AGENDA
TOLLAND TOWN COUNCIL
HYBRID MEETING
6TH FLOOR COUNCIL CHAMBERS OR ZOOM
SEPTEMBER 14, 2021 – 7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE
4. PROCLAMATIONS/PRESENTATIONS:
   4.1. Proclamation Request for October as Cyber Bullying Awareness Month
   4.2. Proclamation Request for Tolland Youth Football and Cheerleading
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 Consideration of a resolution to approve the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.
   8.2 Discussion on Zoom format for Executive Sessions.
   8.3 Update on Legal Timeline for a Cannabis Referendum.
   8.4 Appointments to vacancies on various municipal boards/commissions.
      8.4.a Reappointments to Cable Advisory Board
      8.4.b Appointment to Planning & Zoning Commission (Alternate)
      8.4.c Appointment to Veterans Recognition Commission (Member)
      8.4.d Appointment to Permanent Celebration Committee
9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):
   9.1 COVID Relief Fund update for the Board of Education and review of funds left from last year.
   9.2 Artificial Turf Discussion.
10. REPORT OF THE INTERIM TOWN MANAGER

11. ADOPTION OF MINUTES
   11.1 August 24, 2021 Hybrid Regular Meeting Minutes
   11.2 August 25, 2021 Hybrid Town Council/Planning & Zoning Commission Joint 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 the Zoom Meeting, either click:
https://us02web.zoom.us/j/89094672343?pwd=Y0dSRkdvV2xQYVMxdGJLRmszdWlRUT09

Or call: 1-646-876-9923 and input:
Meeting ID: 890 9467 2343
Password: 09142021

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
Proclamation

October as Cyber Bullying Awareness Month

WHEREAS, bullying is physical, verbal, sexual, or emotional harm or intimidation intentionally directed at a person or group of people; and

WHEREAS, bullying occurs in neighborhoods, public spaces, playgrounds, schools, and online through technology; and

WHEREAS, various researchers have concluded that bullying is the most common form of violence, affecting millions of Americans annually; and

WHEREAS, thousands of Connecticut children and adolescents are also affected by bullying annually; and

WHEREAS, targets of bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement or productivity, and dropping out of school and students who are repeatedly bullied often fear such activities as riding the bus, going to school, interacting online, and attending community activities; and

WHEREAS, children and others who bully are at greater risk of engaging in more serious violent behaviors; and

WHEREAS, children who witness bullying often feel less safe, helpless to stop it, and intimidated.

BE IT FURTHER RESOLVED, that Tolland schools, students, parents, recreation programs, religious institutions, businesses, government institutions and community organizations be encouraged to engage in a variety of awareness and prevention activities designed to make our communities safer for all children and adolescents.

NOW, THEREFORE, I, Tammy Nuccio, Chair of the Tolland Town Council, on behalf of the Town Council and community at large, recognize October as National Bullying Awareness Month.

Dated at Tolland, Connecticut, this 12th day of October, 2021.

__________________________________
Tammy Nuccio, Chair
Tolland Town Council
WHEREAS, Tolland Youth Football and Cheerleading has served our community’s youth through athleticism and community excellence for over 50 years; and

WHEREAS, the Tolland Town Council wishes to acknowledge the incredible achievements of the Tolland Youth Football and Cheerleading organization’s coaches, parents, supporters and their teams.

NOW, THEREFORE, I, Tammy Nuccio, Chair of the Tolland Town Council, on behalf of the Town Council and community at large, congratulate Tolland Youth Football and Cheerleading for their many years of dedicated service.

Dated at Tolland, Connecticut, this 20th day of October, 2021.

__________________________________
Tammy Nuccio, Chair
Tolland Town Council
Agenda Item #8.1

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to approve the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.

FOR COUNCIL MEETING OF: September 14, 2021

ITEM SUMMARY: As you may be aware, Strategic Government Resources was selected the top firm for the prior Town Manager recruitment in 2018-19. They have extensive experience in the field of municipal recruitment and their recruitment process was very detailed and thorough. They are able to reduce their current Recruitment Fee by $3,000 to $21,900 to complete the current 2021 Town Manager recruitment based on their general understanding of the community from the previous Town Manager recruitment, coupled with the Town willing to consider utilizing a virtual meeting format for either the initial Position Profile Interviews and/or the Candidate Triage Meeting.

FINANCIAL SUMMARY: Recruitment Fee is not-to exceed $21,900. Any added expenses including travel costs for finalists will be additional. Fee and any additional expenses are not funded in FY22 budget and will most likely be taken from Personnel Adjustment and/or Contingency accounts.

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
- Draft Resolution
Agenda Item #8.1

Consideration of a resolution to approve the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.

DRAFT RESOLUTION

BE IT RESOLVED by the Town that it hereby approves the firm of Strategic Government Resources (SGR) to conduct the Town Manager Recruitment process and authorizing the Director of Administrative Services to enter into an agreement with SGR in the absence of the Town Manager.

Approved by the Tolland Town Council on , 2021.
Agenda Item #8.2

AGENDA ITEM BACKGROUND

ITEM: Discussion on Zoom format for Executive Sessions.

FOR COUNCIL MEETING OF: September 14, 2021

ITEM SUMMARY: Discussion on Zoom format for Executive Sessions.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS:
  o Draft Resolution
Agenda Item #8.2

Discussion on Zoom format for Executive Sessions.

DRAFT RESOLUTION

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves conducting Zoom format Executive Session meetings until April 30, 2022.

Approved by the Tolland Town Council on , 2021.
ITEM: Update on Legal Timeline for a Cannabis Referendum.

FOR COUNCIL MEETING OF: September 14, 2021

ITEM SUMMARY: Regarding the Cannabis Legislation, and getting the question on the ballot:

According to PA 21-1, Sec 83 (effective July 1, 2021):

Upon petition of 10% of electors (approximately 1,000 signatures in Tolland), signed in ink and certified with affidavits filed in the Town Clerk’s Office at least 60 days before a regular election, municipalities may hold a local referendum on whether to allow 1) the recreational sale of marijuana in the municipality; or 2) the sale of marijuana in one or more of the cannabis establishment license types.

For the question to appear on this November 2nd ballot, the petition would have needed to be submitted to the Town Clerk’s Office by September 2nd. Once the petition is submitted, it would then need to put on the Council agenda, a public hearing set, a resolution passed, and the full wording of the questions submitted to SOTS by September 17th (by the Town Clerk). It is too late at this time for the public to initiate a petition. If there were to be a petition for a referendum, there is specific language to be used for the questions and the petition must use that language.

