AGENDA
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
AUGUST 25, 2020 – 7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE

4. PROCLAMATIONS/PRESENTATIONS: 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 authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose.

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

7b. REPORTS OF TOWN COUNCIL LIAISONS

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

   8.1 Consideration of a resolution approving the revised Building Official and Director of Planning/Development Job Descriptions.

   8.2 Consideration of a resolution authorizing an appropriation from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24’ x 24’ Craftsman garages for $39,500 ($19,750 each) for storage purposes.

   8.3 Appointments to vacancies on various municipal boards/commissions.

   8.3.a. Re-appointment to Water Pollution Control Authority

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):


   9.2 Consideration of a resolution to rescind the issuance of bonds approved by resolution on July 9, 2019 for a fire rescue truck and approval to provide $750,000 from general fund - unassigned fund balance for the financing of the fire rescue truck and the setting of a Public Hearing thereon for September 8, 2020.
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 August 11, 2020 Remote Special Meeting Minutes
   11.2 August 11, 2020 Remote Regular Meeting Minutes

12. CORRESPONDENCE TO COUNCIL

13. CHAIRPERSON’S REPORT

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

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

16. ADJOURNMENT

To Join Zoom Meeting, either click:
https://us02web.zoom.us/j/84924162612?pwd=UEtDTGNsdzdZMERoOG9MdkZncTRmdz09

Or call: 1-646-876-9923 and input:
Meeting ID: 849 2416 2612
Password: 08252020

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

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
ITEM: Resolution authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose.

FOR COUNCIL MEETING OF: August 25, 2020

ITEM SUMMARY: This item proposes the authorization to issue up to $3,000,000 in General Obligation Bonds to refund certain future maturities of prior bond issues. All of these bonds are subject to redemption prior to maturity on the dates set forth in each issue. The existing bonds are funded by the Sewer Fund and the General Fund. Any savings resulting from the refunding will be reflected within each fund.

New bonds will be sold at a lower interest rate than the refunded bonds and proceeds of such bonds will be escrowed for a short period of time and used to buy securities sufficient in earnings to retire the earlier issue at the stated redemption date. Net savings will be realized from the reduction in the interest rate for the new issue. This refunding will not be done unless adequate savings can be achieved. The Town Council voted on August 11, 2020 to set tonight’s Public Hearing.

FINANCIAL SUMMARY: The financial impact of this refunding is an anticipated net savings in debt service payments in both the General Fund and Sewer Fund. The current estimated savings is $194,076.

TOWN ATTORNEY REVIEW: Bond Counsel has drafted the authorizing resolution.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
○ Copy of Legal Notice
○ Full Text Resolution
○ Draft Resolution
NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT
August 25, 2020

Notice is hereby given that the Town Council of the Town of Tolland, Connecticut, will hold a Public Hearing remotely, via video conference, on Tuesday, August 25, 2020 at 7:00 p.m. for the following purposes:

To hear comments on the following resolutions:

1. Consideration and action concerning a resolution to authorize the Town to issue its bonds in an amount not to exceed $3,000,000 to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose.

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 or inspection of any interested person.

Dated at Tolland, Connecticut, this 17th day of August, 2020.

Michael Rosen
Town Manager
Tolland, Connecticut
RESOLUTION AUTHORIZING THE ISSUE OF $3,000,000 BONDS TO REFUND CERTAIN PRIOR BONDS OF THE TOWN AND TO FINANCE SUCH ADDITIONAL AMOUNTS AS ARE NEEDED TO PAY ALL FEES, COSTS, EXPENSES AND PREMIUM IN CONNECTION WITH THE REFUNDING OF THE PRIOR BONDS AND APPROPRIATING THE PROCEEDS OF SUCH BONDS FOR THE FOREGOING PURPOSE AND SETTING OF A PUBLIC HEARING ON AUGUST 25, 2020.

MOTION that the following resolution be introduced and set down for a Public Hearing on August 25, 2020 at 7:00 p.m. in the Tolland Town Council Meeting to be held as a Zoom remote meeting to be provided with the Town Council Agenda:

WHEREAS, Section 7-370c of the Connecticut General Statutes provides authority for any municipality to issue refunding bonds for the payment, funding or refunding of bonds, notes or other obligations previously issued; and

WHEREAS, Section 7-370c provides that such refunding bonds shall be authorized and issued by resolution of the legislative body of the municipality; and

WHEREAS, the Town of Tolland, Connecticut (the “Town”) desires to refund all or any portion of any one or more series of the Town’s outstanding general obligation bonds (the “Prior Bonds”).

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town issue its general obligation bonds in the aggregate principal amount of up to $3,000,000 (the “Bonds”) to refund certain of the Prior Bonds and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the Prior Bonds and the authorization, issuance and sale of the Bonds, including, but not limited to, legal, advisory, printing and administrative expenses, underwriter’s discount, net interest on borrowings and other financing costs, and expenses in connection with credit enhancement, if necessary, and the proceeds of the Bonds be appropriated for the foregoing purposes; provided, however, that the refunding of the Prior Bonds provides net present value savings to the Town and that the amount of the Bonds issued does not exceed the amount needed to refund the Prior Bonds and to pay the costs authorized herein.

(2) That the Town Manager and the Treasurer of the Town (the “Officials”) are hereby authorized to determine the date, amounts, rates of interest, maturities, dates of principal and interest payments on such Bonds, the form of such Bonds, the provisions for protecting and enforcing the rights and remedies of the holders of such Bonds and all other terms, conditions and particular matters regarding the Bonds and the issuance and securing thereof, all in accordance
with the Connecticut General Statutes and the Charter of the Town, and to take such actions and
execute such documents including, but not limited to, a contract of purchase and to provide all
supporting documentation as may be necessary or desirable to accomplish such purposes and to
comply with the requirements of the Internal Revenue Code of 1986, as amended, U.S. Securities
and Exchange Commission Rule 15c2-12 ("Rule 15c2-12"), and any other applicable provision of
law thereto enabling. The Bonds authorized hereby shall be general obligations of the Town
secured by the full faith and credit of the Town.

(3) That the Bonds shall be signed by the Officials either by their manual signatures or
by facsimiles of such signatures printed on the Bonds and that the law firm of Updike, Kelly &
Spellacy, P.C., Hartford, Connecticut, is designated as bond counsel to render an opinion
approving the legality of the issuance of the Bonds.

(4) That the Officials are hereby authorized to designate a bank or trust company to be
the certifying bank, registrar, escrow agent, transfer agent and paying agent for such Bonds; to
provide for the keeping of a record of the Bonds; to designate a municipal advisor to the Town in
connection with the sale and issuance of the Bonds; and to designate an underwriter in connection
with any negotiated sale and purchase of the Bonds.

(5) That the Officials are hereby authorized to sell the Bonds at a public or negotiated
sale; to deliver the Bonds and to perform all other acts which are necessary or appropriate to issue
the Bonds; to make representations and covenants on behalf of the Town for the benefit of the
holders of the Bonds to provide secondary market disclosure information in accordance with Rule
15c2-12, as it may be amended from time to time, including, but not limited to, executing and
delivering a continuing disclosure agreement; their respective approvals to be conclusively
evidenced by their signature on any such agreements relating thereto.

(6) That the Officials are hereby authorized to refund the Prior Bonds from the
proceeds of the Bonds and other moneys as they may determine to make available for this purpose,
and to defease the Prior Bonds by executing and delivering an escrow agreement in such form and
upon such terms as they shall approve, such approval to be conclusively evidenced by their
execution thereof.

(7) That the Officials are hereby authorized on behalf of the Town to make such
representations and covenants for the benefit of the holders of the Bonds which are necessary or
appropriate to ensure the exemption of interest on the Bonds from taxation under the Internal
Revenue Code of 1986, as amended, including, but not limited to, covenants to pay rebates of
investment earnings to the United States in future years; their respective approvals to be
conclusively evidenced by their signature on any such agreements relating thereto.

(8) That the Officials are hereby authorized to designate other officials or employees
of the Town to take such actions and execute such documents, as are determined to be necessary
or advisable and in the best interests of the Town in order to refund the Prior Bonds and to issue,
sell and deliver the Bonds, and that the execution and delivery of such documents shall be
conclusive evidence of such determination.
Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor:

Opposed:

I, Lisa A. Pascuzzi, duly qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on __________, 2020 authorizing the issuance of refunding bonds in an aggregate principal amount not to exceed $3,000,000; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; _______ members were present at said meeting; a roll call vote was taken and _______ members voted in favor of said Resolution and _______ members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this _____ day of ________, 2020.

_______________________________________
Lisa A. Pascuzzi
Clerk
Town Council
Tolland, Connecticut
Agenda Item #6.1 – Public Hearing

Consideration of a resolution authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose.

The following resolution has been introduced and set down for a Public Hearing on August 25, 2020 at 7:00 p.m. via Zoom Remote Meeting:

**DRAFT RESOLUTION**

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

A resolution authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose and the setting of a Public Hearing thereon for August 25, 2020. A copy of the full text of the resolution is recorded following these meeting minutes.


_____________________________
Town Clerk

_____________________________
Date
Agenda Item #8.1

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution approving the revised Building Official and Director of Planning/Development Job Descriptions.

FOR COUNCIL MEETING OF: August 25, 2020

ITEM SUMMARY: This item would change the supervisory reporting of the Building Official from the Director of Planning/Development to the Town Manager. Based on that, it is prudent to update the current job descriptions to reflect this change.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
  o Revised Building Official Job Description
  o Revised Director of Planning/Development Job Description
  o Draft Resolution
Position Title: Building Official

Department: Community Development

Grade Level: NU - 4

Date: 4/14/09

Reports to: Director of Planning and Community Development
            Town Manager or Designee

FLSA Status: Salaried Exempt

Statement of Duties: Employee is responsible for the planning, organizing and supervision of a building advisory, inspection and enforcement program to ensure compliance with the state building code; oversees the review of required permits applicable to building or structure construction and/or renovation plans, zoning ordinance compliance and municipal building projects and initiatives. Employee is required to perform all similar or related duties as directed by the department head.

Supervision Required: Under general direction of the Director of Planning and Community Development Coordinator or Town Manager or Designee, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not responsible for the supervision of any Town employees, but does supply guidelines and information to team members.

Confidentiality: Employee does not have access to confidential information.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and enforcement of state laws and local ordinances.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat,
Town of Tolland, Connecticut
Job Description

cold, oil, dirt or grease. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Employee may be required to work beyond normal business hours to attend evening meetings or to respond to emergency situations.

**Nature and Purpose of Contacts:** Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, monetary losses, damage to buildings and equipment or personal injuries.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur as a result of the employee’s failure to properly follow safety precautions or procedures such as wearing protective clothing or hard hats when accessing job sites. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains while accessing construction sites.

