AGENDA
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
DECEMBER 8, 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: None
7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL
7b. REPORTS OF TOWN COUNCIL LIAISONS
8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):
   8.1 Discussion of the history of the Local Tax Relief Program for Permanently Disabled and Senior Residents (Tax Freeze - Ordinance 60).
   8.2 Consideration of a resolution to declare equipment as surplus property within the Town.
   8.3 Consideration of a resolution modifying scope of Birch Grove Primary School Project and authorizing an appropriation of $1,869,941 for the excavation and replacement of soil and the financing of said entire appropriation by the state grants and the setting of a Public Hearing thereon for December 22, 2020.
   8.4 Appointments to vacancies on various municipal boards/commissions.
      8.4.a Appointments to the Four-Town Regional Economic Vitality Steering Group
      8.4.b Reappointment to the Blight Review Committee
9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):
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 November 24, 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/89798373603?pwd=OU50b3k4M3duN0NBN210bittRnpEUT09

Or call: 1-646-876-9923 and input:
Meeting ID: 897 9837 3603
Password: 12082020

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
AGENDA ITEM BACKGROUND

ITEM: Discussion of the history of the Local Tax Relief Program for Permanently Disabled and Senior Residents (Tax Freeze – Ordinance 60).

FOR COUNCIL MEETING: December 8, 2020

ITEM SUMMARY: The local tax relief program (or freeze) was created in the year 2000 and amended in its entirety in 2007. The program’s intent was to freeze the taxes of those that could no longer afford to pay the increasing taxes, but wanted to remain in Tolland. The program has age, income, asset and residency requirements.

This program is required to be reviewed every 5 years or in the year following the revaluation by Town Council. Now is the time.

The Assessor is experiencing increased complexity in administering the program, as many unforeseen factors have arisen making the program near impossible to administer. He is requesting a simplification of the procedures and benefits of the program by creating a committee to revise the ordinance.

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS:

- Totals Spreadsheet
- Example of account complexity
<table>
<thead>
<tr>
<th>Tolland Tax Relief Program</th>
<th>Participants</th>
<th>Benefit</th>
<th>Town Budget</th>
<th>% of Budget</th>
<th>cap at .5%</th>
<th>diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 Grand List</td>
<td>205</td>
<td>$167,121</td>
<td>$49,320,186</td>
<td>0.34%</td>
<td>$246,601</td>
<td>$79,480</td>
</tr>
<tr>
<td>2010 Grand List</td>
<td>209</td>
<td>$172,350</td>
<td>$50,427,662</td>
<td>0.34%</td>
<td>$252,138</td>
<td>$79,788</td>
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<tr>
<td>2011 Grand List</td>
<td>202</td>
<td>$164,864</td>
<td>$51,362,234</td>
<td>0.32%</td>
<td>$256,811</td>
<td>$91,947</td>
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<tr>
<td>2012 Grand List</td>
<td>202</td>
<td>$156,659</td>
<td>$51,845,225</td>
<td>0.30%</td>
<td>$259,226</td>
<td>$102,567</td>
</tr>
<tr>
<td>2013 Grand List</td>
<td>202</td>
<td>$168,199</td>
<td>$53,175,832</td>
<td>0.32%</td>
<td>$265,879</td>
<td>$97,680</td>
</tr>
<tr>
<td>2014 Grand List</td>
<td>201</td>
<td>$148,238</td>
<td>$54,598,930</td>
<td>0.27%</td>
<td>$272,995</td>
<td>$124,757</td>
</tr>
<tr>
<td>2015 Grand List</td>
<td>196</td>
<td>$161,245</td>
<td>$55,806,582</td>
<td>0.29%</td>
<td>$279,033</td>
<td>$117,788</td>
</tr>
<tr>
<td>2016 Grand List</td>
<td>200</td>
<td>$145,621</td>
<td>$55,720,247</td>
<td>0.26%</td>
<td>$278,601</td>
<td>$132,980</td>
</tr>
<tr>
<td>2017 Grand List</td>
<td>192</td>
<td>$162,810</td>
<td>$56,170,697</td>
<td>0.29%</td>
<td>$280,853</td>
<td>$118,043</td>
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<tr>
<td>2018 Grand List</td>
<td>190</td>
<td>$165,171</td>
<td>$56,772,735</td>
<td>0.29%</td>
<td>$283,864</td>
<td>$118,693</td>
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<tr>
<td>2019 Grand List</td>
<td>183</td>
<td>$149,798</td>
<td>$57,182,497</td>
<td>0.26%</td>
<td>$285,912</td>
<td>$136,114</td>
</tr>
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</table>