I consulted with Rick Conti, our Town Attorney and learned that the Town Council may not initiate a referendum for the purpose of the sale of cannabis, etc. The only way a referendum may be initiated is under the rules noted above. Our Charter limits what the Town Council can have a referendum for. Mainly for bonding and the sale or lease of Town property.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS:

- Email from Rick Conti regarding S.B. 1201
Hi Lisa,

FYI from Rick Conti...

Regards,
Kathy

From: Richard Conti <Rconti@dctlaw.com>
Sent: Tuesday, August 31, 2021 1:21 PM
To: Kathleen Pagan <kpagan@tolland.org>
Subject: [EXTERNAL]RE: Tolland Question

Kathy:

I found the following in S.B. 1201:

“Sec. 83. (NEW) (Effective July 1, 2021) (a) Upon the petition of not less than ten per cent of the electors of any municipality, lodged with the town clerk at least sixty days before the date of any regular election, as defined in section 9-1 of the general statutes, the selectmen of the municipality shall warn the electors of such municipality that, at such regular election, a vote shall be taken to determine: (1) Whether or not the recreational sale of marijuana shall be permitted in such municipality, or (2) whether the sale of marijuana shall be permitted in such municipality in one or more of the classes of license of cannabis establishments. The ballot label designations in a vote upon the question of cannabis establishment license shall be “Shall the sale of recreational marijuana be allowed in .... (Name of municipality)?” or “Shall the sale of cannabis under (Specified license or Licenses) be allowed in .... (Name of municipality)” or “Shall the sale of recreational marijuana be prohibited (No Licenses) in .... (Name of municipality)?” and shall be provided in accordance with the provisions of section 9-250 of the general statutes. No elector shall vote for more than one designation. Such vote shall be taken in the manner prescribed in section 9-369 of the general statutes and shall become effective on the first Monday of the month next succeeding such election and shall remain in force until a new vote is taken; provided such vote may be taken at a special election called for the purpose in conformity with the provisions of section 9-164 of the general statutes and provided at least one year shall have elapsed since the previous vote was taken. The provisions of chapter 145 of the general statutes concerning absentee voting at referenda shall apply to all votes taken upon the question of cannabis establishment license. Any class of cannabis establishments already allowed in a municipality shall not be affected by any vote.

(b) No municipality shall prohibit delivery of cannabis to a consumer, qualifying patient or caregiver when the delivery is made by a retailer, hybrid retailer, dispensary facility, delivery service, micro-cultivator or other person authorized to make such delivery pursuant to RERACA. No municipality shall prohibit the transport of cannabis to, from or through such municipality by any person licensed or registered pursuant to RERACA to transport cannabis.

(c) No municipality or local official shall condition any official action, or accept any donation in moneys or in kind, from any cannabis establishment or from an individual or corporation that has applied for a license to open or operate a cannabis establishment in such municipality. No municipality shall negotiate or enter into a local host agreement with a
cannabis establishment or a person that has applied for a license to open or operate a cannabis establishment in such municipality.

(d) For up to thirty days after the opening of a retailer or hybrid retailer, a municipality may charge such retailer or hybrid retailer for any necessary and reasonable costs incurred by the municipality for provision of public safety services in relation to such opening, including, but not limited to, public safety costs incurred to direct traffic, not to exceed fifty thousand dollars.”

I interpret this to mean that it is the exclusive way to bring the issue to a referendum vote.

Rick

Richard S. Conti
Diana, Conti & Tunila, LLP
1091 Main Street
Manchester, CT 06040
860-643-2181
rconti@dctlaw.com

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From: Kathleen Pagan [mailto:kpagan@tolland.org]
Sent: Tuesday, August 31, 2021 9:51 AM
To: Richard Conti <rconti@dctlaw.com>
Subject: Tolland Question

Good morning, Rick,

Lisa Hancock is out of the office this morning, and asked me to contact you with a question; I hope it’s a relatively easy one:

Does our Town Council have the power/authority to “order” any question on the Election ballot? (I looked through the Charter but it eluded me...)

Thanks and Regards,

Kathleen Pagan
Town Clerk
(860) 871-3631
The table below illustrates all vacancies as of September 9, 2021 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>Agriculture Commission - Alternate</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill terms through term 7/9/22</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (4), Unf (1)</td>
</tr>
<tr>
<td>Board of Assessment Appeals</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through 11/08/23</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:</td>
</tr>
<tr>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>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>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through 11/08/23</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:</td>
</tr>
<tr>
<td></td>
<td>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>
<tr>
<td>Planning and Zoning Commission - Alternate</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through 11/09/21</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (4), Unf (0)</td>
</tr>
</tbody>
</table>
### Office Board & Commission Vacancies

#### Agenda Item #8.4

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technology Advisory Board</strong></td>
<td>ONE VACANCY: To fulfill a term through 05/28/23 Membership currently includes Dem 0, Rep 3, Unf 3</td>
</tr>
<tr>
<td><strong>Tolland Mental Health and Substance Use Advisory Task Force - Alternate</strong></td>
<td>ONE VACANCY: To fulfill a life term Membership currently includes Dem 3, Rep 1, Unf 3</td>
</tr>
<tr>
<td><strong>Tolland Non-Profit Housing Corporation</strong></td>
<td>TWO VACANCIES: To fulfill terms through 07/01/25 and 07/01/26 Membership currently includes Dem 4, Rep 1, Unf 0</td>
</tr>
<tr>
<td><strong>Tolland Water Commission</strong></td>
<td>THREE VACANCIES: To fulfill terms through 01/31/23, 01/31/24 and 01/31/25 Membership currently includes Dem 0, Rep 1, Unf 3 Two members need to be on the Tolland Water System.</td>
</tr>
<tr>
<td><strong>Veteran’s Recognition Commission</strong></td>
<td>ONE VACANCY: To fulfill terms through 10/31/21 Membership currently includes Dem 1, Rep 2, Unf 1</td>
</tr>
<tr>
<td><strong>Water Pollution Control Authority</strong></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><strong>Water Pollution Control Authority - Alternate</strong></td>
<td>TWO VACANCIES: To fulfill terms through 08/26/22 Membership currently includes Dem 0, Rep 1, Unf 2</td>
</tr>
</tbody>
</table>

**Reappointments:**

**Cable Advisory Board**
Larry Perosino, 56 Midland Drive, term 9/14/21 – 6/14/23
Paul Batterson, Jr., 13 Garnet Ridge Drive, term 9/14/21 – 6/14/23

