently we have no policy in place to charge for re-inspections. Area wide, a \$25 fee seems reasonable; this would only be used after the second inspection for the same violation or in cases of very frequent offenders. It doesn't take very many "extra" unfunded inspections to offset the original permit revenue.
- Secondly, we currently have no policy in place for work commencing prior to issuance of a permit. This varies greatly from \$50 in Coventry to \$250 in Mansfield. I would recommend a doubled permit fee in these cases, thereby making the fine graduated to meet the level of infraction. I would also recommend a cap of \$500, which would level out the fine at the \$40,000 project value. This would bring revenue two ways, by penalizing people working without a permit and encouraging them to pull permits in the future.
- Third would be permit fees. Our current fee schedule is \$20 for the first \$1,000 and \$12 for each additional \$1,000 or fraction thereof. Other towns in the area are anywhere from \$13.22 to \$45 minimum and \$12.72 to \$15 per \$1,000. To try and keep this simple and stay in line with other towns, I would suggest raising the minimum to \$30, and keeping the \$12 the same for now. The reasoning behind that suggestion being, by the time we take in a small permit (\$1,000-\$2,000) it probably costs the town about \$50 just to perform the clerical duties associated with taking in, issuing and mailing out the permit. Raising the minimum, raises the cost of all permits by a small amount, but makes us less

reliant on larger permits offsetting the “losses” generated by small permits. Additionally, with going with the new CRCOG software, some simple mechanical permits will be able to be processed automatically over the internet or at a counter top terminal. This will make some of the “low value” permits a little less labor intensive, with our staff just checking for accuracy and less data entry.

It is anticipated that these fee changes will generate \$13,000 on an annualized basis. I would like to have on the next agenda an item to revise the building inspection fee schedule in accordance with these suggestions.

Assessor's Update

The Assessor's Office has completed the 2009 Grand List. A signed list was filed with the Town Clerk's Office on 1/28/2010 as required by State Statute. The taxable net Grand List before the Board of Assessment Appeals is \$1,268,414,724. The increase in value is 2.99% or \$36,880,029 which includes real estate, personal property and motor vehicles. For comparison purposes, the last revaluation saw a 38.29% increase in the value of the Grand List. The additional revenue to be generated using the current mill rate of .02949 would be \$1,087,592.06

The major increase in the Grand List is the result of the implementation of the 2009 revaluation of all real property in the Town of Tolland. Real estate which is comprised of 89.39% of the Grand List increased 3.74% or \$40,929,915. The actual growth in real estate without the revaluation would have been \$11,151,735. The growth as the results of the revaluation was \$29,778,180. The 2008 growth in real estate was 1.25% or \$13,556,330. The decline in real estate growth is an indication the economy continues to slow down.

The total number of registered vehicles in Tolland as of October 1, 2009 is 15,865. The assessment is \$108,396,404 or 8.55% of the Grand List. The increase in assessment is 1.90% or \$2,027,715. The number of vehicles appearing on the 2009 Grand List increased by 104. The 2008 list had a decrease of 4.42% or \$4,704,799

The personal property accounts, which comprise 2.16% of the Grand List decreased by 18 accounts. The majority of those were home businesses. The number of personal property accounts is 818, with assessments of \$27,357,855. The percentage of decrease is 18.18 or \$6,077,601. The main reason for the large decrease is due to several factors, the main one being the implementation of a new accelerated depreciation schedule for all computers located in Tolland. The Town Council approved this schedule after the 2004 revaluation. The implementation will take effect at the time of the 2009 revaluation as is required by State Statutes. The E.C.H.N. Tolland Imaging Center also received a tax exempt status for all personal property located at their new medical office. The 2009 list also includes the phasing out of all manufacturing equipment. Tolland will receive a partial reimbursement from the state under the manufacturers grant program.

The combined increase of the Grand List without the revaluation is \$7,101,849. The additional revenue to be generated from the .75% increase, using the current mill rate of .02949 would be \$209,434. Attached to the Manager's Report is a listing of the top ten taxpayers and further breakdown of the component parts of the Grand List.

It is my intent to inform OPM that we plan to implement the revaluation in accordance with CGS Section 12-62(d)(1).

Business News Update

Attached is a Business News Update that is now part of the EDC packet.

Finance Department

See the attached Quarterly Investment Status – Period October 2009 to December 2009 – FY 2010.

Human Services

Grant Updates

1. Historical Preservation Technical Assistance Grant: \$20,000

A Geothermal Design Committee composed of members of the Tolland Energy Task Force, town staff and representatives from Tecton Architects and Lindgren & Sharples Engineering have been meeting several times a month to prepare the design specifications for the installation of a geothermal HVAC system at the Hicks Memorial Municipal Center. On January 27th, a Request for Bid Proposals from qualified Well Drilling Contractors to perform “Vertical Thermal Conductivity Test” was advertised. Sealed Bids are due on February 8th.