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

1. Observes conditions and issues notices for correction to persons responsible for conformance with the state building code and/or local ordinances in conjunction with the Town’s Zoning Enforcement Officer, Fire Marshall, health, planning and engineering staff; Researches, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.
2. Reviews architectural building plans for building code requirements and approves plan for issuance of building permits.
3. Explains requirements, polices, procedures and ordinances; recommends compliance procedures to contractors, architects and engineers, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.
4. Prepares and maintains inspection records and prepares reports for use by other Town and state officials, administrative or judicial authorities; confers with other code inspectors when necessary.
5. Works with Town Zoning Enforcement Officers in enforcement of Zoning Regulations.
6. Attends public meetings as necessary to discuss building codes, flood zones, building construction or renovation plan reviews and other related issues.
7. Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, and safety laws and approved plans, specifications and standards as needed.
8. Works with Town Staff, contractors and consultants to provide oversight of municipal building projects and participates in related grant applications.
9. Responds to natural disaster emergencies; supervises damage team members and volunteers.
10. Oversees the processing of building permit applications for the construction of buildings and structures and the inputting information into department databases.
11. Prepares and administers an annual operating budget

**Recommended Minimum Qualifications**

**Education and Experience:** High School/Vocational Diploma or equivalent and five (5) years of prior work experience in the construction field plus journeyman ability in a trade or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**
- Class D Motor Vehicle Operator’s License
- State Certification as a Building Official

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of applicable state, local and federal laws and regulations and department practices and services including HVAC, building, subdivision, and trade practices (i.e. electrical, plumbing, mechanical); working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management and supervision; knowledge of the Town’s geography, related building code enforcement agencies and surrounding jurisdictions. Working knowledge of personal computer and office software (i.e. word processing and spread sheet applications).

**Abilities:** Ability to interpret and enforce state, local and federal laws (A.D.A.) including the State Building Code and the federal Flood Plains Act (FEMA). Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, professionals, property owners, designers, contractors, subcontractors and other regulatory agencies. Ability to enforce laws and regulations in an impartial manner.

**Skills:** Proficient oral and written communication skills; efficient data processing skills.
Physical and Mental Requirements
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them.

Motor Skills: Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as accessing rough terrain and construction sites, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers and operating a motor vehicle.

Visual Skills: Employee is routinely required to read documents for general understanding and for analytical purposes. Must be able to distinguish colors.
Town of Tolland, Connecticut
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Planning &amp; Community Development</th>
<th>Grade Level:</th>
<th>NU - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Planning and Community Development</td>
<td>Date:</td>
<td>5/12/15</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Town Manager or Designee</td>
<td>FLSA Status:</td>
<td>Salaried Exempt</td>
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**Statement of Duties:** The Director of Planning and Community Development oversees and performs work in the areas of land use, planning, zoning enforcement, grants administration, economic development, GIS administration, open space conservation, agriculture and other areas as referenced in the Town Charter or as assigned by the Town Manager. Employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the administrative direction of the Town Manager or designee, working from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for the results of a major department of the Town. Employee consults with supervisor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises responsibility for the development of department policies, procedures, goals, objectives and operating budgets. The employee is also expected to attempt to resolve conflicts that arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares budgets and related reports. Assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. The employee is responsible for the supervision of two (2) full-time employees who work at the same location and the same work shift as well as coordinating staff from the Eastern Highlands Health District.

**Confidentiality:** Employee has regular access at the departmental level to a wide variety of confidential information including personnel records, law suits, land acquisition, client records and financial records.

**Judgment:** Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

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

Job Description

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. Employee must exercise caution when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Contacts: Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality’s overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal-wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have adverse public relations, jeopardize programs, extensive financial and legal repercussions to the Town.

Occupational Risks: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures when conducting field inspections. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains.

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

2. Acts as principal contact for all manner of development proposals in town and coordinates the review of sub divisions, site plans and special permit applications for commercial, recreational, office, industrial and residential development with pertinent staff members and members of other departments.
3. Administers the Open Space Program by evaluating land for strategic and ecological significance; maintaining contact with property owners.
5. Works with Town Manager and EDC on economic development projects.
6. Oversees the administration of all awarded grants; coordinating legal documents, surveys and appraisal requirements and with State officials to secure grant funding.
7. Conducts field inspections for planning studies, development proposals and zoning enforcement to ensure compliance with approvals and regulations.
Town of Tolland, Connecticut
Job Description

8. Serves as supervisor to Building Official, Assistant Town Planner and Executive Secretary.
9. Provides comments and advice to the Town Manager, Town Council, Town Planning and Zoning Commission and other Town Boards and Commissions as requested; researches and writes zoning and subdivision regulations and design guidelines.
10. Maintains inventory of maps and related information concerning wetlands, open space and areas of ecological, biological, geological or hydrological significance.
11. Conducts independent statistical and narrative research pertaining to economic, social and physical factors affecting the Town.
12. Provides information and guidance to members of the public and land use owners as required pertaining to land use and zoning matters.
13. Attends classes and educational seminars to maintain certification as a Town Planner and to maintain knowledge of changes in planning laws and/or regulations.
14. Prepares documents for legal appeals and provides legal testimony in court as required.
15. Serves as staff advisor and coordinates planning studies.
16. Coordinates the Town’s GIS mapping program.
17. Prepares and administers operating budgets for the department and land use commissions.

Recommended Minimum Qualifications

**Education and Experience:** Master’s Degree in Urban Planning or a related field; five to seven (5-7) year municipal planning experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Certification as Planner by the AICP is desirable.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of municipal planning, research data and the collection of data in support of the Town’s planning services. Working knowledge of personal computer systems including office software and the application of GIS data systems. Working knowledge of town and state land use regulations and permit procedures.

**Abilities:** Ability to manage a team of interdisciplinary professionals and work with the public, government officials and staff. Ability to meet and deal with the public effectively to accomplish the Town’s planning goals and objectives; ability to take the initiative required to handle problems effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with clients, town employees, town officials and other governmental agencies. Ability to deal with sensitive inquiries and complaints. The ability to conduct short- and long-term planning goals and results.

**Skill:** Proficient written and oral communication skills. Excellent data processing skills.
Physical and Mental Requirements
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.

Physical Skills: Work requires little or no physical demands except when occasionally in the field accessing construction work sites or standing or walking for extended periods of time.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes as well as to interpret non-written materials such as maps; employee must be able to distinguish colors.
Agenda Item #8.1

Consideration of a resolution approving the revised Building Official and Director of Planning/Development Job Descriptions

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached revised non-union group Building Official and Director of Planning and Community Development Job Descriptions.


__________________________________
Town Clerk

__________________________________
Date
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution authorizing an appropriation from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24’ x 24’ Craftsman garages for $39,500 ($19,750 each) for storage purposes.

FOR COUNCIL MEETING OF: August 25, 2020

ITEM SUMMARY: For many years, Tolland Emergency Management has identified the necessity of a permanent storage solution for its shelter supplies, equipment, and Community Emergency Response Team (CERT) gear. We need the ability to safely store various types of supplies, such as cots, blankets, and other shelter provisions that require a clean, watertight, and stable storage environment. Unfortunately, previous grant opportunities that have been sought have all been unsuccessful in funding this need.

The provisions that must be kept on-hand have been moved from place to place throughout the years, including using part of the former Parker school building until we had to move everything out due to dampness. It was at that time the Town allowed the purchase of two used steel shipping containers, which were placed behind the Fire Department’s Training Center. This solution worked for a few years, but since the containers were previously used, dampness and mildew were able to infiltrate them, causing us to have to throw many things out.

Additionally, any storage space or facility must be strategically located to provide quick and easy accessibility. Placing these storage buildings at the Fire Department’s Training Center will allow for the ability to better prepare and ready items in less time, thus saving manpower.

The storage that these pre-fabricated shed-type buildings offer would provide much needed relief, greatly enhance accessibility to Emergency Management’s cache of supplies, gear and equipment, and be a step in the right direction in alleviating our storage needs.

Three quotes were solicited, per our purchasing policy. The lowest quote was in the amount of $19,750 per shed, which was much lower than the other two ($40,000 and $27,000 per shed).

FINANCIAL SUMMARY: Funds will come from the Ambulance Reserve where projects that had savings will be closed into for about $43,468. Charter Section 9-14 allows for the Council, by resolution, to make appropriations to be funded by grants or gifts, and other additional and supplementary appropriations not to exceed an aggregate of ½ of 1% of the General Fund Budget in any fiscal year. Since we have not issued any supplemental appropriations we are still under the maximum of $285,913 and we will not be required to do a Public Hearing. Any cumulative supplemental appropriations above this amount would require a Public Hearing.

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
- Quote from the Barn Yard
- Draft Resolution
No. 69723  

Store: Ellington
1-800-626-2276 | www.greatcountrygarages.com

| Customer Name: Tolland Fire Department | Date: 07-01-2020 | Order Type |
| Address: 191 Merrow Rd | Salesperson: Chris Skinner | Quote |
| City: Tolland State: CT Zip: 06084 | Salesperson: --- | Email: jillett@tolland.org |
| Phone[H]: (860) 982-7685 Phone[W]: | Style: Classic Craftsmen Garage |
| Phone[M]: | Style: Shingle: Craftsmen Garage |
| Size: 24x24 | Colors: Building: Tan |
| Series: Classic | Trim: White |
| Shingle: Architectural | Shutter: Shingle: Rustic Black |
| Siding: Vinyl | Standard Features: 3/4" Fire Retardant Pressure Treated |
| Shutter: | Floor System 8" O.C., 7" Wall Height, 6" Overhangs with Finished |
| Softits, 30 Year Architectural Shingles, 10 Year Warranty |

| Sale Price: | Regular Price $25313 - 20% Discount ($5063 Savings) |
| Qty | Amount |
| 1 | $20250 |

| Door Size: 3' Single Door | Door Size: 9' x 7' Standard without Glass |
| Door Color (Fiberglass): White | Overhead Door Opening: 45 Degree |
| Overhead Door Color: White | Additional Option: Super Floor 8in O.C. |
| Pressure Treated Ramp: 8' | Add-On: Same Options Above in 24' x 20' Total Price $19250 |
| Deduct: Discount Per CES | $500 |

Notes: Lead Time: 5-7 Weeks

Payment: Make a Payment »  

Terms of Sale
☐ SITE ACCESS: Prior to delivery, site must be clear of all obstructions including fences, trees etc. TBY is not responsible for damage to property as a result of delivery conditions. All branches, power lines and overhead obstructions require 13' minimum clearance. A minimum of 2' of width clearance on each side of your building is required. If you do not have the necessary space required to deliver, please send site pictures to our Sales Rep for evaluation. If needed a driver will be sent out at TBY's discretion.

☐ DELIVERY: You will be contacted by our Delivery Coordinator. A confirmation call will be given the business day prior to delivery. We do not accommodate specific time requests, due to permit restrictions. Our driver will call when he is loading up at our lot to deliver your building. During and after delivery, we may take pictures and videos of your building for use in our advertising. These pictures and videos never contain personal information.

☐ EXTRA WORK: Any extra work will be billed out at $100 per hour ($100 min.). Inability to deliver due to site issues will result in a $75 rescheduling fee.

☐ CHANGE ORDERS: Reasonable accommodations are made to process changes, however changes cannot be guaranteed after 7 days from your order date. Changes may result in delaying your building, and incurring additional charges.

Was Terms of Sale reviewed with customer? May TBY drive directly to the site?
Is a site check required? Are there any obstructions on the site lower than 12"?