**New Appointments:**

**Planning & Zoning Commission - Alternate**
Ryan McCann, 62 Crossen Drive, term 9/24/21 – 11/9/21

**Veterans Recognition Commission - Member**
Carl Davis, 363 Gehring Road, term 9/14/21 – 10/31/21

**Permanent Celebration Committee**
Sophia Johnson, 48 Crystal Lake Road, term 9/14/21 – 11/09/22

**Resignations:**

Diana Schultz, Conservation Commission
Jason Philbin, Planning & Zoning Commission, Alternate
September 7, 2021

Kathleen Pagan
Town Clerk
Town of Tolland
21 Tolland Green
Tolland, CT 06084

Dear Ms. Pagan,

The Tolland Democratic Town Committee met on Thursday, September 2nd, 2021, and having a copy of Mr. Philbin’s resignation as Alternate on the Planning and Zoning Commission, discussed and voted unanimously to recommend Ryan McCann of 62 Crossen Drive to fill the vacancy. I hope the recommendation will be accepted and Mr. McCann will be able to seamlessly assume the position as Alternate on the Planning and Zoning Commission.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Katherine Murray

Chair, Tolland Democratic Town Committee

www.TollandDemocrats.org
Submitted on Thursday, July 29, 2021 - 12:51 pm

Submitted values are:

First Name: Carl
Last Name: Davis
Address: 363 Gehring Road
Email Address: [REDACTED]
Phone Number: [REDACTED]
Party Affiliation: Independent
Vacancy: Veterans commission
Interest and Background: I have done active duty Air Force and Connecticut Air Nation Guard for a total of 23 years retired. Been a resident of Tolland for over 20 years. I have been retired since 2009. Am a volunteer with the Tolland Fire Department. Looking to help my brothers and sisters of the military. Respect all that have served and still serving.
Resume:
Comments: Thank you for your consideration

The results of this submission may be viewed at:
https://www.tolland.org/node/76973/submission/24356
Lynn Bielawiec

From: Perne Maynard
Sent: Monday, August 23, 2021 3:10 PM
To: Lynn Bielawiec; Megan Massa
Cc: Lou Luba - Home; Bob Lincoln; Greg Forbush; Justin Karatkivcz
Subject: [EXTERNAL]Second Candidate for Veterans Commission
Attachments: Tolland Veterans Commission Carl Davis Welcome Letter.pdf

Lynn,
Saturday August 21, 2021 Bob, Greg and I met with Carl Davis and Michael Mita at our new outside the Library office. After we discussed the criteria that we are looking for to compliment a dynamic Tolland Veteran Recognition Commission. Carl Davis, who is retired National Guard, and retired in Tolland 12 years where he has been an active member of our community on the TFD. Carl was our choice. To begin our new year in September, Justin and Carl provide exactly what we are looking to accomplish. With Carl’s community exposure through the TFD, he will be a welcome veteran face in Tolland to inspire people to get involved in Tolland Veteran projects. Justin, who is active in the National Guard and is part of the Corp of Engineers, brings knowledge to the implementation and follow up on veteran projects that will be ongoing in Tolland. Yesterday I spent some time on Veteran Affairs. Enclosed is the Welcome letter for Carl that I will modify for anyone interested in working with the TVRC. I updated my Google contact list for the TVRC and what was interesting, the two other veteran applicants are willing to be involved in new projects. There are five [5] Tolland residents who have ideas and have shown interest in projects for Veterans. And we haven’t even started yet.

When Using Social Media - THINK
T - is it TRUE?
H - is it HELPFUL?
I - is it INSPIRING?
N - is it NECESSARY?
K - is it KIND?

Perne R. Maynard
Good morning,

This electronic communication serves as my request to be considered for appointment as Tolland's Central Regional Tourism District Representative and a member of Tolland's Permanent Celebration Committee. At this time, I remain domiciled in Tolland and registered to vote for our Town elections. My previous commitment which conflicted with my ability to serve has been resolved and no longer presents a concern. My interest to serve is extremely sincere and very well prepared.

While the Town acknowledged that our current representation is commendable, it is my opinion that the bar that represents our current tourism benchmark, is set too low. Through my public relations professional insight, I recognize that although our town is a formidable contender, we aren't competing well in tourism markets. This is because our positioning and marketing is sorely below current industry standards. I can assure you that if granted the opportunity to interview for this significant role, my professional background and immersion within our community will prove that I can influence a much needed boost for Tolland tourism, while adhering to the unique desires of our community—a meaningful change without altering our town's character.

In addition to this role, serving as a Permanent Celebration Committee member will greatly benefit from the networking and research opportunities, that are related to discovering ways to invigorate and engage our community and neighbors—thus improving attendance for current and future recreational activities.

I look forward to speaking with you soon.

Sincerely,

Sophia Johnson
48 Crystal Lake Rd

Sent from Samsung Galaxy smartphone.
Hello David,

Unfortunately, due to health issues, I am going to have to resign from my position on the Tolland Conservation Commission. I have appreciated all the time I spent on the commission.

Thanks,
Diana
August 12, 2021

Tolland Planning and Zoning Commission Chairperson

Tolland Town Clerk

Dear Chairperson:

Please accept this as my official resignation as the Democratic Alternate to the Tolland Planning and Zoning Commission. As you know, the commission has some important issues they will be dealing with in the near future and as I am not running again, I feel it best to allow others who are interested in running an opportunity to work with the commission to plan and take action for our community.

It has been a great pleasure to be able to sit in and participate during my time. The board overall was courteous and respectful to each other even when we disagreed and that speaks volumes to the leadership brought forth by yourself and the vice chair. This also brings me hope for our town moving forward. I look forward to seeing you at meetings from the back row, either in person or electronically, and wish you and the entire board success on the items on your agenda over the next few months.

Be Healthy and Safe!

Sincerely,

Jason Philbin
ITEM: COVID Relief Fund update for the Board of Education and review of funds left from last year.

FOR COUNCIL MEETING OF: September 14, 2021

ITEM SUMMARY: At a public hearing on January 12, 2021, Town Council approved establishing a COVID Relief Fund for the Board of Education, approval of the written agreement approved by the Board of Education and an appropriation of $283,508 from Unassigned Fund Balance to the COVID Relief Fund.

The fund was established and the Board of Education had $283,352 in expenditures from the fund for COVID related costs. The balance remaining in the fund is $156.

Attached is documentation of the BOE approving expenditures under the use of the funds that were appropriated by Town Council.

This report doesn’t include a request for additional funds for balances remaining with the BOE General Fund budget at 6/30/21. It only provides info on what was previously expended.

There may be a request forthcoming from the BOE for additional appropriations from FY 20/21 balances.