*At an average of $818 per person, the program could accommodate 166 more applicants before maxing out.*
<table>
<thead>
<tr>
<th>YR</th>
<th>NEW GRC</th>
<th>CCC</th>
<th>REL ASMT</th>
<th>LOT &amp; HOUSE &amp; CB</th>
<th>EX LAND</th>
<th>TOTAL</th>
<th>VET EXEMPT</th>
<th>NET ASMT</th>
<th>NET ASSM</th>
<th>MILL_RATE (freeze_asm)</th>
<th>TREN</th>
<th>CB</th>
<th>EX LAND</th>
<th>TAX GEN</th>
<th>GL YR</th>
<th>ACTUAL BILLED</th>
<th>WITH ELDERLY/CB</th>
<th>BEFORE ELDERLY/CB</th>
<th>SHOULD HAVE BEEN</th>
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<tbody>
<tr>
<td>2013</td>
<td>171150</td>
<td>-7800</td>
<td>163850</td>
<td>163100</td>
<td>750</td>
<td>163850</td>
<td>6000</td>
<td>157850</td>
<td>157100</td>
<td>31.05</td>
<td>5127.91</td>
<td>0</td>
<td>0</td>
<td>750</td>
<td>23.29</td>
<td>2013</td>
<td>4901.24</td>
<td>4901.24</td>
<td>4901.24</td>
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<tr>
<td>2014</td>
<td>176450</td>
<td>0</td>
<td>154050</td>
<td>153300</td>
<td>750</td>
<td>154050</td>
<td>6000</td>
<td>148050</td>
<td>147300</td>
<td>33.96</td>
<td>4938.95</td>
<td>13.68</td>
<td>750</td>
<td>750</td>
<td>25.02</td>
<td>2014</td>
<td>4776.28</td>
<td>4188.95</td>
<td>4538.95</td>
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<tr>
<td>2015</td>
<td>163150</td>
<td>0</td>
<td>153150</td>
<td>162400</td>
<td>750</td>
<td>163150</td>
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<td>151150</td>
<td>150400</td>
<td>34.19</td>
<td>5167.82</td>
<td>361.62</td>
<td>750</td>
<td>750</td>
<td>25.64</td>
<td>2015</td>
<td>4965.2</td>
<td>4417.82</td>
<td>5167.82</td>
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<td>2016</td>
<td>163150</td>
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<td>163150</td>
<td>162400</td>
<td>750</td>
<td>163150</td>
<td>12000</td>
<td>151150</td>
<td>150400</td>
<td>34.48</td>
<td>5211.65</td>
<td>737.89</td>
<td>750</td>
<td>750</td>
<td>25.86</td>
<td>2016</td>
<td>4238.78</td>
<td>4611.65</td>
<td>5211.65</td>
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<tr>
<td>2017</td>
<td>163150</td>
<td>0</td>
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<td>750</td>
<td>163150</td>
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<td>151150</td>
<td>144400</td>
<td>35</td>
<td>5080.25</td>
<td>1042.77</td>
<td>750</td>
<td>750</td>
<td>26.25</td>
<td>2017</td>
<td>1287.5</td>
<td>4330.25</td>
<td>5080.25</td>
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<tr>
<td>2018</td>
<td>163150</td>
<td>0</td>
<td>163150</td>
<td>162400</td>
<td>750</td>
<td>163150</td>
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<td>151150</td>
<td>144400</td>
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<td>750</td>
<td>27.04</td>
<td>2018</td>
<td>4021.86</td>
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<tr>
<td>2019</td>
<td>162800</td>
<td>0</td>
<td>162800</td>
<td>161900</td>
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<td>162800</td>
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<td>140900</td>
<td>36.05</td>
<td>5111.89</td>
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<td>0</td>
<td>900</td>
<td>32.45</td>
<td>2019</td>
<td>5086.42</td>
<td>5111.89</td>
<td>5111.89</td>
</tr>
</tbody>
</table>