Customer Signature: Date:

How Did You Hear About Us?
Family/Friend

Balance Due on Delivery $19750.00
<table>
<thead>
<tr>
<th>Color</th>
<th>Siding</th>
<th>Roof</th>
<th>Door Size</th>
<th>Overhead door Size</th>
<th>Overhead Door Opening</th>
<th>Pressure Treated Ramp</th>
<th>Additional Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tan</td>
<td>Vinyl</td>
<td>Architectural Shingles</td>
<td>3' Single Door (1)</td>
<td>9' x 7' (2) Standard without Glass</td>
<td>45 Degree</td>
<td>8' (2)</td>
<td>Super Floor 8in O.C.</td>
</tr>
<tr>
<td>Trim: White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof: Rustic Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door: White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Door: White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer Signature: ____________________ Date: ___________

Layout:
Agenda Item #8.2

Consideration of a resolution authorizing an appropriation from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24’ x 24’ Craftsman garages for $39,500 ($19,750 each) for storage purposes.

**DRAFT RESOLUTION**

**BE IT RESOLVED** by the Tolland Town Council that it hereby authorizes an appropriation of $39,500 from the Ambulance Reserve Fund to a Capital Improvements account to purchase (2) two 24’ x 24’ Craftsman Garages for storage purposes.


__________________________________
Town Clerk

__________________________________
Date
MEMO

TO: Town Council
ATTN: Michael Rosen, Town Manager
FROM: Kim Kowalyshyn, Executive Assistant
DATE: August 25, 2020
RE: Current Board & Commission Vacancies – Agenda Item #8.3

The table below illustrates all vacancies as of August 20, 2020 on Town Boards and Commissions appointed by the Town Council:

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blight Review Committee</td>
<td>ONE VACANCY: To fulfill term from through <strong>01/01/21</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (3), Rep (0), Unf (1)</td>
</tr>
<tr>
<td>Board of Assessment Appeals - Alternate</td>
<td>ONE VACANCY: To fulfill term through <strong>11/03/21</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (1), Unf (1)</td>
</tr>
<tr>
<td>Board of Building Appeals</td>
<td>FOUR VACANCIES: To fulfill terms through <strong>11/03/21</strong> and <strong>11/08/23</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Inland Wetlands Commission - Alternate</td>
<td>ONE VACANCY: To fulfill terms through <strong>11/03/21</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (3), Unf (1)</td>
</tr>
<tr>
<td>Parks &amp; Recreation Advisory Board</td>
<td>ONE VACANCY: To fulfill term through <strong>11/03/21</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (3), Rep (1), Unf (2)</td>
</tr>
<tr>
<td>Permanent Celebration Committee</td>
<td>ONE VACANCY: To fulfill term through <strong>11/09/22</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (3), Rep (0), Unf (3)</td>
</tr>
<tr>
<td>Tolland Non-Profit Housing Corporation</td>
<td>TWO VACANCIES: To fulfill terms through <strong>07/1/2025</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (4), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Tolland Water Commission</td>
<td>THREE VACANCIES: To fulfill terms through <strong>01/31/21</strong> and <strong>01/31/23</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (1), Unf (2)</td>
</tr>
<tr>
<td></td>
<td><strong>Two members need to be on the Tolland Water System.</strong></td>
</tr>
</tbody>
</table>
## Current Board & Commission Vacancies
### Agenda Item #8.3

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Pollution Control Authority</strong></td>
<td>ONE VACANCY: To fulfill term through <strong>08/26/21</strong> Membership currently includes Dem (0), Rep (2), Unf (2)</td>
</tr>
<tr>
<td><strong>Water Pollution Control Authority - Alternate</strong></td>
<td>TWO VACANCIES: To fulfill terms through <strong>08/26/20</strong> Membership currently includes Dem (0), Rep (2), Unf (2)</td>
</tr>
</tbody>
</table>

### Re-appointment:

**Water Pollution Control Authority:**
Bruce Allen, 13 Bakos Road, term 08/26/20-08/26/23

Resignation Letter from Matthew Kenney (Tolland Water Commission)
Matthew Kenney  
13A Briar Cliff Road  
Mansfield, CT 06250  

August 17, 2020  

Tolland Water Commission  
21 Tolland Green  
Tolland, CT 06084  

Dear Mr. Koss,  

I am writing this letter to inform you of my resignation as a commissioner with the Tolland Water Commission. I have recently moved out of town therefore I am no longer eligible to serve on the commission.  

That being said, it was an absolute pleasure serving on the commission. I am very grateful for everything I have learned and I hope to join more local commissions in the future.  

I wish you and the Tolland Water Commission the best of luck going forward.  

Sincerely,  

Matthew Kenney
AGENDA ITEM BACKGROUND


FOR COUNCIL MEETING OF: August 25, 2020

ITEM SUMMARY: Continued discussions to update policy §A176-15 of the Town Code, Town Green and Fire Training Center Sign Policy.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion and motion to set a Public Hearing for September 8, 2020 to approve the resolution.

SUPPORTING MATERIALS:
- Current §A176-15 of the Town Code
- Red Lined Version of §A176-15 of the Town Code
- List of Special Days, Weeks & Months recognized by Presidential Proclamation
- Draft Resolution
Chapter A176. Town Policies


[Adopted by the Town Council 1-23-2001; amended 4-14-2009; 8-10-2010]

A. Policy purpose. The purposes of the Town Green and Fire Training Center Sign Policy are to:

(1) Provide a place for the Town and not-for-profit organizations in the Town of Tolland to announce events of interest to the Town residents.

(2) Protect public safety by ensuring that no sign placements have an adverse impact on site distances for oncoming traffic.

(3) Protect the integrity of the lawn of the Town Green and Fire Training Center by prohibiting posting of signs that can cause turf damage.

(4) Restrict sign posting privileges to governmental and nonprofit organizations.

B. Procedures. Qualified organizations desiring to place a sign on the Town Green and Fire Training Center must follow the procedures.

(1) Signs must be freestanding and cannot puncture the turf of the Town Green and/or at the Fire Training Center.
(2) Signs may not exceed 16 square feet and must otherwise conform to any Town signage regulations that may be enacted by any Town commission or board.

(3) Organizations are restricted to placing their signs at the designated areas located at the south end of the Town Green and the Fire Training Center. Only one sign per organization per location will be allowed.

(4) Organizations placing signs in the designated areas must register the sign with the Town Manager's Office or another office designated by the Town Manager, if placed at the Green, or with the Tolland Fire Department at the Fire Training Center if at the Fire Training Center, before placing the sign. Each sign must have a waterproof label on the back side, stating the name and phone number of a person within the organization who is responsible for the sign, the date of placement and the date of the event. Signs may be removed immediately if this information is not attached to the sign.

(5) Signs may be placed at either site no more than 14 days prior to an event, and must be removed within two days following an event. The Town will remove signs placed before and/or remaining in the designated areas outside these time limits, and hold for the sponsoring organization for 30 days. After 30 days, the signs will become the property of the Town and may be destroyed.

C. Town notices. Town notices of elections and signs announcing other municipally sponsored events of interest to all residents may be placed by the Town at appropriate locations on the Green and/or Fire Training Center without regard to the above restrictions.

D. Enforcement.

(1) The Town Manager or his/her designee shall be responsible for enforcing this policy.

(2) The Town has the right to limit the number of signs at
either designated site to no more than five signs on any day.

E. When effective. This policy shall become effective October 1, 2010.
POLICY NO. 15:
TOWN GREEN AND FIRE TRAINING CENTER SIGN POLICY
Red-lined after August 11 Town Council Meeting

A. Policy Purpose.
The purposes of the Town Green and Fire Training Center Sign Policy are:
1. Provide a place for announcements for any town, civic, non-profit/not-for-profit organizations, or other non-commercial events in the Town of Tolland;
2. Protect public safety by ensuring that no sign placements have an adverse impact on site distances for oncoming traffic;
3. Protect the integrity of the lawn of the Town Green and Fire Training Center by prohibiting posting of signs that can cause turf damage;
4. Restrict sign posting privileges to town, civic, or non-profit/not-for-profit organizations. No commercial signs or political signs are allowed.

B. Procedures
Qualified organizations desiring to place a sign on the Town Green and Fire Training Center must follow the procedures.
1. Signs must be free standing and cannot puncture the turf of the Town Green and/or at the Fire Training Center.
2. Signs may not exceed 16 square feet and must otherwise conform to any town signage regulations that may be enacted by any town commission or board.
3. Organizations are restricted to placing their signs at the designated areas located at the south end of the Town Green and the Fire Training Center. Only one sign per organization per location will be allowed.
4. Organizations placing signs in the designated areas must register the sign with the Town Manager’s Office or another office designated by the Town Manager, if placed at the Green, or with the Tolland Fire Dept. at the Fire Training Center, before placing the sign. Each sign must have a waterproof label on the back side, stating the name and phone number of a person within the organization who is responsible for the sign, the date of placement and the date of the event. Signs may be removed immediately if this information is not attached to the sign.
5. Signs may be placed at either site no more than 14 days prior to an event, and must be removed within 2 days following an event.
6. Requests for a day, week, or month recognition sign must be scheduled with the Town Manager’s office and preference will be given to events over recognition if there are more than 5 signs on the Green. A recognition can be up the day before and be taken down within 2 days after the recognized day, week, or month.

C. Town Notices
Town notices of elections and signs announcing other municipally-sponsored events of interest to all residents may be placed by the Town at appropriate locations on the Green and/or Fire Training Center without regard to the above restrictions.

D. Enforcement
(1) The Town Manager or their designee shall be responsible for enforcing this Policy.
(2) The Town has the right to limit the number of signs at either designated site to no more than 5 signs on any day.
E. Effective Date

(1) This Policy shall become effective [October 1, 2010 TBD]

Adopted: January 23, 2001
Revised: August 25, 2020
Annual special days recognized by presidential proclamation

**Bold** text indicates a public holiday, on which most government agencies and major businesses are closed.

- January 16: **Religious Freedom Day**
- 3rd Monday in January: **Martin Luther King Jr. Federal Holiday**
- 3rd Sunday in January: **National Sanctity of Human Life Day**
- various March/April: **Education and Sharing Day** (based on Hebrew Calendar)
- February 15: **Susan B. Anthony Day**
- March 10: **Harriet Tubman Day**
- March 19: **National Day of Honor**
- March 25: **Greek Independence Day**
- March 29: **National Vietnam War Veterans Day**
- March 31: **Cesar Chavez Day**
- April 6: **National Tartan Day**
- 2nd Thursday in April: **National D.A.R.E. Day**
- April 9: **National Former Prisoner of War Recognition Day**
- April 14: **Pan American Day** and Pan American Week
- May 1: **Loyalty Day**
- May 1: **Law Day, U.S.A.**
- May 15: **Peace Officers Memorial Day**
- 1st Thursday in May: **National Day of Prayer**
- 2nd Friday in May: **Military Spouse Day**
- 2nd Sunday in May: **Mother's Day**
- 3rd Friday in May: **National Defense Transportation Day** and National Transportation Week
- 3rd Saturday in May: **Armed Forces Day**
- May 19: **Malcolm X Day**
- May 22: **National Maritime Day**
- May 25: **National Missing Children's Day**
- last Monday in May: **Memorial Day**
- 1st Monday in June: **National Child's Day**
- June 14: **Flag Day** and National Flag Week
- 3rd Sunday in June: **Father's Day**
- July 27: **National Korean War Veterans Armistice Day**
- last Sunday in July: **Parent's Day**
- August 16: **National Airborne Day**
- August 26: **Women's Equality Day**
- 1st Monday in September: **Labor Day**
- 1st Sunday after Labor Day: **National Grandparents' Day**
- weekend before September 11: **National Days of Prayer and Remembrance**
- September 11: **Patriot Day**
- September 11: **Emergency Number Day**
- 3rd Friday in September: **National POW/MIA Recognition Day**
- September 17: **Citizenship Day** and **Constitution Week**
• September 22: American Business Women's Day
• September 28: National Good Neighbor Day
• 4th Monday in September: Family Day
• last Sunday in September: Gold Star Mother's Day
• 1st Monday in October: Child Health Day
• October 6: German-American Day
• 2nd Monday in October: Columbus Day\[^{14}\]
• October 9: Leif Erikson Day
• October 11: General Pulaski Memorial Day
• October 15: White Cane Safety Day
• October 24: United Nations Day
• November 9: World Freedom Day
• November 11: Veterans Day\[^{15}\]
• November 15: National Philanthropy Day\[^{16}\][\(^{17}\]
• November 15: America Recycles Day
• 4th Thursday in November: Thanksgiving Day\[^{18}\]
• Friday after Thanksgiving: Native American Heritage Day\[^{19}\]
• December 1: World AIDS Day
• December 3: International Day of Persons with Disabilities\[^{20}\]
• December 7: National Pearl Harbor Remembrance Day
• December 10: Human Rights Day and Human Rights Week
• December 15: Bill of Rights Day
• December 17: Wright Brothers Day