FINANCIAL SUMMARY: See above Item Summary.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Discussion.

SUPPORTING MATERIALS:

- Backup Information from May 26, 2021 Board of Education Meeting
K. BOARD ACTION
   K.1 Covid Relief Fund Request

   Mr. Renduchintala motioned to approve the funds and related fund request under section III.A.(1) of the Education Covid Relief Fund Agreement as articulated in the attachments BOE COVID Request P1 and P2 FS respectively of this agenda item, totaling $283,352.20, and accordingly seek reimbursement.
   Mr. Marie seconded the motion.
   Discussion: none
   A roll call vote was taken. Motion passed unanimously.

--
Walter Willett, Ph.D.
Superintendent
Tolland Public Schools
51 Tolland Green
Tolland, CT 06084
Phone: 860-870-6850 extension 1
Fax: 860-870-7737

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Agenda Item # H.2

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Covid Relief fund Request

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

FOR BOE MEETING: May 26, 2021

ITEM SUMMARY:

At the end of FY20 the Tolland Board of Education opted to roll $283,508 into the Town General Fund as the Town and BOE were working on the creation of an Education COVID Relief Fund for Tolland. An agreement was proposed in December of 2020 and established in the new year.

Provision III.A(1) stipulates that before submitting for reimbursement from the fund, the Superintendent shall present the proposed requested funds first to the Board of Education.

FINANCIAL SUMMARY:

COVID items presented are in two documents, BOE COVID Request P1 and BOE COVID Request P2 FS, both are attached. These documents provide the information in accordance with III.A.(1) of the Education COVID Relief Fund agreement. Together these total $283,352.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed Motion: Motion to approve the funds and related fund request under section III.A.(1) of the Education Covid Relief Fund Agreement as articulated in the attachments BOE COVID Request P1 and P2 FS respectively of this agenda item, totaling $283,352.20, and accordingly seek reimbursement.

SUPPORTING MATERIALS ATTACHED:

BOE COVID Request P1, BOE COVID Request P2 FS
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh point Connecticut Foods</td>
<td>Grapes Melons Pineapple Peppers, Apples</td>
<td>$265.02</td>
</tr>
<tr>
<td></td>
<td>Bananna's Cut Carrots, Grapes</td>
<td>$418.02</td>
</tr>
<tr>
<td>Calise Bakery</td>
<td>Whole Grain Breads</td>
<td>$410.09</td>
</tr>
<tr>
<td>HPC Food Service</td>
<td>Yogurts, popcorn Chicken</td>
<td>$771.49</td>
</tr>
<tr>
<td></td>
<td>Snack chips Frozen OJ</td>
<td></td>
</tr>
<tr>
<td>Mansfield Paper</td>
<td>Servin Gloves, Film roll, trays, hair nets</td>
<td>$1,511.50</td>
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Agenda Item #9.2

AGENDA ITEM BACKGROUND

ITEM: Artificial Turf Discussion.

FOR COUNCIL MEETING OF: September 14, 2021

ITEM SUMMARY: Discussion of the Artificial Turf Replacement Capital Project. Please refer to attached materials for more detail.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion purposes.

SUPPORTING MATERIALS:

- Artificial Turf Historical Information and Cost Benefit Analysis for Replacement
- Original Artificial Turf Field Agreement between Town and BOE
- Proposed Field and Grounds agreement approved by BOE
- Athletic Field Warranty & Operations & Maintenance Manual
- Astro Turf – Field Condition Report
- Engineering construction estimate for natural grass conversion
Artificial Turf Historical Information and Cost Benefit Analysis for Replacement

Historical Cost and Funding:

In 2012-13, Town Council approved the Artificial Turf Project for the Tolland High School Field. The total cost of the project was $1,038,340. This cost included funding for field lights as well. The project was funded with a State STEAP Grant for $500,000, a State DEEP grant for $200,000, Bond issuance of $300,000 and Municipal funds of $38,340. A special Athletic Turf fund was established to account for field rental fees and other contributions. These revenues were to be used for the field expenses, repairs, maintenance and replacement. Any difference in Athletic organizations contributions and the debt due has been charged off to the Athletic Turf Special Fund to the extent of any funds available. 50% of any excess revenue after expenditures were to be accounted for in a separate account for the Board of Education to be used at their discretion for Athletic programs and 50% was to be used for Town Recreation programs. There were never sufficient excess revenues for these set asides.

Our Youth Sport Athletic organizations have been making annual contributions to the Town to offset the cost of the debt. It is my understanding that the Tolland Athletic Association had agreed to do annual fund raising events (i.e., golf tournament) to offset the difference between the Youth Sport Organizations and the debt due. The Youth Sport organizations pay $5,000 each per year ($15,000). The Town has collected $89,000 from these organizations starting from FY 2014/15 through March, 2021. The Town Manager (Michael Rosen) approved some COVID relief from the payments from the organizations in 2021 since they could not use the field nor do much fund raising. Their fees were reduced to $3,000 each. All the Youth Sport organizations made their payments. If they had not, then they would not have been allowed to have use of the field. There is some confusion regarding the responsibility of the commitment from the Tolland Athletic Association regarding the payment for the differential. They have stated that they never made such a commitment to guarantee any funds. There are no consequences for the Tolland Athletic Association for non-payment. At this point if they were to have paid what we thought that their share would be, the amount owed would be approximately $105,000. Rental fees and fund raising by our Recreation Dept. for the use of the Turf collected from other entities totaled $42,553 from FY 2014/15 through FY 2021. These fees were used towards field use expenses (portable toilets, part-time help, electricity, etc.) and the balance to offset debt payments.

Field rentals were limited due to the availability for use outside of the committed Board of Education and Youth Sports programs. The School and Youth Programs monopolized the majority of the prime time use. Any open availability was marketed to outside groups for rental. During the years 2020 and 2021, COVID restrictions impacted the ability to use the fields and for rentals. For the most part, the field is not usable during the winter. If it is a mild winter, then it could be used. In the past, the Town has rented the field to UCONN lacrosse during the winter months. UCONN now has their own field for their team. There was also a semi-professional football team that used it in the winter. The team no longer exists. If there were any snow coverage on the field, any playtime would have to wait until it is melted. Use of the field in the winter months must be used with caution. Clearing snow can be tricky and can cause damage to the field and could void the warranty.
Maintenance and Use Agreement between Town and Board of Education:

On June 26, 2013, the Town and Board of Education entered into an agreement for the use and maintenance of the field. The agreement was to renew in 5 year terms. Attached you will find a copy of that original agreement. In June 2021, the Board of Education voted on a renewal of the Fields and Grounds Maintenance agreement which covers all Board of Education grounds. It includes the Artificial Turf field within that agreement. Within this agreement the Town would have full responsibility for the maintenance of the Artificial Turf with the exception of a one-time spring maintenance by the Board of Education. The Town has historically had the responsibility to schedule, maintain and oversee the operation of the field. The Town creates a master schedule with time allowances for the Board of Education pursuant to the original agreement. The Town Recreation Department markets the use of the field when it is not being used by the Board of Education. The Board of Education currently is responsible for maintenance and associated costs during their period of use including the cost for Public Safety personnel during major events that they sponsor. Both the original and the all-encompassing field and grounds agreements are attached for more detail.