| NET DIFFERENCE | 3134.78 |
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to declare equipment as surplus property within the Town.

FOR COUNCIL MEETING OF: December 8, 2020

ITEM SUMMARY: Public Safety has the attached equipment that is obsolete, no longer in working order and/or no longer safe for road travel. This particular item is a Cargo Box Tray that Public Safety can no longer use. It is proposed that we advertise the sale of the vehicles and equipment that have value in “as is” condition and if there are no offers, contact a salvage company for disposal.

FINANCIAL SUMMARY: The equipment is recommended for possible sale or to be otherwise disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property, because they have little to no value.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
  - Surplus Equipment
  - Draft Resolution
TO: Michael Rosen, Town Manager  
FROM: John C. Littell, Director of Public Safety  
DATE: September 15, 2020  
SUBJECT: Surplus Equipment for Auction

The Department wishes to declare the item listed below as surplus equipment. The Department requests permission to liquidate the item by placing it up for auction through GovDeals. GovDeals is an online auction where this type of specialized equipment has the best chance to sell for top dollar.

Quantity 1 - 90” Extendo Bed steel frame assembly with full extension lock, plywood platform, with short side rails. The carrier includes double platform with full extension drawer, 2 heavy duty insulated cooler drawers with extra drawer.

![Side 1](image1)

![Side 2](image2)

![Drawer Extended](image3)
Agenda Item #8.2

Consideration of a resolution to declare equipment as surplus property within the Town.

**DRAFT RESOLUTION**

**BE IT RESOLVED** that the following attached list of equipment is hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property.

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution modifying scope of Birch Grove Primary School Project and authorizing an appropriation of $1,869,941 for the excavation and replacement of soil and the financing of said entire appropriation by the state grants and the setting of a Public Hearing thereon for December 22, 2020.

FOR COUNCIL MEETING: December 08, 2020

ITEM SUMMARY: The State of Connecticut and Legislature recently approved special legislation to provide 100% financing for the Birch Grove Unsuitable Soils that were originally part of the Birch Grove project. This resolution will reduce the scope of the original Birch Grove project to exclude the cost of the unsuitable soil removal and replacement and provide for an appropriation be funded by 100% State School Construction grant funding. A Public Hearing will be set for December 22, 2020 for the said resolution and appropriation.

FINANCIAL SUMMARY: No impact on budget. 100% State of CT Special Legislation school construction grant funding approved.

TOWN ATTORNEY REVIEW: Mike Botelho, Attorney – Updike, Kelly & Spellacy prepared resolution.

COUNCIL ACTION DESIRED: Motion to schedule the Public Hearing for December 22, 2020.

SUPPORTING MATERIALS:
  o Grant Commitment Letter
  o Draft Resolution
December 2, 2020

Dr. Walter Willett  
Superintendent of Schools  
Tolland Public Schools  
51 Tolland Green  
Tolland, CT 06084-3099

Dear Dr. Willett:

Subject: Application and Grant Commitment for a Proposed School Building Project

You have recently submitted a school construction grant application for a **Code Violation** project at **Birch Grove Primary School**. Effective **December 2, 2020**, should **Tolland** fully comply with all statutory and regulatory school construction procedures and policies, the State of Connecticut approves a grant commitment to reimburse the Town of Tolland **100 percent** of eligible final project costs as reported at the end of this project. To the extent that Tolland’s cost projection of **$1,869,941** accurately reflects final eligible project costs, you can forecast a state grant based on 100 percent of that figure.