**Annual special weeks recognized by presidential proclamation**

• 1st week of March: Save Your Vision Week
• 3rd week of March: National Poison Prevention Week
• last week of April: National Volunteer Week
• varies in April: Crime Victims' Rights Week
• varies in April: National Park Week\[^{21}\]
• first week of May: Public Service Recognition Week\[^{22}\]
• third week of May: World Trade Week\[^{23}\]
• third week of May: National Hurricane Preparedness Week
• week prior to Memorial Day: National Safe Boating Week
• third week of July: Captive Nations Week
• 3rd week of September: National Farm Safety and Health Week
• varies in September: National Historically Black Colleges and Universities Week
• week of October 9: Fire Prevention Week
• week of 2nd Sunday in October: National School Lunch Week
• week of 3rd Sunday in October: National Forest Products Week
• 3rd week in October: National Character Counts Week
• varies in October: Minority Enterprise Development Week
• week prior to Thanksgiving: National Farm-City Week
- week of Thanksgiving: National Family Week
- August 16th-22: National Employer Support of the Guard and Reserve Week

Annual special months recognized by presidential proclamation

- January: National Mentoring Month
- January: Stalking Awareness Month
- January: Slavery and Human Trafficking Prevention Month
- February: American Heart Month
- February: Black History Month
- February: Teen Dating Violence Awareness Month
- March: American Red Cross Month
- March: Women's History Month
- March: Irish-American Heritage Month
- April: Cancer Control Month
- April: National Donate Life Month
- April: National Child Abuse Prevention Month
- April: National Sexual Assault Awareness Month
- April: National Financial Literacy Month
- May: Older Americans Month
- May: Jewish American Heritage Month
- May: Asian Pacific American Heritage Month
- May: Mental Health Awareness Month
- May: National Physical Fitness and Sports Month
- May: National Foster Care Month
- June: Gay and Lesbian Pride Month
- June: Caribbean-American Heritage Month
- June: Great Outdoors Month
- June: National Oceans Month
- June: African-American Music Appreciation Month
- July: National Ice Cream Month
- September: National Childhood Cancer Awareness Month
- September: National Sickle Cell Awareness Month
- September: National Alcohol and Drug Addiction Recovery Month
- September: National Ovarian and Prostate Cancer Awareness Month
- September: National Wilderness Month
- September: National Preparedness Month
- September: National Childhood Obesity Awareness Month
- September: Prostate Cancer Awareness Month
- September 15 – October 15: National Hispanic Heritage Month
- October: National Information Literacy Awareness Month
- October: Italian-American Heritage and Culture Month
- October: Country Music Month
- October: National Breast Cancer Awareness Month
- October: National Domestic Violence Awareness Month
- October: National Arts & Humanities Month
- October: National Disability Employment Awareness Month
- October: National Cyber Security Awareness Month
- October: National Energy Awareness Month
- November: National Entrepreneurship Month\(^{[46]}\)
- November: Military Family Month
- November: National Bone Marrow Donor Awareness Month
- November: National Hospice Month
- November: National Adoption Month
- November: National Family Caregivers Month
- November: National Alzheimer's Disease Awareness Month
- November: National Diabetes Month
- November: National American Indian Heritage Month
- November: National Critical Infrastructure Protection Month\(^{[47]}\)
- December: National Impaired Driving Prevention Month

### Defunct observances

The following observances have been mandated or authorized by Congress or the President, but are no longer proclaimed or observed on a regular basis.

- June 25, 1987: National Catfish Day
- October 6, 1972: National Coaches Day
Agenda Item #9.1


MOTION that the following resolution be introduced and set down for a Public Hearing on September 8, 2020 at 7:00 p.m. via Zoom Remote Meeting:

**DRAFT RESOLUTION**

**BE IT RESOLVED,** by the Tolland Town Council that it hereby approves the amendment to the attached Town Green and Fire Training Center Sign Policy in Chapter A176-15 of the Town Code originally adopted on January 23, 2001.


________________________________________

Town Clerk

________________________________________

Date
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to rescind the issuance of bonds approved by resolution on July 9, 2019 for a fire rescue truck and approval to provide $750,000 from general fund - unassigned fund balance for the financing of the fire rescue truck and the setting of a Public Hearing thereon for September 8, 2020.

FOR COUNCIL MEETING OF: August 25, 2020

ITEM SUMMARY: When the bonding resolution was approved on July 9, 2019 there was discussion of possibly financing the purchase of the fire rescue truck with the use of General Fund - unassigned fund balance. The Town Council wanted to delay this decision until the financial audit was complete in order to determine if it would be feasible to absorb this cost out of fund balance. The comprehensive annual financial report was completed in November, 2019 with favorable results in fund balance. A projected review of where we anticipate ending fiscal year 2019-2020 was also provided to Town Council at its meeting on February 25, 2020. This analysis is also attached to this agenda item. Financing from the General Fund – unassigned fund balance appears to be a good alternative. This will ease the burden on the debt management plan and the future interest costs associated with debt.

FINANCIAL SUMMARY: No debt will be issued for the fire rescue truck and the General Fund – unassigned fund balance would stay within the fund balance policy percentage range requirement.

TOWN ATTORNEY REVIEW: Attorney Michael Botelho, Bond Counsel, has reviewed the resolution.

COUNCIL ACTION DESIRED: Motion to set a Public Hearing for September 8, 2020 to approve the resolution.

SUPPORTING MATERIALS:
- General Fund – Fund Balance Projection
- Draft Resolution
August 17, 2020

TO: TOWN COUNCIL & Michael Rosen, Town Manager

FROM: LISA A. HANCOCK C.P.F.O., Director of Finance & Records

SUBJECT: 2020 YEAR-END RESULTS ON A BUDGETARY BASIS - (NON-GAAP) - PRELIMINARY

Attached is the Budget to Actual Statement for Revenues and Expenditures on a budgetary basis for Fiscal Year ending 6/30/2020. Budgetary fund balance increased by $1,252,947 with a balance at June 30, 2020 of $9,978,123. PLEASE NOTE THAT THESE NUMBERS ARE PRELIMINARY.

The increase in fund balance is attributable to the net difference between the revenues and other sources collected in the amount of $57,381,259 and expenditures and transfers out of $56,128,312.

Revenue Overview:

Revenues of $57,381,259 were in excess of the budget of $57,157,848 by $223,411.

Overall property tax and fee collections, both current and prior, were $379,776 in excess of the budget. Current year tax collections were less than expectations by $85,280. Interest and fees exceeded the budget by $19,987 and Motor Vehicle Supplemental tax collections by $279,154. Prior Year collections exceeded the budget by $164,442. Final year-end entries will this number and is subject to change. We continue to have aggressive collections of prior year taxes and have done very well with the collections. This year however, we delayed the tax sales due to the impact of COVID.

When factoring the mill rate, we had anticipated possible reductions to the grand list for potential lawsuits and other adjustments. There were reductions estimated, but unfortunately, these reductions were higher and this resulted in a shortfall of revenue in the current tax category.

The Town Council adjusted the MV Supplemental budget number when we adjusted for the Education Cost Sharing Revised Budget. This actually makes the collections look much higher than the budget estimate. Although the MV budget exceeded by $279,154,
the amount reduced from the original budget was $266,968. If the budget had remained as it was then the amount would only have been $12,186 in excess.

By implementing the services of the Rossi Law Firm for Suspense taxes, we collected $2,473 in Suspense collections, which exceeded that budget by $1,473.

Interest income exceeded the budget by $126,815 due to receiving higher investment returns on longer maturity instruments for cash not currently needed.

Charges for services and permits and fees exceeded the budget by $95,729. The main increase was due to building permit fees of $13,733, Property Conveyance Taxes of $49,450 and Document Record Recording fees of $10,313. There were also other permit and license fees in excess of the budget.

Intergovernmental revenues were less than the budget by $39,522. The major impact was due to the mid-year adjustment by the State Department of Education for less funds for Education Cost Sharing of $38,036 and $1,486 less in other miscellaneous grants.

Other Miscellaneous revenues exceeded the budget by $38,726. $48,403 of this amount was for revenue received from the cancellation of prior year encumbrances. We also had other miscellaneous revenues including $5,000 donations from the various sports leagues as a contribution towards the debt for the Athletic Turf field. We had originally budgeted $15,000 for this category however with the impact of COVID the sports leagues were unable to play and pay for the use of the field.

Other Financing Sources reflect an overall budgetary shortfall of $385,113. Do not let this number alarm you. In order to provide for a balanced budget, we must increase the budget for fund balance pledged to fund supplemental appropriations. The original adopted budget included $300,000 for the use of fund balance. The amount of additional fund balance allocated for a transfer for the Board of Education Reserve fund of $85,113 increased the total estimated use of Fund balance to $385,113. This budget will never have a revenue reflected against it. The actual impact on fund balance would be the difference between actual revenues and expenditures.

$7,000 of the Other Financing sources amount is for a transfer from the Athletic Turf fund to assist with the debt payments for the artificial turf field.

**Expenditure Overview:**

Expenditures of $56,128,312 were $1,029,536 lower than the budget. The Town turned back $320,763. The State Troopers budget did not expend $66,909 due to attrition and staffing changes with the Troopers. There were also savings of $155,854 for savings resulting from employee attrition/retirements and a delay in the hiring process. The departments affected were Planning, Human Services, and Library, Fire, Public Works and funds from the Registrars for not holding a budget referendum. There were additional savings in other departments due to COVID and other miscellaneous savings.