Warranty:

The field came with an 8 year warranty. There are specific maintenance requirements in order for the warranty to remain valid. These requirements have been followed by our Public Works and School personnel. There has been one warranty claim in the 2018 year. It was for turf separating from the base along the track. This issue was rectified under the warranty.

Reported Injuries:

Since the majority of the usage is by private groups, if there were any injuries, they were not reported to the Town. The Superintendent is not aware of any major injuries except for most recently there was a wrist injury.

Current Field Condition:

The Town had two different companies do an examination of the field in 2020. Each of them both stated that the field had about a two year life remaining at that time. Since the pandemic slowed the use of the field, this time can be extended a little. Attached is a report from Astro Turf that provides detailed ware information. Fibers are beginning to breakdown and matt due to use and age. Several seams are showing on the sidelines and several other seams are loose. Some pictures have been attached. High use reflects ware in several areas.
**Replace Artificial Turf or Remove and Replace with a Grass Field?**

**Artificial Turf:**

Our current Capital Improvement Plan includes the replacement of the Artificial Turf field in FY2023-24. The cost estimate that was provided to us is $825,000. The synthetic turf can cost up to $10,000 per year for maintenance, although it is typically less during the first 8 years while under warranty. Currently the turf is professionally sanitized each year, annual testing/inspection is done and we purchased a special tractor/equipment after we installed the turf. This tractor has a brush attachment that includes a magnet. It fluffs the field and picks up any metal objects.

**Remove and Replace with a Grass Field:**

I requested our Engineer to draft an estimated cost to replace the synthetic turf with a grass field. The estimated cost to do that replacement would be $715,283 which includes design fees. I have attached a copy of the construction estimate for $670,283 and design fees would be $45,000. Maintenance costs for natural grass adds up to roughly $40,000 per year between mowing, fertilizing, aerating, watering, over seeding, paint lining, etc. This would also require more personnel hours to accomplish. It would add a significant amount of extra work each week for the maintenance and preparation of the field for games.

**Commentary:**

Artificial turf is a more desirable playing surface than a “real grass” field. There are many issues with a grass field that do not occur with an artificial turf:

1. The grass field will require a free draining base under the loam so it can dry quickly. If it doesn’t dry quickly, playing time will be lost due to a soggy field surface.
2. The field will need to be irrigated to maintain the health of the grass, to not develop weeds and also not to burn out if there is a drought.
3. The grass would have to be mowed and repainted weekly. The artificial turf field does not require this.
4. The High School uses the field for football, soccer, lacrosse, (both men’s and women’s). With all this play time, the grass will wear out very quickly in areas such as the goal mouth, the penalty kick area, the face off spot for soccer and lacrosse. All of these issues can only be addressed with no playing on the field for a period of six weeks if new sod is put down or a few months for grass to germinate. This makes the field unavailable and then an alternate site would be required to provide a similar playing surface for different sporting activities. The cost to replace sod would add to the annual cost. We do not have that estimated cost at this time.
5. Line painting can be a challenge. For instance, soccer uses white lines, lacrosse and football use different colors. Different paints would need to be purchased and done frequently. The artificial turf has the colors included within the field.
6. The artificial turf would not require fertilization or other similar maintenance.
7. The artificial turf would allow for more play time and less relocation costs.

There certainly is a cost benefit to each approach. Partially financial, partially the impact on the citizens using the field. Changing the field may be a community concern and might be best to obtain input from the community as well. But that is certainly up to the Town Council to decide. If the artificial turf is chosen as the preferred approach, I would highly recommend that funds be set aside each year for a future replacement. This could be any remaining funds after expenses paid from rental fees, fund raising and capital contributions.
ARTIFICIAL TURF FIELD AGREEMENT

Agreement between the Town of Tolland, (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board") made and entered into as of this __________ day of __________, 2013.

Whereas the Town has applied for and received $700,000 in State funding for the construction of lights and artificial turf at the high school stadium field (herein after called the “project”); and

Whereas certain sports clubs have pledged up to an additional $300,000 to finance the project if needed and to pay the Town back for all costs both principal and interest associated with the borrowing of said funds; and

Whereas the construction of the project is scheduled to commence in the spring of 2013 and be complete by the fall of 2013; and

Whereas the design, bidding, awarding of construction contracts, and oversight of the project will be the responsibility of the Town working with a Building Committee appointed by the Town’s Town Council; and

Whereas upon completion of the project the Town will assume responsibility for scheduling, maintaining and overseeing the operation of the field as set forth in this agreement through its Recreation Director reporting to a subcommittee of the Parks and Recreation Advisory Board which shall be appointed by the Town Council for the sole purpose of overseeing the use, maintenance, expenditures and revenues of the operation;

Now therefore, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

1. This agreement shall be for a five year period effective upon completion of the project and may be renewed for successive five year terms at the mutual agreement of the Town and Board thereafter.

2. The Town agrees that it shall perform the following functions:
   a. Create a master schedule for the use of the field for athletic purposes which shall not interfere with the daily operations of the school (1.) Between the hours of 7:00 a.m. to 2:30 p.m. during the academic school year, (2.) During the hours of 2:30 p.m. to 6:30 p.m. in the fall and spring seasons for the days Monday through Friday, and (3.) During the hours of 8:00 a.m. to noon on Saturdays. Provisions will also be made for evening school athletic
events. The District Athletic Director will provide the town's designated representative a schedule of fall season events by May 1 and of spring season events by February 1.

b. Should the Board need additional use of the field for games or in limited cases practices due to inclement weather, then such needs shall be communicated to the Town with at least 24, if possible, hours notice. The Town shall not unreasonably deny such request but will have to take into consideration prior commitments made for use of the field.

c. The Town shall create and implement a fee schedule for use of the field and lights by outside groups.