Public Act 20-8, September Special Session, Section 7 authorizes this project as a **Code Violation**. This project has been authorized as a code violation project only. Costs outside the scope of this authorization shall be ineligible for reimbursement.

The following identification number has been assigned and must be used on all subsequent submissions relating to this project:

**State Project No. 142-0085 CV**

**NOTE:** This grant commitment is subject to plan approval.

**This letter does not constitute approval for bid purposes.** Effective July 1, 2013, construction projects cannot go to bid until the Department of Administrative Services has approved the final plans and specifications for the projects and the district has received written notice of such approval. If the district requests state acceptance of **local plan review and approval**, the project cannot go to bid until the Department of Administrative Services has approved the local officials' certifications and you have received written notice of such approval.
Connecticut General Statute, Section 10-284(b) allows the Commissioner of Administrative Services to disapprove a project if construction has not started prior to **December 2, 2022**. Start of construction is defined in Section 10-282 (9) of the Connecticut General Statutes as “the date on which the general construction contract or the first phase thereof, purchase agreement or leasing agreement is signed by the authorized agent of the town or regional school district.”

If you have any questions, please contact Michelle Dixon at 860-713-6477 or michelle.dixon@ct.gov.

Sincerely,

[Signature]

Kosta Diamantis  
Director  
Office of School Construction Grants & Review

cc: Robert Celmer  
Peter Sztaba  
Lisa Hancock  
Antonietta DiBenedetto-Roy  
Robert Ficeto
Agenda Item #8.3

TOWN OF TOLLAND
TOWN COUNCIL

Consideration of a resolution modifying scope of Birch Grove Primary School Project and authorizing an appropriation of $1,869,941 for the excavation and replacement of soil and the financing of said entire appropriation by the state grants and the setting of a Public Hearing thereon for December 22, 2020.

MOTION that the following resolution be introduced and set down for a Public Hearing on December 22, 2020 at 7:00 p.m. via Zoom Remote Meeting:

WHEREAS, on May 7, 2019, the Town of Tolland (the “Town”), by referendum of the voters, approved a resolution entitled:

“RESOLUTION AUTHORIZING AN APPROPRIATION OF $46,000,000 FOR THE BIRCH GROVE PRIMARY SCHOOL PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED $46,000,000, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS THEREFOR” (the “School Project Resolution”); and

WHEREAS, pursuant to such School Project Resolution, the Town Council is authorized to reduce or modify the scope of the Birch Grove Primary School project (the “Birch Grove Project”), and that the entire appropriation authorized by the School Project Resolution may be spent on the Birch Grove Project as so reduced or modified;

NOW, THEREFORE, BE IT RESOLVED,

(1) That the scope of the Birch Grove Project is hereby modified to remove and exclude the excavation, removal and transport of soil not suitable or able to support structurally the school building to be constructed as part of the Birch Grove Project and the replacement of such unsuitable soil with soil fill capable of supporting the school building, and all costs related to excavation, soil purchase, exportation of unsuitable soil and importation of suitable soil (the “Soil Excavation and Replacement Project”), from the scope of the Birch Grove Project.

BE IT FURTHER RESOLVED,

(1) That the Town appropriate the sum of $1,869,941 for costs related to the Soil Excavation and Replacement Project with such changes as the Town Council may approve. The Town Council is authorized to determine the scope and particulars of the Soil Excavation and Replacement Project. The Town Council may reduce or modify the scope of the Soil Excavation
and Replacement Project, and the entire appropriation authorized hereby may be spent on the Soil Excavation and Replacement Project as so reduced or modified.

(2) That said appropriation for the Soil Excavation and Replacement Project shall be financed by grants received from the State of Connecticut.

(3) That the Town Manager is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Soil Excavation and Replacement Project.