The Board of Education turned back $708,772. The Board of Education may request some of these funds allocated to the Board of Education’s 1% reserve fund (up to $399,756) and for COVID Emergency needs in FY 20-21. This will also reduce the unassigned fund balance in the new year.
## TOWN OF TOLLAND, CONNECTICUT

**STATEMENT OF REVENUES & EXPENDITURES**

**BUDGET AND ACTUAL - GENERAL FUND**

For the period ending 6-30-20

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Final Budget</th>
<th>6/30/2020 FY19'20 Actual</th>
<th>Variance With Final Budget FY 18-19 Actual</th>
<th>6/30/2019 vs. 6/30/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$46,287,504</td>
<td>46,018,538</td>
<td>46,398,314</td>
<td>379,776</td>
<td>45,028,194</td>
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<tr>
<td>Intergovernmental</td>
<td>517,805</td>
<td>517,805</td>
<td>516,319</td>
<td>-1,486</td>
<td>222,822</td>
</tr>
<tr>
<td>Intergovernmental - Education</td>
<td>8,875,986</td>
<td>9,444,952</td>
<td>9,406,916</td>
<td>-38,036</td>
<td>9,770,068</td>
</tr>
<tr>
<td>Licenses, Permits &amp; Fees</td>
<td>277,500</td>
<td>277,500</td>
<td>304,156</td>
<td>26,656</td>
<td>325,380</td>
</tr>
<tr>
<td>Charges for services</td>
<td>323,940</td>
<td>323,940</td>
<td>393,013</td>
<td>69,073</td>
<td>372,285</td>
</tr>
<tr>
<td>Investment and Miscellaneous Income</td>
<td>190,000</td>
<td>190,000</td>
<td>355,541</td>
<td>165,541</td>
<td>505,212</td>
</tr>
<tr>
<td>Other financing Source - Transfer in</td>
<td>7,000</td>
<td>7,000</td>
<td>-385,113</td>
<td>-385,113</td>
<td>280,000</td>
</tr>
<tr>
<td>Other financing Source - Use of Fund Balance</td>
<td>300,000</td>
<td>385,113</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues &amp; Other Financing Source</strong></td>
<td><strong>$56,772,735</strong></td>
<td><strong>$57,157,848</strong></td>
<td><strong>$57,381,259</strong></td>
<td><strong>$223,411</strong></td>
<td><strong>$56,503,961</strong></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$2,979,678</td>
<td>2,993,393</td>
<td>2,988,654</td>
<td>4,739</td>
<td>2,865,362</td>
</tr>
<tr>
<td>Planning and community development</td>
<td>437,295</td>
<td>461,131</td>
<td>447,953</td>
<td>13,178</td>
<td>401,292</td>
</tr>
<tr>
<td>Human Services</td>
<td>402,575</td>
<td>415,703</td>
<td>405,229</td>
<td>10,474</td>
<td>393,644</td>
</tr>
<tr>
<td>Library Services</td>
<td>417,417</td>
<td>417,417</td>
<td>340,123</td>
<td>77,294</td>
<td>419,591</td>
</tr>
<tr>
<td>Recreation Services</td>
<td>114,165</td>
<td>116,509</td>
<td>116,507</td>
<td>2</td>
<td>102,164</td>
</tr>
<tr>
<td>Public works</td>
<td>4,494,404</td>
<td>4,515,704</td>
<td>4,407,270</td>
<td>108,434</td>
<td>4,389,897</td>
</tr>
<tr>
<td>Public safety services</td>
<td>2,128,204</td>
<td>2,123,133</td>
<td>2,040,235</td>
<td>82,898</td>
<td>2,000,511</td>
</tr>
<tr>
<td>Record, financial services, Debt &amp; Contingency</td>
<td>5,702,344</td>
<td>5,633,092</td>
<td>5,609,347</td>
<td>23,745</td>
<td>5,532,894</td>
</tr>
<tr>
<td>Board of Education</td>
<td>39,975,605</td>
<td>39,975,605</td>
<td>39,266,833</td>
<td>708,772</td>
<td>39,557,494</td>
</tr>
<tr>
<td>Other Financing Uses - Transfer for Capital Plan</td>
<td>121,048</td>
<td>196,048</td>
<td>196,048</td>
<td>0</td>
<td>627,030</td>
</tr>
<tr>
<td>Other Financing Uses - Transfer for other, BOE / stabil</td>
<td>310,113</td>
<td>310,113</td>
<td>0</td>
<td>0</td>
<td>499,387</td>
</tr>
<tr>
<td><strong>Total Expenditures and Other Financing Uses</strong></td>
<td><strong>$56,772,735</strong></td>
<td><strong>$57,157,848</strong></td>
<td><strong>$56,128,312</strong></td>
<td><strong>$1,029,536</strong></td>
<td><strong>$56,789,266</strong></td>
</tr>
<tr>
<td><strong>Excess of Revenues over Expenditures</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$1,252,947</strong></td>
<td><strong>$1,252,947</strong></td>
<td><strong>$-285,305</strong></td>
</tr>
</tbody>
</table>
**Town of Tolland**

**GENERAL FUND FINANCIAL RESULTS, ESTIMATED AND ADOPTED BUDGET**

**WITH USING $750,000 for FIRE TRUCK & GIVING BOE $708,772 FUNDS FROM FY 19-20**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property taxes</td>
<td>40,552,478</td>
<td>42,183,337</td>
<td>43,606,051</td>
<td>44,200,499</td>
<td>45,048,508</td>
<td>46,398,314</td>
<td>46,064,580</td>
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<tr>
<td>Intergovernmental charges for services,</td>
<td>11,688,788</td>
<td>11,624,165</td>
<td>11,926,792</td>
<td>9,861,706</td>
<td>9,992,890</td>
<td>9,923,235</td>
<td>9,631,477</td>
</tr>
<tr>
<td>License, Permits and Fees</td>
<td>624,188</td>
<td>585,333</td>
<td>681,566</td>
<td>647,046</td>
<td>677,351</td>
<td>697,169</td>
<td>606,440</td>
</tr>
<tr>
<td>Investment income</td>
<td>64,466</td>
<td>70,918</td>
<td>90,895</td>
<td>115,143</td>
<td>393,603</td>
<td>301,815</td>
<td>250,000</td>
</tr>
<tr>
<td>Other revenues</td>
<td>45,741</td>
<td>75,225</td>
<td>46,090</td>
<td>116,672</td>
<td>73,440</td>
<td>53,726</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>52,975,661</td>
<td>54,538,978</td>
<td>56,051,394</td>
<td>54,941,066</td>
<td>56,185,792</td>
<td>57,374,259</td>
<td>56,567,497</td>
</tr>
</tbody>
</table>

<p>| Expenditures: Current:                        |           |           |           |           |           |           |           |
| General government                            | 2,766,498 | 2,808,657 | 2,866,904 | 2,893,573 | 2,865,362 | 2,988,654 | 3,120,505 |
| Planning and community development            | 353,218   | 348,251   | 400,884   | 433,219   | 401,292   | 447,953   | 444,028   |
| Community services                            | 853,678   | 938,855   | 941,530   | 907,175   | 915,399   | 881,859   | 971,425   |
| Public works                                  | 4,427,252 | 4,315,317 | 4,413,405 | 4,384,734 | 4,389,897 | 4,392,270 | 4,537,430 |
| Public safety services                         | 1,832,529 | 1,806,559 | 1,945,999 | 1,682,030 | 2,000,511 | 2,040,235 | 2,116,318 |
| Finance and records                           | 926,869   | 967,252   | 931,217   | 943,671   | 931,755   | 982,715   | 1,000,657 |
| Contingency and other                         | 135,177   | 56,341    | 218,567   | 160,609   | 132,622   | 91,726    | 164,277   |
| Board of Education                            | 37,177,650| 38,261,928| 38,889,235| 38,113,122| 39,557,494| 39,268,633| 40,017,290|
| <strong>Debt service</strong>                               |           |           |           |           |           |           |           |
| <strong>Total expenditures</strong>                         |           |           |           |           |           |           |           |
| <strong>Excess of Revenues over Expenditures</strong>       | 52,916,120| 53,608,404| 55,157,032| 54,075,261| 55,662,849| 55,607,151| 56,974,930|
| <strong>Other Financing Sources (Uses):</strong>            |           |           |           |           |           |           |           |
| <strong>Sources:</strong>                                   |           |           |           |           |           |           |           |
| Bond Premium                                   | 1,374     | 8,310     | 178,154   | 70,278    | 38,169    |           |           |
| Cancellation of prior year purchase orders    | 15,002    | 15,000    |           |           |           |           |           |
| Contribution of Fund Balance                  |           |           |           |           |           |           |           |
| Contribution of Fund Balance - other fund     |           |           |           |           |           |           |           |
| Contribution of Fund Balance for Debt Service |           |           |           |           |           |           |           |
| <strong>Uses:</strong>                                      |           |           |           |           |           |           |           |
| Additional appropriation bond premium          |           |           |           |           |           |           |           |
| Transfer to Capital Improvement fund from General Fund | -86,458 | -183,814 | -54,578 | -54,578 | -81,906 | -196,048 | -942,567 |
| Supplemental Transfer for BOE capital projects |           |           |           |           |           |           |           |
| BOE Capital Projects from BOE List &amp; Amount from CIP 19-20 |           |           |           |           |           |           |           |
| Transfer out to Municipal tax stabilization fund | -99,000 | -443,669 | -81,048 |           |           |           |           |
| Transfers out (General Fund to Debt Service Fund) |           |           |           |           |           |           |           |
| Transfers out (General Fund to new Storm Reserve Fund) |           |           |           |           |           |           |           |
| Transfers out (Dog, Sewer Reserve and Other Funds) | -25,000 | -25,000 | -242,615 | -25,000 | -25,000 | -15,000 | -15,000 |
| Transfers out (Education Reserve Fund)         | -75,217   | -25,982   | -393,339  | -85,113   | -708,772  | -1,551,339|           |
| Net other financing (Uses) Sources             | -268,997  | -670,155  | -104,039  | -9,300    | -806,248  | -514,161  | -1,551,339|
| <strong>Excess of Revenues and Other Financing Sources over Expenditures and Other Financing Uses</strong> | -209,456 | 260,419 | 790,323 | 856,505 | 285,305 | 1,252,947 | -1,958,772 |</p>
<table>
<thead>
<tr>
<th>Fund Balance at Beginning of Year</th>
<th>7,312,690</th>
<th>7,103,234</th>
<th>7,363,653</th>
<th>8,153,976</th>
<th>9,010,481</th>
<th>8,725,176</th>
<th>9,978,123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance, budgetary basis at End of Year</td>
<td>7,103,234</td>
<td>7,363,653</td>
<td>8,153,976</td>
<td>9,010,481</td>
<td>8,725,176</td>
<td>9,978,123</td>
<td>8,019,351</td>
</tr>
<tr>
<td>Fund Balance as a percentage of budgetary expenditures</td>
<td>13.35%</td>
<td>13.56%</td>
<td>14.70%</td>
<td>16.64%</td>
<td>15.36%</td>
<td>17.78%</td>
<td>13.70%</td>
</tr>
<tr>
<td><strong>Fund Balance, GAAP basis:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committed for Education &amp; Other funds Use</td>
<td>75,249</td>
<td>63,813</td>
<td>46,580</td>
<td>46,580</td>
<td>421,522</td>
<td>1,215,407</td>
<td>958,407</td>
</tr>
<tr>
<td>Encumbrances included as expenditures in budgetary basis</td>
<td>1,113,237</td>
<td>1,291,606</td>
<td>1,754,146</td>
<td>1,582,231</td>
<td>1,541,511</td>
<td>2,036,362</td>
<td>1,550,000</td>
</tr>
<tr>
<td>Prior year Encumbrances</td>
<td>174,500</td>
<td>223,367</td>
<td>69,136</td>
<td>91,133</td>
<td>189,010</td>
<td>195,956</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>Assigned and Unassigned fund balance, GAAP basis at the End of the Year</strong></td>
<td>8,466,220</td>
<td>8,942,439</td>
<td>10,023,838</td>
<td>10,730,425</td>
<td>10,877,219</td>
<td>13,425,848</td>
<td>10,727,758</td>
</tr>
<tr>
<td>Assigned with designation for specific purpose in future budget</td>
<td>-250,000</td>
<td>-150,000</td>
<td>-400,000</td>
<td>-690,000</td>
<td>-300,000</td>
<td>-500,000</td>
<td>-450,000</td>
</tr>
<tr>
<td>Assigned for encumbrances</td>
<td>-1,287,737</td>
<td>-1,614,973</td>
<td>-1,823,282</td>
<td>-1,673,364</td>
<td>-1,730,521</td>
<td>-2,232,318</td>
<td>-1,700,000</td>
</tr>
<tr>
<td>Restricted for use of Bond Premium for Debt Payments</td>
<td>-275,000</td>
<td>-225,000</td>
<td>-275,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unassigned and available Fund Balance (GAAP Basis)</strong></td>
<td>6,853,234</td>
<td>7,113,653</td>
<td>7,753,976</td>
<td>8,320,481</td>
<td>8,180,176</td>
<td>9,203,123</td>
<td>7,344,351</td>
</tr>
<tr>
<td><strong>GAAP Basis Expenditures (Includes Excess Cost)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unassigned Fund Balance as a percentage of GAAP expenditures</td>
<td>11.88%</td>
<td>11.98%</td>
<td>12.27%</td>
<td>13.17%</td>
<td>13.53%</td>
<td>14.84%</td>
<td>11.49%</td>
</tr>
<tr>
<td>Total Fund Balance as a percentage of GAAP expenditures</td>
<td>14.68%</td>
<td>15.06%</td>
<td>15.87%</td>
<td>16.98%</td>
<td>18.06%</td>
<td>21.64%</td>
<td>16.79%</td>
</tr>
</tbody>
</table>