d. The Town shall market the use of the field for all hours not used by the Board as well as explore opportunities for revenue from sale of advertising space around and within the field in accordance with the Board Policy and Administrative Regulation 3080.

e. The Town shall be responsible for ensuring the maintenance of the field, the emptying of field trash barrels and recycling bins, and for picking up debris within the field stadium provided that the Board shall be responsible for said functions on a daily basis while they have use of the field including time used for practice and games.

f. The Town shall maintain a budget for the field which shall include expenses for such things as part-time help to oversee the use of the field, maintenance costs, administrative overhead, portable toilets, electricity, etc. during times not used by the Board. The Board shall be responsible for such cost during the time of its use. The Town shall also track revenues and use such to pay for the items mentioned herein as well as provide for a sinking fund for future replacement and repair of the facility and to provide fifty percent (50%) of revenue less expenses including sinking fund payments to a dedicated account within the Board budget which will be used at the discretion of the board for athletic related expenditures and fifty percent (50%) to offset the cost of Recreation programs for the Town.

g. The Town and Board SHALL share goals, nets, and benches used within the stadium field.

h. The Town and Board shall be responsible for the setup of their own goals, nets and benches.

i. The Town may in its sole discretion contract out for the management of the field but will give the Board prior notice and the right to comment on the arrangement contemplated.

3. The Board agrees to the following:

   a. It shall be responsible for ensuring that field trash barrels are emptied on a daily basis after use by the Board and that any debris in the area is picked up after use.

   b. It shall be responsible for paying its share of the cost of electricity for the use of lights during the periods of time they have use of the field.
c. It shall be responsible for any additional costs associated with major events which they sponsor including but not limited to public safety costs.

d. It shall notify the Town immediately upon notice of any concerns with the use of the field or lights.

e. It shall notify the Town with as much advanced notice as possible of any events at the high school that would impact parking for use of the field by outside groups.

f. Board staff shall be required to attend training on proper care and maintenance of artificial turf surfaces.

4. During the fall and spring seasons the Town and Board through their respective Recreation Director and Athletic Director shall communicate weekly to update each other on team schedules and clarify any use or maintenance issues.

5. An annual meeting shall be held on or before June 1st of each year to review progress, requirements of the field use, estimated costs and revenues to date and contractual provisions contained therein. Participants will be invited to attend from the youth sports groups, Board, Town, as well as the Chairpersons of the Town Council and Board, Chairperson of the Parks and Recreation Advisory Board, and the subcommittee of the Recreation Board appointed to oversee the operation. If as a result of this meeting, it is deemed desirable by the Chairpersons of the Board and Town Council to review any provisions of this agreement, such recommendations to review terms shall be brought to their respective Board and Council for consideration.

And it is mutually understood and agreed that this agreement shall be binding upon the parties hereto and upon their respective successors.

Signed in Tolland, Connecticut on this 26th day of June, 2013.
FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement made and entered into as of this ___ day of June, 2021, by and between the Town of Tolland (hereinafter called the “Town”) and the Town of Tolland Board of Education (hereinafter called the “Board”).

WHEREAS, the Board desires to enter into a contract with the Town for the maintenance of playfields and certain school grounds; and

WHEREAS, the Town desires to provide the Board with these services; and

WHEREAS, it is the desire of the Town and Board to have services performed without financial profit to either party and that the cost to the Board be at a minimum consistent with efficient administration of the services by the Town; and

WHEREAS, accurate and segregated cost figures are not available for such services, the Town and Board have agreed to continue the past practice of accounting for said services.

NOW THEREFORE, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2021 and shall remain in effect until June 30, 2024 unless sooner terminated by mutual written agreement between the Town and the Board or sooner requested in writing to be reopened by either party.

2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, weed-wacking/line trimming, top dressing, lining, edging, seeding, fertilizing, soil sampling, maintaining artificial turf field, long jump, shot put, and oval track areas (as needed according to industry standards), and related maintenance in those areas identified in Appendix I.

3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15th of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.

4. The Board of Education will give the Town, at least a year’s advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields. There is no guarantee that the Town will be able to accommodate the additional programs or facilities without additional staff or other budget resources.
5. An annual meeting held on or before June 1st of each year will be convened by the Town to review progress and requirements of all community fields. Participants will be selected by the Town Manager and Board of Education Superintendent to join with representatives of the Town and Board of Education staff.

6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council, the Town Manager and Superintendent of Schools will be the final arbitrators.

7. The Board agrees to enter any work requests for approval through the Town’s Public Works Service Request system by emailing to publicworkstolct@tolland.org.

8. This Agreement shall be administered by the Town Manager.

FIELD AND LAWN AREA ISSUES:

9. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town for the fall by June 1st and spring schedule by February 1st for inclusion in a town-wide master schedule by the Town’s Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.

10. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.

11. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.

12. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Towns’ Director of Recreation in concert with the Board’s Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.

13. The Public Works Supervisor and the High School Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which cannot be resolved between the Public Works Supervisor and the Athletic Director, the matter will be addressed by the Public Works Director, and then by the Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.

14. The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1st as provided for in the adopted Board budget. Prior to November 1st of each year, the Town will submit budget items with associated dollar amounts for field maintenance to the Board’s Facilities Director to be included in the projected Board’s budget for the following fiscal year. The Board will
include in their own budget the one-time spring (usually April) disinfecting/grooming of
the Tolland High School artificial turf field starting the 2022-2023 budget cycle.

15. The schools will provide a minimum four hour period each day when Town personnel
and equipment may perform the necessary work and freely enter and exit the work area
without restriction which includes mowing/overseeding, top dressing ball fields etc. The
Town reserves the right to restrict access to fields when major repairs are needed. Prior
notice will be given.

16. When other than normal maintenance is planned for the high school fields, the Athletic
Director will be involved in the planning and discussions.

17. Every effort should be made to keep students, coaches, spectators, and other personnel
from parking their motor vehicles on the grass areas.

18. The Town will line all fields once a week for games. Minor touch up marking prior to a
weekend game shall be the responsibility of the Board of Education. Baseball/Softball
fields will be lined, dragged, and scarified the day of a game on weekdays, weather
depending.

19. The Tolland High School turf field painting (red) is to be budgeted and scheduled by the
Board of Education.

20. The purchase, maintenance, and upkeep of field accessory items such as bats, balls,
scoreboards, benches, batting cages, fencing and goals on fields related to school
activities are the responsibility of the Board of Education. This also includes filling,
monitoring, and draining the new heat stroke tank. The light pole and light fixtures, out
of bounds markers/foul poles at Tolland Middle School and Tolland High School fields
are also the responsibility of the Board of Education.