(4) That the Town Manager and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Soil Excavation and Replacement Project consistent with the foregoing and to utilize grants received from the State of Connecticut to finance the aforesaid appropriation.
The table below illustrates all vacancies as of December 3, 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 a term from through 01/01/21</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (3), Rep (0), Unf (1)</td>
</tr>
<tr>
<td>Board of Assessment Appeals</td>
<td>ONE VACANCY: To fulfill a term through 11/03/21</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Board of Assessment Appeals - Alternate</td>
<td>TWO VACANCIES: To fulfill terms through 11/03/21</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Board of Building Appeals</td>
<td>FOUR VACANCIES: To fulfill terms through 11/03/21 and 11/08/23</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Design Advisory Board</td>
<td>ONE VACANCY: To fulfill a term through 03/14/22</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (1), Unf (2)</td>
</tr>
<tr>
<td>Inland Wetlands Commission - Alternate</td>
<td>ONE VACANCY: To fulfill a term through 11/03/21</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>TWO VACANCIES: To fulfill terms through 11/03/21 and 11/08/23</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (1), Unf (2)</td>
</tr>
<tr>
<td>Permanent Celebration Committee</td>
<td>ONE VACANCY: To fulfill a term through 11/09/22</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (3), Rep (0), Unf (3)</td>
</tr>
</tbody>
</table>
Current Board & Commission Vacancies
Agenda Item #8.4

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tolland Non-Profit Housing Corporation</td>
<td>THREE VACANCIES: To fulfill terms through 07/1/21 and 07/125 Membership currently includes Dem (3), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Tolland Water Commission</td>
<td>TWO VACANCIES: To fulfill terms through 01/31/21 and 01/31/23 Membership currently includes Dem (1), Rep (1), Unf (3) Two members need to be on the Tolland Water System.</td>
</tr>
<tr>
<td>Veterans Recognition Commission</td>
<td>ONE VACANCY: To fulfill a term through 10/31/21 Membership currently includes Dem (1), Rep (2), Unf (1)</td>
</tr>
<tr>
<td>Water Pollution Control Authority</td>
<td>TWO VACANCIES: To fulfill terms through 08/26/21 and 08/26/23 Membership currently includes Dem (0), Rep (1), Unf (2)</td>
</tr>
<tr>
<td>Water Pollution Control Authority - Alternate</td>
<td>TWO VACANCIES: To fulfill terms through 08/26/22 Membership currently includes Dem (0), Rep (1), Unf (2)</td>
</tr>
</tbody>
</table>

Appointments:

Four-Town Regional Economic Vitality Steering Group
Michael Rosen, Town Manager or Designee
Caitlin Gordon, Economic Development Commission
James Hutton, Conservation Commission

Reappointment:

Blight Review Committee
Jan Rubino, 296 Weigold Road, term 01/01/21 – 01/01/24
MINUTES
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
November 24, 2020 - 7:00 P.M.

MEMBERS PRESENT:  Tammy Nuccio, Chair; Steve Jones, Vice Chair; Lou Luba, John Reagan, Kurt Schenker

MEMBERS ABSENT:  Brenda Falusi, Cassandra Forsythe

OTHERS PRESENT:  Michael Rosen, Town Manager; Beverly Bellody, Director, Human Services

1. CALL TO ORDER:  Ms. Nuccio called the meeting to order at 7:00 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 - none

7b. REPORTS OF TOWN COUNCIL LIAISONS
   - Conservation Commission – Mr. Jones provided an update of the November 12th meeting.
   - Water Commission – Mr. Jones provided an update of the November 16th meeting.
   - WPCA – Mr. Reagan provided an update.
   - Birch Grove Building Committee – Mr. Luba provided an update.
   - Board of Education – Ms. Nuccio provided an update of the November 18th meeting.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration of a resolution for payment in lieu of taxes for the Old Post Village Elderly Complex
   Mr. Rosen provided background information on this item.
   Mr. Rosen introduced Fran Maynard, Chair of the Tolland Housing Authority and Stephany Seguro, Regional Property Manager, Elderly Housing Management Inc.