* Estimated GAAP Expenditures for FY 19-20 & Following years

Note: This document is based upon variability in State Revenues estimated in FY 19-20 and assumptions for potential reductions in the future. The State of Connecticut Budget includes various new revenue and mandated expenditure assumptions for the future. There is much uncertainty at the State level for future years municipal funding and these amounts are subject to change. At this time we have decided not to project future years due to these uncertainties.
Agenda Item #9.2

Consideration of a resolution to rescind the issuance of bonds approved by resolution on July 9, 2019 for a fire rescue truck and approval to provide $750,000 from general fund - unassigned fund balance for the financing of the fire rescue truck and the setting of a Public Hearing thereon for September 8, 2020.

TOWN OF TOLLAND
TOWN COUNCIL

MOTION that the following resolution be introduced and set down for a Public Hearing on September 8, 2020 at 7:00 p.m. via Zoom Remote Meeting:

WHEREAS, the Tolland Town Council approved by resolution a capital project Fire Rescue Truck appropriation and bonding authorization on July 9, 2019 (the “Original Resolution”); and

WHEREAS, the Tolland Town Council now would like to fund the purchase of this vehicle through the use of the General Fund - unassigned fund balance; and

WHEREAS, this resolution would approve the use of the General Fund - unassigned fund balance in the amount of $750,000 to finance the appropriation approved under the Original Resolution for the acquisition of the Fire Rescue Truck and rescind the authorization for the issuance of bonds under the Original Resolution; and

WHEREAS, after the foregoing financing source changes are made, the appropriation under the Original Resolution will remain in effect in the amount of $750,000 to be financed by the General Fund - unassigned fund balance and the resulting authorized bond amount for the Fire Rescue Truck will be zero dollars ($0.00).

NOW THEREFORE, BE IT RESOLVED,

(1) That the Tolland Town Council rescind the authorization for the issuance of bonds under the Original Resolution and authorize the $750,000 appropriation approved under such Original Authorization to be financed with the use of the General Fund - unassigned fund balance.

(2) That all terms of the Original Resolution relating to the issuance of bonds are hereby deleted.

(3) That the appropriation approved by the Original Resolution and all other terms of the Original Resolution, except as amended hereby, shall remain in full force and effect.
SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
AUGUST 11, 2020 – 6:30 PM

Council Members Present: Tammy Nuccio, Steven Jones, Kurt Schenher, Cassandra York, John Reagan, Brenda Falusi

Council Members Absent: Lou Luba

Others Present: Michael Rosen, Town Manager, Mike Wilkinson, Director of Administrative Services, Rick Conti, Town Attorney

1) Call to Order: The meeting was called to order at 6:33 PM.

2) New Business:
   a. S. Jones motioned, seconded by B. Falusi, to go into Executive Session to discuss pending litigation. The Executive Session concluded at 6:58 PM.

3) Adjournment: S. Jones motioned, seconded by B. Falusi, to adjourn at 6:59 PM.

Tammy Nuccio, Chairman

The Town of Tolland is an Equal Opportunity/Affirmative Action Employer
TOLLAND TOWN COUNCIL  
ZOOM REMOTE MEETING  
August 11, 2020 – 7:00 P.M.

MEMBERS PRESENT: Tammy Nuccio, Chair; Steven Jones, Vice Chair; Brenda Falusi, John Reagan, Kurt Schenher, Cassandra York

MEMBERS ABSENT: Lou Luba

OTHERS PRESENT: Michael Rosen, Town Manager; Lisa Hancock, Director, Finance & Records; Michael Wilkinson, Director of Administrative Services; Bev Bellody, Director, Human Services; Heidi Samokar, Director of Planning & Development

1. CALL TO ORDER: Ms. Nuccio called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE: Recited

3. MOMENT OF SILENCE: Observed

4. PROCLAMATIONS/PRESENTATIONS: None

5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION (on any subject within the jurisdiction of the Town Council) (2 minute limit): None.

6. PUBLIC HEARING ITEMS: None.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL  
Tourism: no meeting  
Sustainable CT: met today; Ms. Falusi noted that she shared some equity training dates via e-mail with the Town Council

7b. REPORTS OF TOWN COUNCIL LIAISONS  
- Blight – no meeting  
- Land Acquisition: no meeting  
- Planning & Zoning Commission: meeting cancelled  
- Board of Education: A special meeting was held and Mr. Jones deferred to the minutes. Ms. Nuccio reviewed information from the TRAC meeting.  
- Conservation Commission: meeting cancelled; Mr. Jones noted that 5 people were interviewed to fill 3 spots on the Commission; the Commission is requesting that anyone on the trails report any downed trees or damage to the town  
- WPCA: no meeting  
- Agriculture Commission: no meeting  
- Parks & Recreation: Mr. Schenher provided an update.  
- EDC: meeting cancelled; Ms. Nuccio noted that she attended an AdvanceCT meeting and provided an update

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration of a resolution authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such

Mr. Rosen introduced the Town's Financial Advisor Mr. Barry Bernabe, Managing Director, Phoenix Advisors. Mr. Rosen reviewed this item and noted that a public hearing would be required. He explained that this item proposes the authorization to issue up to $3,000,000 in General Obligation Bonds to refund certain future maturities of prior bond issues and would result in savings.

Ms. Hancock explained that she and Mr. Bernabe had an analysis done to determine where they may be able to find savings. There are some older bonds that will generate close to $200K in savings for the town over their remaining life. They are proposing refunding the bonds and issue at a lower interest rate to pay them off. Mr. Bernabe explained that interest rates are very low right now. The town will be issuing new money bonds ($10,570,000) for various capital projects. The town will be in the market and by doing these refinancing bonds at the same time, the town will mitigate its issuance costs and maximize savings. This is not new debt for the town. It is refinancing bonds that were issued in 2010 and 2011. The term will be kept the same. They are not extending maturities or restructuring bonds. They are only lowering the interest cost. Ms. Hancock added that the sewer fund will realize some of the savings and this will ease some of the burden on General Fund expenses going forward.

Ms. Nuccio clarified that they are refinancing the bonds at a lower interest rate without extending the timeline. She asked about the payback period. Mr. Bernabe responded that 11 years remain. He noted that the town will be issuing new money bonds, refinancing bonds, and a short term bond in anticipation note for the Birch Grove school project. Ms. Hancock explained that the next bond issue will include a little over $5M worth of bonding for the town's share for Birch Grove. They are also issuing bonds for $4.5M for the 11% which is held back that needs to be prepaid. Ms. Nuccio inquired if anything else could be optimized given the low interest rates. Mr. Bernabe responded that they reviewed all of the town's outstanding debt and the new tax law of 2017 limits what can be refinanced. There are no other bond issues that are available to be refinanced.

**Mr. Jones:**

**MOTION** that the following resolution be introduced and set down for a Public Hearing on August 25, 2020 at 7:00 p.m. via Zoom Remote Meeting:

**DRAFT RESOLUTION**

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

A resolution authorizing the issue of $3,000,000 bonds to refund certain prior bonds of the Town and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the prior bonds and appropriating the proceeds of such bonds for the foregoing purpose and the setting of a Public Hearing thereon for August 25, 2020. A copy of the full text of the resolution is recorded following these meeting minutes.

Ms. Falusi seconded the motion. A roll call vote was taken. Motion passed unanimously.

Mr. Rosen reviewed this item and provided background information. Just over a year ago, the towns of Tolland, Bolton, Coventry and Mansfield hired AdvanceCT (formerly CERC) to prepare a regional economic development plan. A draft plan has been presented and AdvanceCT is seeking public comment (due by August 21st). AdvanceCT will hold a remote public meeting on September 16\textsuperscript{th} at 7:00 p.m.

Mr. Shenher inquired about the GIS mapping system and if this is something the town is doing, and if not, if it is doable. Ms. Samokar explained that they have a small budget for in-house mapping. The Conservation Commission has upgraded the trail maps over the past few years. Right now paper maps are still being printed but the hope is to modernize and have digital information available. Ms. Samokar noted that they would likely need outside expertise to help the 4 towns compile information and turn it into a robust and user-friendly product. Ms. Samokar explained that the intent is to have a single website for all of the initiatives in the plan.

Ms. Falusi noted that on page 20 of the report, under Trail-based economic vitality, one of the links is "members-only". She commented that she likes the idea about the trails. The 4 towns noted are in 2 different tourism regions so there is the potential that the work done can be highlighted in both regions. One item in regard to tourism is that they have plans to invite college admissions' counselors, and anyone who has contact with parents/families when visiting colleges, on a tour of different locations in the region. She asked if they could enhance the descriptions for Tolland and look to see if any of the Town Council’s goals could be aligned with anything in the project. She also asked that the liaisons bring this to their respective commissions.

Ms. Nuccio explained that her focus was what could be done in town to help facilitate some of the items in the report. She asked Ms. Samokar how she sees this moving forward and information about the "implementer". Ms. Samokar explained that she believes the "implementer" is an evolution. It may initially be that each town appoints people to address some of the priorities. Perhaps in a couple of years there would be a staff person or more defined group which focuses on this. Mr. Rosen added that in the first phase there would be a steering committee which may evolve into a board of directors. Ms. Nuccio proposed doing something with the 4 towns such as some sort of passport event or similar program. Overall, she likes the report and is interested in what the next couple of stages will look like.

Mr. Jones commented that he likes the report and its thoroughness. His key takeaways included that much of it feels like establishing priorities or goals within the Council, this Council or a future one, to consider investment into a 501(c)(3) – a coordinated effort of the 4 towns. Additionally, in his review an area of need is in the establishment of zoning opportunities to create more density which creates a captive audience that creates more co-joining industries. Lastly, more investment in the visibility of the resources residents of town know about but others may not.