2. Small Cities Housing Rehabilitation Loan Program: \$300,000

Several homeowners on the waiting list have been contacted to update their current eligibility status and requested home improvement repairs. It is hoped that at least eleven homeowners can be assisted with this round of funding

Heating/Utility Assistance – ACCESS Agency

Fuel Assistance applications for Tolland residents will be taken through May 31st by Human Services staff in the Town Hall and at the Senior Center. (Residents may also make an appointment to apply for assistance at the Willimantic ACCESS office.) Income & documentation requirements have been published in the Tolland Monthly, the Tolland Community Newsletter and are available on the Town of Tolland and State of Connecticut websites. To date, Human Services has processed applications for heat and utility assistance for approximately 150 Tolland households. An additional 10 households have made appointments but were found to be over income. Residents also receive budget counseling, help with avoiding utility shutoff and are provided referrals for other assistance as needed (such as Free and Reduced Lunches for school-age children, State Health Insurance, food stamps, cash assistance, Connecticut Legal Services, or other services provided by the Tolland Human Services staff).

Operation Fuel

The 2009/2010 regular season Operation Fuel Program began on January 4, 2010, with a much tighter budget than in previous years. Last year, Operation Fuel income guidelines were considerably higher than the Energy Assistance (ACCESS) program guidelines; under this year's stringent State budget, the Operation Fuel income guidelines are considerably lower than Energy Assistance guidelines, resulting in fewer households being eligible for assistance through Operation Fuel. To date, Human Services has processed two Operation Fuel applications.

Youth Services

Coffee House

TYSCI (*Tolland Youth Services Community Theater*) hosted a second Coffee House on Saturday, February 6, 2010, 7 p.m. The event was again held at the Tolland High School cafeteria. Local high school youth with vocal and/or instrumental performances suitable for a coffee-house atmosphere were invited to audition.

Planning & Community Development Department

Planning Office

- Linda Farmer attended seminars on "From Grey to Green" given by Wallace Todd Corp. on the sustainable redevelopment design for the Manchester Parkade and "Design Strategies for Mixed Use Centers" by well known Randall Arendt.
- The Planning & Zoning Commission will sponsor a "Sustainable Community Forum" by the Capitol Region Council of Governments on March 15, 2010 at 7:30 p.m. at the Lodge (see attached announcement).

Planning Studies:

- **EPA Smart Growth Grant:**
 - Final documents have been produced from this grant. See this link for documents: www.crcog.org/community_dev/sustainable-dev.html
- **OPM Energy Efficiency & Conservation Block Grant:**
 - The grant proposal has been submitted by CRCOG and several member towns including Tolland, which would include review of participating towns' Zoning and Subdivision Regulations for barriers to energy efficient and sustainable development techniques.

Building Department

See attached Summary Building Report and New Dwelling Starts for December.

Public Safety

Animal Control

See the attached Monthly Animal Control Report for December, 2009.

Resident Trooper Update

Statistical Report – Sgt. Sauve has provided the attached Tolland Resident Trooper's Statistical Report for January, 2010. The report represents statistics on criminal investigations, accident investigations, motor vehicle enforcement and miscellaneous services.

Other Business

- (a) Meetings Calendar: Attached is a calendar of upcoming town meetings and events.
- (b) Monthly Reports: Animal Control and Highway Department Reports for December, and the Senior Newsletter for February.

OTHER BUSINESS TO BE ANNOUNCED AS WARRANTED

SRW/hms
Attachments

TOLLAND 2009 TOP 10 TAXPAYERS

Name	Assessment
Capitol Ventures LLC	12,335,300
Conn. Light & Power Co	7,641,640
Carriage Crossing LLC	4,200,900
Summers & Summers Realty LLC	4,128,000
Ivy Woods LLC	3,964,000
Gerber Scientific Inc	3,953,800
Norwegian Woods LLC	3,597,000
Netac Inc	3,152,400
Dari Farms Ice Cream Co	2,786,200
Tomlen	2,758,200
Total	48,517,440

History of Grand List Growth				
YEAR	REAL ESTATE	PERSONAL PROPERTY	MOTOR VEHICLE	TOTAL
1995	3.44%	7.25%	16.73%	4.33%
1996	2.71%	4.67%	4.84%	2.99%
1997	3.68%	10.29%	3.65%	3.88%
1998	3.80%	9.47%	9.11%	3.97%
1999	5.05%	9.52%	12.85%	6.07%
*2000	16.12%	6.28%	6.18%	14.59%
2001	3.98%	1.48%	4.51%	3.96%
2002	3.79%	-2.60%	6.54%	3.89%
2003	2.87%	12.07%	-1.62%	2.64%
*2004	43.09%	8.84%	9.47%	38.29%
**2005	2.81%	10.36%	9.25%	3.57%
**2006	1.02%	1.91%	0.01%	1.79%
**2007	1.74%	3.65%	2.27%	1.64%
2008	1.25%	3.59%	-4.42%	0.0081%
*2009	3.74%	-18.18%	1.90%	2.99%
	*Revaluation			
	**Subject to Board of Appeals			