   Ms. Maynard explained that as of July 1, 2020, Elderly Housing Management Inc. took over management at Old Post Village. She introduced Ms. Seguro.

   Ms. Seguro introduced herself. She explained that an individual works at the property on Mondays, Wednesdays, and every other Friday in addition to the Resident Service Coordinator who is there a couple of afternoons a week. Ms. Seguro noted that they completed the annual budget of estimated income and expenses.

   Ms. Nuccio inquired what changes have been taking place or will take place under the new management company.
   Ms. Seguro responded that the property was previously self-managed and now there is a management company and paying the management fee impacts the budget substantially and setting aside the money that was supposed to be set aside for replacement reserves is listed in the budget. The property is governed by DOH in terms its regulatory body and in terms of how the apartments are rented and those guidelines are being followed. Previously they would recertify every other year, but the management company recommended that recertification be done annually and this was approved by the Board.
Ms. Nuccio noted that Parker and Winding River are also payment in lieu of taxes. She asked if the process is similar and if not, should they perhaps look to standardize the policy. Mr. Rosen responded that he believes it would be a good idea to look into standardizing the 3 cooperation agreements. His understanding is that the dollar amounts are the same (3% of tenant rents) but for this complex they have an agreement that the other 7% is requested to be put into capital reserves. The 7% translates to approximately $10,490.

Ms. Nuccio asked about the last increase in rent and what percentage increase it will be this time. Ms. Seguro responded that it is her understanding that a number of residents have been grandfathered, those who moved in prior to 2018. They have a base rent of either $200 or $210/month; however, they pay 30% of income or that base; whichever is greater. In 2018, there was a rent stratification where the base rent was changed to $375/month or 30% of income for all incoming residents. There is no plan, at this time, to change the base rents but they do anticipate some increase in the amount of excess collected based on the 30% of income number. Ms. Nuccio confirmed that the only change in rent will be based on if a resident’s personal income increases. Ms. Seguro confirmed that they are not proposing an increase to the base at this time and the 30% is based on regulation.

Ms. Nuccio commented that she noticed that there is an increase in salary, but she did not believe the property administrator was still in place based on Ms. Seguro’s information. An individual is there Mondays, Wednesdays, and every other Friday representing the $21,843. Ms. Seguro noted that this is correct. Ms. Nuccio noted that this is in addition to the new $18,000 for the management fee. Ms. Seguro responded that this is correct. She explained that the salary is for the work of the person who works at the property. The management fee is what is paid to the management company for overhead. Ms. Nuccio asked if there is anything the residents can expect to receive for the $18,000. Ms. Seguro responded that the residents will receive supervision of the property, expertise of running this type of housing, and years of experience. Ms. Maynard added upgrading and that Ms. Seguro is actively searching and taking advantage of grant money. There is an active engagement in seeking ways to upgrade and improve the property. Ms. Seguro noted that they are actively looking for funding for a new generator and a centralized alarm panel. They received quotes for window replacement, but it is not something they can do at this time. Tomorrow she will distribute $30 Big Y gift cards to residents. The funds came from a small grant.

Ms. Nuccio expressed concern about those who may not handle change well. She asked Ms. Maynard if there is a way to fill the gap between the residents and the new management company. Ms. Maynard responded that this is something they have been thinking about and one of Commission members is a resident at Old Post. Additionally, the Resident Services Coordinator has remained at the property.

Mr. Jones commented that the management company is actively looking for grants and this is a benefit of having professional expertise. Further, there are opportunities to keep people in the community interconnected, given COVID, as well as ensuring they can safely stay in their homes and avoid any issues with paying rent and fees. He asked if there is rental assistance in the event COVID impacts one’s income if they are still working. Ms. Seguro responded that there is no rental assistance at this property. The base rents, as low as they are when compared to area market rents, is one advantage and typically residents are on Social Security so there is not a lot of fluctuation in income. If someone is working and has a substantial change in income, a recertification can be done and adjustments to rent can be made accordingly.