21. Major capital improvement requirements for field reconstruction will be identified in the
respective Capital Improvement Program of each party evaluated along with other Town
priorities. The Board shall put track resurfacing in their Capital Budget request at least
once every ten years. The Board of Education and Town of Tolland will work
collaboratively to come up with a funding method for the turf field replacement.

22. The cost for operating the irrigation system at the Tolland High School will be in the
Board of Education Budget. The Boards Facilities Manager shall do any operation
adjustments.

23. Normal grass clippings will be left on the field. The Town will make every effort to
eliminate large windrows that would damage the grass. The Town will also make all
attempts to remove any grass clippings accumulating on the oval tracks at the Middle
School and High School.

24. The Town will not assist in the put-out/setup of soccer goals. The individual teams will
be responsible for the put-up and take-down of nets and benches. The Town will not
move goals from field to field or school to school. Large tires used for drills and
workouts must be removed from playing field for mowing and painting fields, the Town
will not move.
25. The Board of Education shall arrange to have the area around all bases, pitcher’s mound and catcher’s area lightly raked to ensure optimum playing conditions.

26. The fields will be watered by the Board when they become dry as long as there is a source of water available. Under no circumstances should potable, Tolland Water Fund or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Town Manager/Superintendent of Schools, or his/her designee.

27. The Town will paint the lines on the shot/disc slab and javelin approach at Tolland High School. The Town will also conduct minor repairs to the artificial surfaces to the High School and Middle School track and the long jump and shot-put box at Tolland High School, as necessary. Major repairs will fall under the Capital Improvement Program for both parties.

28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they do not interfere with field grooming or mowing by the Town.

29. All mulched islands shall be maintained by the Board. This includes mulching, pruning, trimming of trees.

30. The Board is responsible for the access gate for the two new handicap parking spots at the Tolland High School near the softball field.

**TRASH/RUBBISH ISSUES:**

31. School personnel shall be responsible for emptying field barrels at the high school within the turf field areas. The Town will be responsible for removing the trash on the lower level baseball, softball and soccer field areas. The Town shall be responsible for emptying the field barrels at all other school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag. Cleaning bleachers and garbage pickup and removal will be the responsibility of the Board for Board sponsored events including weekend events.

**BOARD OF EDUCATION RESPONSIBILITIES AS IDENTIFIED IN APPENDIX I:**

32. The Board of Education shall engage a contractor or use school personnel to perform the tasks identified in Appendix I.

**BOARD OF EDUCATION AND TOWN OF TOLLAND RESPONSIBILITIES AS IDENTIFIED IN APPENDIX II:**

33. The outline of duties and responsibilities related to the weeding and trimming of school grounds is identified in Appendix II.

And it is mutually understood and agreed that, this agreement shall be binding upon the parties hereto and upon their respective successors.
SIGNED in Tolland, Connecticut on this _________ day of June ___, 2021.

By: _______________  By: __________________
    Michael Rosen    Walter Willett, PhD
    ____________    Superintendent of Schools
    Lisa Hancock
    Interim Town Manager
APPENDIX I

The Town will be responsible for cutting the grass at all schools with the following areas being excluded:

**Tolland Intermediate School**

1. The southeast corner by the rear parking lot and Old Post Road, i.e., lawn between rear parking lot and custodial lot/delivery area and long island separating the bus lane from the parent drop of parking lot in the front of the school.

2. Lawn adjacent to school in rear of building inside parking area.

3. Pine grove to north of rear parking lot adjacent to music and computer classrooms.

4. The front lawn inside the pavement (down to Old Post Road).

5. The large island along Old Post Road and west of incoming front driveway.

6. Lawn on north and east sides of school inside the sidewalk including the area just outside the garden area between the senior housing project (old Parker school) and to fence (property boundary).

**Tolland Middle School**

1. Traffic islands.

2. Twenty-four-inch border around school.

3. Lawn area in front of school between school and sidewalk excluding large lawn areas next to the auditorium, band room, grassy hill between front patio and main entrance stairs and behind new art wing.

4. Lawn area directly in front of auditorium main entrance between sidewalks.

**Birch Grove Primary School**

1. The narrow island in front of the main entrance extending from the handicapped parking areas to the shed.

2. The narrow grass area along the fence and adjacent to Rhodes Road from the emergency access gate to the emergency access road to Cross Farms.

**Tolland High School**

1. Traffic islands.

2. Three-foot border surrounding building.

3. The Town will be responsible for maintaining the artificial turf field with the exception of the one-time annual spring maintenance starting in 2021-2022. Expenses related to maintenance should first be paid from any revenue generated from the rental of the facility or the sale of advertising signs.
APPENDIX II

The Town of Tolland and the Tolland Board of Education shall be responsible for the weeding and trimming of their designated areas as outlined in the maps of the four schools. The Board of Education shall be responsible for all the areas outlined and enclosed in red. The Town of Tolland shall be responsible for all areas enclosed and outlined in yellow/orange. At a minimum, both parties agree to trim such areas from April 15th thru October 15th on every other week basis. On average this would result in trimming these designated areas (12) times per calendar year.
Athletic Field Warranty &
Operations & Maintenance (O & M)
Manual For:

Tolland High School
Tolland, CT
**ProGrass On-Line Warranty**

ProGrass has implemented an on-line Warranty page available through our webpage [www.prograsssturf.com](http://www.prograsssturf.com) or directly at [https://warranty.prograsssturf.com](https://warranty.prograsssturf.com). This will help you keep track of the length of your warranty, field maintenance, and give you the opportunity to request a repair. This service will streamline the request process. As always, repair requests can be made directly by calling the ProGrass office at:

412-434-6003 or Toll-Free at 866-270-6003

Please complete the necessary information below so that ProGrass can implement your warranty on-line as soon as possible.

**Organization / School / Company:** Town of Tolland

**Contact Name:** Steve Werbner, Town of Tolland, 21 Tolland Green, Tolland, CT 06029

**Email:** swerbner@tolland.org

**Maintenance is necessary to keep your new synthetic turf system in great condition. Would you like to request information on the Rhino Maintenance Program?**

![YES]

**NO**

Please e-mail jlones@prograsssturf.com, fax or mail the completed form to begin the on-line warranty process.

Once we have obtained the necessary information you will receive an e-mail with your log-in and password information.