BUSINESS NEWS UPDATE
02/03/10

Town Planner's Report

The Planning & Zoning Commission will host a "Sustainable Communities Initiative" program that the Capital Regional Council of Governments will present at 7:30 p.m. on March 15, 2010 at the Crandall Park Lodge. More information will follow.

The Planning & Zoning Commission will discuss a proposed expansion of food service at 206 Merrow Road at their meeting on February 8, 2010

EDC Chair Report

Attended PZC Business Workshop on January 11th

Spoke with Rob Arute about using the Town email and business lists for marketing ideas/tenants of his building at 174 Merrow Road.

Discussed business regulation ideas with PZC Chair, Mike Cardin and PZ Commissioner Dave Barrow.

Heard from many residents about how great the Star Hill Facility is. Spoke with a few about how ugly Star Hill is. By far, most comments are positive and about how busy the facility is, especially on weekends.

Town of Tolland

Finance Department

January 11, 2010

To: Town Council
Steven R. Werbner, Town Manager

From: Agata Herasimowicz, Treasurer

Subject: Quarterly Investment Status - period October 2009 to December 2009 - FY 2010

Pooled Investments

The Town's pooled cash investment balances for General Fund and Special Revenue Funds at December 31, 2009 were \$ 11,208,425 combined.

As of month-end, the investment balances for all funds combined were as follows:

Type of Investment	Amount	Rate	
STIF	\$ 164,199	0.33	
Class Plus	15,480	0.25	
ID Bank	2,645,527	0.60	
Citizens Money Commercial Checking	374,555	0.30	
New Alliance Money Market	1,934,936	1.14	
New Alliance CD	1,050,000	1.50	(*)Matures 1/18/10
Farmington Bank	803,580	0.70	
Rockville Bank Money Market	1,436,811	0.70	
Rockville CD	750,000	1.15	(*) Matures 4/14/10
Webster Municipal Investment Reserve	31,261	0.35	
Total	<u>\$ 9,206,349</u>		

General Fund Earnings

- **The General Fund portion** of pooled investments at December was \$ 9,206,349.
- The General Fund has earned \$ 32,016 from October 2009 to December 2009.
(*) CD Interest not included, booked when CD matures.

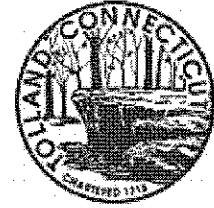
Comparative information concerning General Fund earnings follows.

Fiscal Year	Budget	Interest Earned July - December	Percent of Budget
2009	\$ 350,000	\$ 96,607	28.00%
2010	200,000	64,386	32.00%

cc: Christine Hutton, Director of Finance and Records

Save the Date!

Tolland Sustainable Community Forum



March 15, 2010, 7:30 PM, Crandall Lodge, Tolland

For the past year and a half, the Town of Tolland has been working with the Capitol Region Council of Governments and the U.S. EPA to develop two publications relating to sustainable development: Together We Can Grow Better: Smart Growth for a Sustainable Connecticut Capitol Region and Smart Growth Guidelines for Sustainable Design and Development.

On **March 15, 2010** the Planning & Zoning Commission will sponsor a **Tolland Sustainable Community Forum** organized by the Capitol Region Council of Governments Sustainable Communities Initiative that will give town leaders, board members and commissioners as well as town residents the opportunity to learn about the strategies recommended through these documents and discuss Tolland's role in creating a more sustainable community and region through future policy and development decisions.

Stay tuned for more details to follow as the forum date approaches and check out the Capitol Region Council of Governments's website at http://www.crcog.org/community_dev/sustainable-dev.html.