Mr. Jones motioned

BE IT RESOLVED by the Tolland Town Council that it agrees to allow the Housing Authority to address current and future capital improvement needs:

1. Effective with the 2021 calendar year the Local Authority shall pay the Town in lieu of real property taxes as well as special benefit assessments and sewerage user charges should either of those apply to the site, the sum of three (3) percent of the shelter rent paid by tenants for each occupied dwelling unit.
2. The Housing Authority shall place in its established capital repair account the difference between the three (3) percent of the shelter rent paid by tenants and ten (10) percent of such rents on a calendar year basis.

3. The amount of the payment in lieu of taxes shall be reviewed by the Town Council and the Housing Authority on an annual basis in the month of September and in addition the Housing Authority shall submit at the same time a list of capital improvement projects proposed for each of the next five years.
Mr. Luba seconded the motion.
A roll call vote was taken. Motion passed unanimously.

8.2 Consideration of a resolution to approve Tolland Non-Profit Housing Corporation’s request for assignment of lease for sale of house on Rolling Meadow.
Mr. Rosen provided background information on this item and introduced Attorney John Tunila.

Attorney Tunila explained that the Town Council is the sole member of a not-for-profit corporation known as the Tolland Not-For-Profit Housing Corporation. This Corporation was organized to provide affordable housing. The Corporation owns the land at Rolling Meadow and leases that land to individuals who own their own homes on the land. Rolling Meadow was developed a number of years ago with the assistance of the State of Connecticut and a grant. The town purchased the land, subdivided it, put in the road, and was reimbursed for those costs from the state. The town then built houses and sold them but retained ownership of the land selling only the houses. This is what makes the homes affordable. The town leases the land to the homeowners under the terms of a ground lease and the homeowners pay a rental fee of $21/month. This fee has not changed since the inception of the project. Attorney Tunila explained that when a homeowner wants to sell a house, the homeowner can only sell it to a first-time homebuyer who must meet certain income limitations. The sale price is capped at a particular amount which allows the seller to get back the purchase price plus half of the appreciation with some adjustments. The homeowner at 58 Rolling Meadow has found a buyer for the home and would like to sell it. As a condition in the ground lease, the Town Council has to approve the assignment the ground lease from the sellers to the buyers and that is what they are asking the Council to do at this point.

Mr. Luba commented that he reviewed the provisions of the leasehold agreement. He confirmed that the home seller gets back what they paid plus half of any appreciation. Attorney Tunila responded that this is correct. Mr. Luba inquired about improvements on the homes. Attorney Tunila explained that improvements are added to the purchase price when computing resale.

Mr. Jones motioned,
BE IT RESOLVED that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 58 Rolling Meadow Drive to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment.
Mr. Luba seconded the motion.
A roll call vote was taken. Motion passed unanimously.

8.3 Appointments to vacancies on various municipal boards/commissions
It was noted that there are not any appointments this evening.
It was noted that Jim Gorman of the Design Advisory Board submitted a letter of resignation.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS): none

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)
Mr. Rosen provided the following updates:
- Mr. Rosen wished everyone a Happy Thanksgiving.
- His office is wrapping up the capital budget process and a memo will be submitted as part of the next Town Council packet.
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- At the second meeting in December he would like to have an agenda item specific to the Firehouse Improvement Capital Project due to its nature, scope, and proposed dollar value.
- Kim Kowalyshyn is being promoted to the position of Senior Center Director effective sometime in mid to late December.
- Library Circulation Assistant – They have been engaging in interviews for the position.
- Planning Director – They have advertised the position once again. The deadline to apply for the position is December 21, 2020.
- Mr. Rosen received notice from CCM that he has been awarded Certified Connecticut Municipal Official and Mr. Rosen will be honored at the next CCM conference.
- Four Town Economic Vitality Plan – Mr. Rosen noted that they are moving forward with this. He has been meeting with staff from Bolton, Mansfield, and Coventry. He noted that there is a staff group which includes the planners from the 3 noted towns as well as himself and a steering committee will be implemented which will guide the Four Town Plan. On the next agenda he will request to have Tolland’s appointments to the steering committee. Each town will have 3 representatives.