8.3 Consideration of a resolution for a supplemental appropriation of $18,198 from the equity distribution from CIRMA for use by the Town and Board of Education. The Town’s share would appropriate the funds in the amount of $8,490 to the STEAP Grant match or the Capital Improvement Fund for Environmental and Other Testing Project Account 20500072-722460-2155. The Board of Education’s share in the amount of $9,708 would be appropriated to the Capital Improvement Fund for Birch Grove Primary School Non-Grant Account 2010072-777400-2156.

Mr. Rosen reviewed this item. The town's insurance company Connecticut Interlocal Risk Management Agency (CIRMA) Board of Directors declared a member distribution to be shared among eligible members. The Town’s share is $8,490 and the Board of Education’s share is $9,708. Approval of the resolution will allow the town to
accept the money and where to place it in the town’s line items. The Board of Education will allocate its share in the amount of $9,708 to partially fund the Capital Improvements Birch Grove Primary School Non-Grant account to cover costs that have been deemed ineligible for the Birch Grove Primary School project. The Town could appropriate its portion to the Small Town Economic Assistance Program (STEEP) Grant match. This would be Mr. Rosen’s preference but if the STEAP grant is not received he would like the funds to default to the Environmental and Other Testing Project Account. This account would be used for items such as foundation testing in municipal buildings and Mr. Rosen believes the money has previously defaulted to this account. Mr. Wilkinson added that the account is often used for insurance-related items. The current balance in the account is $17,380.

Mr. Jones motioned:

**BE IT RESOLVED by the Tolland Town Council that it hereby appropriates $18,198 from the equity distribution from CIRMA for use by the Town in the amount of $8,490 to the STEAP Grant match or the Capital Improvement fund for Environmental and Other Testing Project Account 20500072-722460-2155 and to the Board of Education in the amount of $9,708 would be appropriated to the Capital Improvement fund for Birch Grove Primary School Non-Grant Account 20100072-777400-2156.**

Ms. Falusi seconded the motion.
A roll call vote was taken.

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Motion passed.

8.4 Consideration of a resolution to authorize the Town Manager to submit a 2020 STEAP application to the Office of Policy and Management.

Mr. Rosen reviewed this item including the background. The STEAP grant is offered by the State of CT Office of Policy and Management every couple of years. The town has applied many times in the past and has a good track record of being awarded the STEAP grant. He highlighted some of the projects that have been funded by the grants. The application is due on August 28th and the municipalities are eligible to receive up to $128,205. The amount is about a quarter of the grants offered in the past. Mr. Rosen and staff have been putting together a plan with a COVID-19 component. Specifically, the plan is in regard to Recreation Center improvements and COVID-19 ppe storage space needs. The Recreation Center is an asset to the town and can use many facelifts including addressing the gym floor, getting ADA accessible openers (2) for the front entrance, bringing the restrooms up to ADA compliance, and doing improvements to the storage room to prepare it for ppe storage due to COVID-19. This would allow ppe to be stored in a temperature-controlled environment and be well cared for. Specifically, the ppe includes: masks, gloves, blankets, cots, sleeping bags, face shields, gowns, and other items. Further, this could be a first step in having the Recreation Center function as a secondary shelter at some point.
Ms. Bellody explained that after speaking with Chief Littell and Mr. Watt that they would be looking at the Recreation Center as housing a special needs shelter. This would be for those with special needs and/or older adults and be located in the gym area. Additionally, they are looking at a long term plan of having a generator installed. Air conditioning was added in the past few years thanks to grant funding. With the storms and other items they have learned that they need space to store items and have an additional shelter.

Mr. Jones noted that comments were made by election staff and residents at the Recreation Center that front doors are difficult to open and close. He added that there were some issues with the window insulation as well.

Mr. Rosen commented that when the STEAP grant was offering more funding the plan was to do a bigger project. They have amended it appropriately and he believes they have a good application. He thanked the staff for helping him put this together. They still need to formally apply if the Council authorizes him to do so this evening.

A brief discussion followed regarding possible options for obtaining a generator for the Recreation Center.

Mr. Rosen noted that a correction to the resolution would be needed. In the third paragraph, they need to strike, "replacement of the Bone Mill Brook Culvert Crossing on Plains Road," and replace it with, "Recreation Center improvements and COVID-19 ppe storage space needs."

Mr. Jones motioned:

WHEREAS; the Office of Policy and Management is accepting applications for funding under the 2020 Small Town Economic Assistance Program (STEAP) and the Town of Tolland is an eligible community; and,

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

AND FURTHERMORE; STEAP funds can only be used for Municipal capital projects; the Town of Tolland will submit an application for Recreation Center improvements and COVID-19 PPE storage space needs,

BE IT RESOLVED that Michael Rosen the Town Manager is duly authorized to enter into and sign said application on behalf of the Town of Tolland. Michael Rosen currently holds the Town Manager position and has held that office since September 9, 2019.

The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto to obtain said 2020 STEAP Grant of $128,205 with the State of Connecticut for Recreation Center Improvements and COVID-19 PPE Storage Space Needs.

Ms. Falusi seconded the motion.
A roll call vote was taken.
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Motion passed.

Mr. Rosen noted that they will keep the Council updated on the STEAP grant process. The turnaround time is expected to about 1 month.

Mr. Rosen noted that Ms. Samokar will leave her position on September 2, 2020. He thanked her for working with him over the past year. She has been an amazing planning director. Ms. Nuccio added that Ms. Samokar will be missed. The Planning & Zoning Commission has run well with her there and she thanked her for all of the work she has done with the POCID. Ms. Nuccio hopes whatever Ms. Samokar does will bring joy and happiness and that she will think of Tolland fondly every now and then. Ms. Samokar thanked her and noted that she enjoyed all of the different projects in which she was able to be involved. Mr. Jones thanked Ms. Samokar for her professionalism and expertise for so many boards as well as her work in planning. Ms. Nuccio thanked Ms. Samokar for moving Tolland forward.

8.5 Consideration of a resolution authorizing the Town Manager, Michael Rosen, to apply for and accept, on behalf of the Town of Tolland, a grant from the Neglected Cemetery Account, and that the Town Manager, Michael Rosen is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the Town be selected for a grant award.

Mr. Rosen reviewed this item. Tolland would like to apply for a grant in the amount of $2,000 to be used for the repairing of the fencing that borders the Town-owned cemeteries as well as for the repair of broken headstones. Although this grant will not be adequate to make all of the needed repairs, it is a good starting point. Tolland has applied for, and generally received, this grant every year.

Mr. Jones inquired if there was any substantial damage to the cemeteries as a result of Tropical Storm Isaias. Mr. Rosen had not heard about any damage but will speak with Mr. Lappen.

Mr. Jones motioned

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes the Town Manager, Michael Rosen, to apply for and accept, on behalf of the Town of Tolland, a grant from the Neglected Cemetery Account, and that the Town Manager, Michael Rosen, is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award.

Ms. Falusi seconded the motion.
A roll call vote was taken. Motion passed unanimously.

8.6 Appointments to vacancies on various municipal boards/commissions.
Mr. Rosen noted that the following appointments were made to the Conservation Commission: Peggy Webbe, Regular Member; Adam Grossman, Alternate; Diana Schultz, Alternate. These were Town Manager appointments.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):**

9.1 Discussion and review of §A176-15 of the Town Code, Town Green and Fire Training Center Sign Policy.

Mr. Rosen explained that this is a continuation of the discussion from the July 28th meeting when they reviewed the sign policy, §A176-15 of the Town Code. Mr. Rosen red-lined the document based on the consensus of the Council at the July 28th meeting.

Mr. Rosen noted one significant change. The existing driveway at the Fire Training Center does not allow for any room for signs. In turn, any reference to the Fire Training Center has been removed from the Policy and will no longer be covered under the Policy. He noted that the signs regarding the MREs and water distribution are municipal signs and would still be there. They are not located at the corner of the property. Thus, public signage would no longer be at the Fire Training Center. Signage would only be on the Green.

Mr. Rosen noted that he heard two different versions for A.1 and A.4 (alternate wording) and has included both for the Council's review.

A discussion took place.
The following incorporates the discussed recommended edits:

**POLICY NO. 15: TOWN GREEN SIGN POLICY**

**A. Policy Purpose**
The purpose of the Town Green Sign Policy is to:
1. Provide a place for announcements for any town, civic, non-profit/not-for-profit organizations, or other non-commercial events in the Town of Tolland.
2. Protect public safety by ensuring that no sign placements have an adverse impact on site distances for oncoming traffic;
3. Protect the integrity of the lawn of the Town Green by prohibiting posting of signs that can cause turf damage;
4. Restrict sign posting privileges to town, civic, or non-profit/not-for-profit organizations. No commercial signs or political signs are allowed.

**B. Procedures**
Qualified organizations desiring to place a sign on the Town Green must follow the procedures.
1. Signs must be free standing and cannot puncture the turf of the Town Green
2. Signs may not exceed 16 square feet and must otherwise conform to any town signage regulations that may be enacted by any town commission or board.
3. Organizations are restricted to placing their signs at the designated areas located at the south end of the Town Green. Only one sign per organization will be allowed.
4. Organizations placing signs in the designated areas must register the sign with the Town Manager's Office or another office designated by the Town Manager, if placed at the Green before placing the sign. Each sign must have a waterproof label on the back side, stating the name and phone number of a person within the organization who is responsible for the sign, the date of placement and the date of the event. Signs may be removed immediately if this information is not attached to the sign.
5. Signs may be placed no more than 14 days prior to an event, and must be removed within 2 days following an event.
6. Requests for a day, week, or month recognition sign must be scheduled with the Town Manager's office and preference will be given to events over recognition if there are more than 5 signs on the Green. A recognition can be up the day before and be taken down within 2 days after the recognized day, week, or month.
7. The Town will remove signs placed before and/or remaining in the designated areas outside these time limits, and hold for the sponsoring organization for 30 days. After 30 days the signs will become the property of the town and may be destroyed.

C. Town Notices
Town notices of elections and signs announcing other municipally-sponsored events of interest to all residents may be placed by the Town at appropriate locations on the Green without regard to the above restrictions.

D. Enforcement
(1) The Town Manager or their designee shall be responsible for enforcing this Policy.
(2) The Town has the right to limit the number of signs at either designated site to no more than 5 signs on any day.

E. Effective Date
(1) This Policy shall become effective TBD.

Ms. Nuccio surveyed the Council members regarding seeking a national list and if the member were in agreement with the recommended wording:

- Mr. Schenher would prefer to see how it goes before looking to the list. He is in agreement with the wording.
- Ms. York is in support of a national list and in agreement with the wording.
- Mr. Jones would prefer to see how it goes and reassess in the future. He is in agreement with the wording.
- Ms. Falusi commented that there are special weeks recognized by presidential proclamations. She would like to let it play out and see how it goes. She is in agreement with the wording. She added that residents could be reminded that they could request a proclamation.
- Mr. Reagan would like to do more research on a national list to see if there is something the Council would like to adopt. He is in agreement with the wording.
- Ms. Nuccio would like to see a list and is in agreement with the wording.

Mr. Rosen noted that this item will be on a future agenda under Old Business and that this will require a public hearing.