SUMMARY BUILDING REPORT - FISCAL YEAR

December, 2009

CM 1/6/2010

Permits	This Month	\$10 permits	Last Month	Year to Date	This Month Last Year	Last Year to Date
Single Family Dwelling	1		1	5	2	9
Foundation Only			2	4		7
Commercial/Industrial	1		3	7	3	12
Commercial Foundation						
Municipal						6
Addition	1		1	3	2	19
Garage			1	6		6
Deck/Porch	1			17		16
Roofing/Siding	2		4	35	2	33
Swimming Pool			1	6		11
Wood Stove	7		15	43	15	89
Sheds	1		6	19	2	25
Signs	2		1	12		1
Interior Renovation	1		3	11	3	12
Hot Tub				2		1
Misc/Repair	13		14	53	7	37
Total	30		52	223	36	284
Electric	13	9	20	87	14	122
Plumbing	4	3	5	27	8	44
Heating	7	2	9	51	12	88
Total	24	14	34	165	34	254
Grand Total Permits	54		86	388	70	538
Permit Fees	\$8,231.00		\$27,758.00	\$81,570.00	\$12,018.00	\$63,432.00
Construction Value	\$635,200.00		\$2,232,837.00	\$6,458,644.00	\$932,832.91	\$5,558,414.04
Certificates of Comp.					35	198
Certs of Occup.(New Structure)			1*	10	1	20
Other Certs of Occup	25		14	106	9	126
Inspections	84		93	501	91	656
Zoning Fees	\$300.00		\$1,875.00	\$6,025.00	\$125.00	\$2,775.00

*Phase 1 - Star Hill Athletic Center

Town of Tolland
Monthly Animal Control Report

Month of
December 2009

Activity	This Month	Last Month	Year to Date	This Month Last Year	Last Year To Date
Complaints Received	58	52	328	52	525
Complaints Investigated	58	52	328	52	525
Animals Impounded	7	7	46	9	52
Animals Redeemed	4	5	29	5	33
Ads Placed	2	1	7	1	6
Animals Sold	2	0	4	1	13
Animals Euthanized	0	0	4	0	2
Notices to License	7	3	264	5	520
Summons Issued	0	0	63	0	8
Dogs on Hand End of Month	1	0	4	2	10
Animal Bites Reported (Human)	0	1	3	1	4
Animal Bites Reported (Animal)	0	0	3	0	0
Deceased Animals on Roadways	0	1	3	2	5

FEBRUARY/MARCH 2010

Tolland Public Library Foundation

February 1, 2010, 7:00 PM
Public Library Program Room

Economic Development Commission

February 3, 2010, 7:30 AM
Council Chambers

Tolland Energy Task Force

February 3, 2010, 7:00 PM
Council Chambers

TECDC

February 4, 2010, 6:30 PM
Conference Room A

Inland Wetlands Commission

February 4, 2010, 7:00 PM
Council Chambers

Design Advisory Board

February 4, 2010, 7:00 PM
Conference Room C

Democratic Town Committee

February 4, 2010, 7:30 PM
Community Room

44th Annual Tolland Antiques Show

February 7, 2010, 10:00 AM
Tolland Middle School (old Tolland High School)

Parks & Recreation Advisory Board

February 8, 2010, 7:30 PM
Conference Room A

Planning and Zoning Commission

February 8, 2010, 7:30 PM
Council Chambers

Town Council

February 9, 2010, 7:30 PM
Council Chambers

Council/BOE Hour

February 10, 2010, 10:30 AM
Tolland Senior Center

Board of Education

February 10, 2010, 7:30 PM
Council Chambers

Republican Town Committee

February 11, 2010, 6:30 PM
Conference Room A

Community Business Meeting

February 11, 2010, 7:00 PM
Fire Training Center

Conservation Commission

February 11, 2010, 7:00 PM
Council Chambers

President's Day Holiday

February 15, 2010
Town Hall/Library Closed

Residential Renewable Energy Forum

February 16, 2010, 6:30 PM
Council Chambers

Historic District Commission

February 17, 2010, 7:00 PM
Conference Room A

Inland Wetlands Commission

February 18, 2010, 7:00 PM
Council Chambers

Planning and Zoning Commission

February 22, 2010, 7:30 PM
Council Chambers

Water Pollution Control Authority

February 23, 2010, 7:00 PM
Conference Room A

Town Council

February 23, 2010, 7:30 PM
Council Chambers

Board of Education

February 24, 2010, 7:30 PM
Council Chambers

HealthNet Free Medicare Info Session

February 25, 2010, 10:00 AM
Public Library Program Room

Conservation Commission Workshop

February 25, 2010, 7:00 PM
Conference Room A

Capital Budget Public Hearing

February 25, 2010, 7:30 PM
Council Chambers

Economic Development Commission

March 3, 2010, 7:30 AM
Council Chambers

Tolland Energy Task Force

March 3, 2010, 7:00 PM
Council Chambers

Board of Assessment Appeals

March 4, 2010, 6:00 PM
Conference Room A

Design Advisory Board

March 4, 2010, 7:00 PM
Conference Room C

Inland Wetlands Commission

March 4, 2010, 7:00 PM
Council Chambers

Democratic Town Committee

March 4, 2010, 7:30 PM
Community Room

Parks & Recreation Advisory Board

March 8, 2010, 7:30 PM
Conference Room A

Planning and Zoning Commission

March 8, 2010, 7:30 PM
Council Chambers

Town Council

March 9, 2010, 7:30 PM
Council Chambers