Mr. Jones inquired if there is an update on the progress of the fire truck acquisition. Mr. Rosen responded that at the Public Safety Department a vendor came to give a demonstration of a particular brand of truck. Mr. Rosen noted that he believes they will be going out to bid vs. having a bid waiver and they are putting together the bid documents.

11. ADOPTION OF MINUTES

11.1 November 10, 2020 Remote Regular Meeting Minutes

Mr. Jones motioned to adopt the November 10, 2020 Remote Regular Meeting Minutes as outlined in item 11.1.

Mr. Schenher seconded the motion.

Changes: none

A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

(addressed after item 13)

Mr. Jones noted the following:

- E-mails from a resident that included invitations to transit summits and an environmental-related event
- Correspondence regarding an interest in establishing an ice hockey rink in town
  - Mr. Rosen noted that he met with the Directors of the DPW and Recreation. This item will be on the agenda for Recreation at its next meeting. The proponents of the project will go to them to discuss it.

13. CHAIRPERSON’S REPORT

Ms. Nuccio commented that the Genovesi Building is going up and looking good.

Ms. Nuccio noted that as the newly elected representative-elect for the district she is meeting with all of the towns and will meet with Mr. Rosen. She encouraged the Council members to start thinking about the next legislative session and what they would like her to focus on for the town. She noted that her door is always open, and she is looking for input and feedback on what needs to be done as a town. She met with Planning & Zoning last night and will meet with the Board of Education. She is going to other towns as well and meeting with their Boards of Finance, Selectmen, Planning & Zoning Commissions, and Boards of Education.

Ms. Nuccio commented that there is an expectation that positive COVID cases will continue to rise with the upcoming winter months. The formula being used by the state is a rolling average of 14 days. The formula is as follows: number of people infected ÷ 14 ÷ 14,700 (the population of Tolland) x 100,000. She explained that if there were 21 infected people it calculates to a very small number of people. It is important that everyone stay vigilant and do what they can to protect themselves and their families during this time including wearing a mask where one is expected to, washing hands for at least 20 seconds, avoiding large indoor gatherings when possible, and doing whatever it is that makes one comfortable to be safe and to control spread in the community. Ms. Nuccio noted that she believes people are doing a good job and while the numbers going red for Tolland is a little disarming, she believes that when one actually looks at the number of people infected it is still a small number. Tolland is a small community, so it goes red quickly.
Ms. Nuccio will hold Chair Hours on December 3rd at 6:00 PM. Two Board of Education (BOE) Community Workshops to start the budget process are scheduled for November 30th and December 7th at 7:00 PM. She explained that the workshops show how the BOE is forming its budget.

Ms. Nuccio wished everyone a healthy and happy Thanksgiving.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**
   - Mr. Jones noted that he and Mr. Luba have received applications from 4 residents interested in the Mental Health Task Force. Applications are still being accepted.
   - Mr. Jones commented that in light of Rick Field stepping down from the Board of Assessment and Madhu Renduchintala stepping down due to his appointment to the BOE, they have 3 residents who have expressed interest in the Board. If all 3 were to move through, the Board would be filled.
   - Mr. Jones noted that there are many boards and commissions with which residents can be involved. He encouraged residents to visit the town website.
   - Mr. Jones noted the rising case numbers and that town staff is working diligently to ensure public services and public safety are engaging in safe and proper procedures to ensure the town is accessible to all. The library is offering curbside pickup, but one can go inside and checkout books via kiosks.
   - Mr. Jones commented that as they go through the budget season he hopes that through the tight economic conditions and uncertain times that they craft a budget that reflects the appreciation for public safety, town staff, and the education system for all of the hard work they have had to do.

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 7:54 p.m.
    Mr. Schenker seconded the motion.
    A roll call vote was taken. Motion passed unanimously.