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)

- Aug 6th Topping Off Ceremony; everyone did a great job
- Today Mr. Rosen with Public Safety and the DPW Director toured Stations 140, 340, and 440 as part of the space needs study approved in the Capital Plan. They are actively engaging this and the consultants toured the 3 firehouses looking at ADA and code compliance, the crumbling foundation at Station 140, and space needs.
- August 13th, 7 p.m. first meeting (special meeting) of the Commission for People with Disabilities.
- Tropical Storm – Mr. Rosen noted that it was a challenging event with power outages over multiple days. He thanked the DPW, Public Safety, and the Fire Department. He also thanked the Building Inspector who checked on homes as well as the volunteers who gave out water and MREs. Mr. Rosen thanked the residents for being patient and he heard many stories about benevolence. He extended thanks to the Eversource crews and contractors for expediting restoration as quickly as possible. The Chief and Mr. Rosen spoke with Eversource constantly over the past week and communicated to stay on top of the situation. The storm was a statewide problem. Even if they had a slow start they came through for the town. In 2011, the town was out for close to 2 weeks. As of today they are 99.9% restored. The storm landed harder than expected and affected the area/region more than was anticipated. The town communicated regularly with the public, opened
up a cooling center, and kept an eye on the power percentage as it was dropping. The Eversource people the town worked with did a good job and stayed in communication.

Ms. Nuccio commented that she will miss Fran Weigand greatly. She is a warm and wonderful soul and Ms. Nuccio wishes her the best on her next adventure.

Ms. Nuccio asked Mr. Rosen to extend a welcome from the Council to the two new hires: James Fontaine and Christopher Handel.

Ms. Nuccio noted that there has been a lot of talk about the reopening of the schools and the regulations around the temperature and air processing in the school buildings. She inquired if they know how this may affect the energy fund and contract. Mr. Rosen responded that they anticipate there will be an impact. Ms. Hancock explained that they do not know what the impact will be because other energy saving initiatives are being put into place to create savings. This year there were some savings that helped the fund. In regard to the contract, the changes will need to be communicated to Honeywell to keep them advised. Ms. Hancock explained that they are near the breakeven point and likely will not be reimbursed much from Honeywell.

Ms. Nuccio commented that the new police accountability bill has some requirements for animal control officers. She asked if Mr. Rosen knew what would be applicable to the town’s animal control officer. Mr. Rosen responded that he will need to speak to Chief Littell.

Ms. Nuccio commented that she noticed that they will be working with the contractor to update the 5-year road project plan and inquired about the timeline. Mr. Rosen responded that he will need to check on this.

11. ADOPTION OF MINUTES

11.1 July 28, 2020 Joint Town Council & Land Acquisition Advisory Committee Remote Special Meeting Minutes
11.2 July 28, 2020 Remote Regular Meeting Minutes

Mr. Jones motioned to adopt the minutes as presented in items 11.1 and 11.2.
Mr. Schenker seconded the motion.
A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

- formal request for signs and markers at a crosswalk on the Green
- e-mail about the condition of Crandall Pond; the writer did not feel the condition was favorable
- e-mail with a number of questions about signage on the Green

13. CHAIRPERSON’S REPORT

- Ms. Nuccio thanked Chief Littell and his staff for all they did during the storm, especially Betsy Tanner and Kelly Euliano who worked on the weekend to ensure everything was taken care of.
- Ms. Nuccio thanked Paul Russell and the DPW for all they did to get the roads cleared as quickly as possible. They were ahead of Eversource and everything that could be done was completed before the first Eversource truck rolled into town.
- Ms. Nuccio thanked Mr. Rosen and his staff for keeping everyone informed and getting information out as quickly as possible to keep residents updated.
- Storm debris can be brought to the Baxter Street location through Saturday at 4 p.m.
Town of Tolland

August 11, 2020

Town Council Meeting

- MREs and water sent by the National Guard were distributed to families in need. Potable and non-potable water was provided on a 24 hour basis.
- They spoke with Eversource multiple times a day to ensure the town understood when crews would be in town and which crews. The list of closures and affected roads were relayed to Eversource.
- They worked with the Red Cross in regard to homes that were impacted and damaged to ensure families had somewhere safe to stay and that they were set with food and water.
- They reached out to cell phone providers to ensure towers were back up and running as soon as possible.
- Communications were sent multiple times per day to residents.
- In terms of providing showers to residents, they worked with the EHHD but with the COVID restrictions it was not possible.
- Reporting of downed trees and damage was done in a number of ways but Ms. Nuccio believes the e-mail address provided was likely the best way to get information to Public Safety and the DPW.
- Chair Hours: Ms. Nuccio thanked those who participated. She is always available to listen and appreciated hearing what was needed and how they could better help residents.
- August 12th – Board of Education meeting
- August 13th – Commission on People with Disabilities meeting

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

Mr. Schenher commented that he was not pleased with the response from Eversource particularly with multiple days of road closures. He read a prepared statement:

I would like to see a discussion between the Town staff and Council, where ideas and proposals are presented to help mitigate future power outages in the Town of Tolland. It’s painfully clear that CT’s Public Utility Regulatory Authority and Eversource have dropped the ball and left Tolland and many other towns at the mercy of severe weather. I do not want Tolland to be a victim waiting for line crews from Iowa to arrive and restore power or clear roads. I am asking Mr. Rosen to gather proposals from department heads about how Tolland can take a preemptive approach to tree maintenance. I am asking Chairwomen Nuccio to add a discussion with department heads so we can be better head off issues and not be left at the mercy of Eversource.

I don’t have the answers to what can be done. Is it more money for tree cutting, more or better equipment, outside contractors, or simply holding Eversource accountable for their tree maintenance program? I’m not sure what is to be done; all I know is something must be done. I know for myself and the other Councilors who distributed food and water last Friday at the Fire Training Center, we owe it to the residents to mitigate power outages in future storms so we can prevent more residents from being victims. I think a robust discussion with staff and the Council is needed and will help the town in the long run.

Mr. Jones echoed some of Mr. Schenher’s comments about the issues with communication and coordination with Eversource. Mr. Jones noted that an item discussed in the goal-setting session potentially for budgetary consideration was the application of See Click Fix. It provides real-time opportunities to report downed wires, potholes, and similar issues. This could be an effective tool for the town to provide an official avenue for residents to communicate issues. Many problems came up in social media and this is not the best official avenue for effective information dissemination.

Mr. Jones gave kudos to all of the volunteers at the Senior Center and the Recreation Center at today’s election. Everything seemed to work well. The level of cleaning and care was excellent.

Mr. Jones noted that any residents utilizing the trails who come across downed trees should report them to Planning and Development and/or the Conservation Commission so the Corp can clean them to ensure the trails are safe for resident use.

Ms. Falusi commented that there was a 32.39% turn out for voting. Almost 70% of the votes cast in Tolland were absentee ballots.
15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*
   *(3 minute limit)* - none

16. **ADJOURNMENT**
   Mr. Jones motioned to adjourn the meeting at 9:30 p.m.
   Ms. Falusi seconded the motion.
   A roll call vote was taken. Motion passed unanimously.

__________________________________________
Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk
TOWN OF TOLLAND

TOWN COUNCIL

RESOLUTION AUTHORIZING THE ISSUE OF $3,000,000 BONDS TO REFUND CERTAIN PRIOR BONDS OF THE TOWN AND TO FINANCE SUCH ADDITIONAL AMOUNTS AS ARE NEEDED TO PAY ALL FEES, COSTS, EXPENSES AND PREMIUM IN CONNECTION WITH THE REFUNDING OF THE PRIOR BONDS AND APPROPRIATING THE PROCEEDS OF SUCH BONDS FOR THE FOREGOING PURPOSE AND SETTING OF A PUBLIC HEARING ON AUGUST 25, 2020.

MOTION that the following resolution be introduced and set down for a Public Hearing on August 25, 2020 at 7:00 p.m. at the Tolland Town Council Meeting to be held as a Zoom remote meeting to be provided with the Town Council Agenda:

WHEREAS, Section 7-370c of the Connecticut General Statutes provides authority for any municipality to issue refunding bonds for the payment, funding or refunding of bonds, notes or other obligations previously issued; and

WHEREAS, Section 7-370c provides that such refunding bonds shall be authorized and issued by resolution of the legislative body of the municipality; and

WHEREAS, the Town of Tolland, Connecticut (the “Town”) desires to refund all or any portion of any one or more series of the Town’s outstanding general obligation bonds (the “Prior Bonds”).

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town issue its general obligation bonds in the aggregate principal amount of up to $3,000,000 (the “Bonds”) to refund certain of the Prior Bonds and to finance such additional amounts as are needed to pay all fees, costs, expenses and premium in connection with the refunding of the Prior Bonds and the authorization, issuance and sale of the Bonds, including, but not limited to, legal, advisory, printing and administrative expenses, underwriter’s discount, net interest on borrowings and other financing costs, and expenses in connection with credit enhancement, if necessary, and the proceeds of the Bonds be appropriated for the foregoing purposes; provided, however, that the refunding of the Prior Bonds provides net present value savings to the Town and that the amount of the Bonds issued does not exceed the amount needed to refund the Prior Bonds and to pay the costs authorized herein.

(2) That the Town Manager and the Treasurer of the Town (the “Officials”) are hereby authorized to determine the date, amounts, rates of interest, maturities, dates of principal and interest payments on such Bonds, the form of such Bonds, the provisions for protecting and enforcing the rights and remedies of the holders of such Bonds and all other terms, conditions and particular matters regarding the Bonds and the issuance and securing thereof, all in accordance with the Connecticut General Statutes and the Charter of the Town, and to take such actions and execute such documents including, but not limited to, a contract of purchase and to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, U.S. Securities and Exchange Commission Rule 15c2-12 (“Rule 15c2-12”), and any
other applicable provision of law thereto enabling. The Bonds authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(3) That the Bonds shall be signed by the Officials either by their manual signatures or by facsimiles of such signatures printed on the Bonds and that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as bond counsel to render an opinion approving the legality of the issuance of the Bonds.

(4) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, escrow agent, transfer agent and paying agent for such Bonds; to provide for the keeping of a record of the Bonds; to designate a municipal advisor to the Town in connection with the sale and issuance of the Bonds; and to designate an underwriter in connection with any negotiated sale and purchase of the Bonds.

(5) That the Officials are hereby authorized to sell the Bonds at a public or negotiated sale; to deliver the Bonds and to perform all other acts which are necessary or appropriate to issue the Bonds; to make representations and covenants on behalf of the Town for the benefit of the holders of the Bonds to provide secondary market disclosure information in accordance with Rule 15c2-12, as it may be amended from time to time, including, but not limited to, executing and delivering a continuing disclosure agreement; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(6) That the Officials are hereby authorized to refund the Prior Bonds from the proceeds of the Bonds and other moneys as they may determine to make available for this purpose, and to defease the Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof.

(7) That the Officials are hereby authorized on behalf of the Town to make such representations and covenants for the benefit of the holders of the Bonds which are necessary or appropriate to ensure the exemption of interest on the Bonds from taxation under the Internal Revenue Code of 1986, as amended, including, but not limited to, covenants to pay rebates of investment earnings to the United States in future years; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(8) That the Officials are hereby authorized to designate other officials or employees of the Town to take such actions and execute such documents, as are determined to be necessary or advisable and in the best interests of the Town in order to refund the Prior Bonds and to issue, sell and deliver the Bonds, and that the execution and delivery of such documents shall be conclusive evidence of such determination.