Thank you,

Robert Thomas
President
ProGrass, LLC

**ProGrass LLC**
960 Penn Avenue, 8th Floor • Pittsburgh, PA 15222 • 412.434.6003 • Toll-Free 866.270.6003 • Fax 412.391.2270
[www.prograsssturf.com](http://www.prograsssturf.com)
ProGrass
Maintenance Manual For all Rubber and Sand & Rubber Infill Athletic Fields

Your ProGrass surface is made up of a specially manufactured synthetic grass with a formulated infill of ground rubber or when specified, silica sand is added to create a homogeneous infield mixture.

The synthetic grass is made up of a high quality formula of polyethylene fibers that have been UV stabilized against the damaging effects of the sun’s rays. These fibers act jointly with the infill to form a very safe, comfortable, and long lasting sports surface.

Your ProGrass field will maintain optimum performance if the maintenance procedures outlined in this manual are followed, and the superior playing capabilities of your ProGrass field will be maintained well past the 8-year warranty period.

Maintenance Information

For your ProGrass surface to wear properly, a minimum amount of care and regular maintenance is required. Here are the various categories of concern:

I. Break-In Period
II. Sweeping and Removal of Debris
III. Grooming the Field
IV. Cleaning the Surface
V. Snow Removal

I. Break-In Period

1. The ProGrass field will take a few weeks to break-in. This means that some fibers will bend over slightly which will help trap the infill in place. This is favorable, and will minimize infill fly out.
2. A certain amount settling of the infill will also take place. This means that the infill will become slightly firmer underfoot and the field is broke in.
3. The infill will also be flushed clean from rainfall. This will improve the evacuation of water from the surface over time.

II. Sweeping and Removal of Debris

1. Sweep as necessary using a tow behind lawn sweeper as an attachment. Sweep only the areas of the field that require debris to be removed. The
sweeper will pick up most debris; for example, candy, wrappers, paper scraps, leaves, and loose fiber.

2. Hand removal may be required for other debris, such as, tape, gum, string, stones, and larger items.

3. The sweeper on this unit is adjustable (see manufacturer’s instructions). Adjust the broom so that it makes minimum contact with the turf. If it is lowered too much, it will remove excessive amounts of infill, and the broom will not rotate properly.

*Note: It is normal for a small quantity of infill to be swept up with the debris.*

III. **Grooming the Field with the Greens Groomer attachment.**

1. Grooming the field in both directions, alternating directions each time, is good if only done occasionally. Even though the brush unit has relatively soft bristles, it is not necessary to groom your ProGrass surface often. We recommend grooming every 4 to 12 weeks, or less often depending upon the amount of play the field receives.

2. Occasional brush grooming of the surface is important to redistribute the infill on your ProGrass surface. With the groomer in position on the field raise the large transport wheels up until good but light contact is made by the brooms on the turf fibers.

3. **For sand/rubber infill fields** “Deep” grooming is essential to re-distribute the infill and maintain your warranty. “Deep” grooming must be done every six months or twice per year for the first two years following installation. You must maintain a log showing the date of the “deep” grooming and submit a copy of this log to ProGrass LLC 960 Penn Avenue 8th Floor, Pittsburgh, PA 15222 in order to keep your warranty in effect.

4. **Adjusting the height of the brush/rake groomer attachment for sand and rubber installations only.** With the groomer in position on the field raise the large transport wheels up until the tines of the rake enter into the turf (usually ½”) so that the sand and rubber infill is thoroughly agitated as you groom the field.

5. Please note use the groomer only when the field is dry if the fibers are wet infill will stick to them causing an unsightly condition.

*Note: NEVER operate the groomer in reverse when the attachment is in contact with the turf. This equipment is designed to operate in forward direction ONLY!*

IV. **Cleaning the Surface**

1. Various debris can fall on your ProGrass surface that can temporarily stain it. It is very hard to have a permanent stain occur on the fibers. The remedy to such temporary stains is to use a mild detergent and flush with clean water. Adequately soak the affected area, and either sponge off and use a rag or soft
brush and scrub gently. Most stains will disappear using this method, but dry-cleaning solvents can also be used. Freon spray can be used to remove chewing gum spots.

2. Removal of vomit, blood, or other body fluids can be accomplished with germicidal spray and wipe. We recommend using Instant Wipe and Clean by Pioneer.

3. Make sure that you thoroughly rinse away any cleaning agents with clean water avoid playing on slippery areas that could cause injury.

V. Snow Removal

1. The most safe and effective method is the use of plastic snow shovels to uncover the lines of play. Never dig in to the turf with anything.

2. Plows can be used with extreme care but must be equipped with a rubber squeegee blade fixed to the bottom of the metal blade. At no time should the metal blade directly contact the synthetic turf.

3. If using a snowplow adjust the blade mechanism so that a very light contact is made with synthetic surface.

4. Plowing should be done from the center out. Plowing up to 6 inches deep is relatively effective. Never use a tractor with chains

5. Removal of snow at temperatures above freezing will leave temporary tire marks, and it will cause some of the rubber granules to cling to the snow. If a substantial amount of rubber is removed, it would have to be replaced properly.

6. When plowing in frozen conditions, special attention must be made to determine if the snow / ice is frozen to the turf. Any attempt to remove snow that is stuck to the turf could result in serious damage to the field.

7. A snow blower can be used but direct contact with turf by the tines or paddles of the snow blower must be avoided.

*To summarize the snow removal process, care should be taken as it would for any artificial surface. Different methods may be used, and Pro Grass LLC would be pleased to discuss the various methods you may have prior to your attempts at snow removal. Revised 1/08 TR

Pro Grass LLC, 960 Penn Avenue, 8th Floor, Pittsburgh, PA 15222
Phone: (412) 434-6003, 860-270-6003, Fax: (412) 391-2270
Partial Rules and Regulations:

• No smoking, fireworks, or open flames
• No Chewing Gum
• No Chewing Tobacco
• No Sunflower Seeds
• No Spitting
• No Glass Bottles or Sharp Objects
• No Beverages other than water (if something spills on the field, do not attempt to clean it up - contact an school employee to report a spill)
• No Pets or Farm animals Allowed
• No Bikes, Skateboards, Scooters, Roller Blades or Other Wheeled Vehicles
• No Golfing
• No Climbing or Hanging From Goal Posts or Field Equipment
• No Spikes or Metal Cleats on the Synthetic Field (Rubber Molded Cleats or Sneakers Only
• 1/4" or Shorter Track Spikes Only On the Rubber Track
• Freestanding Markers & Field Equipment Only (No Driving Stakes)
• Please Use Trash Receptacles
• No long term static load of more than 3 PSI
• No High Pressure Sprayers
**Date:** September 9, 2020

**Project Name:** Tolland High School

**Project Location:** 1 Eagle Hill Road Tolland, CT 06084

**Install Year:** 2012

**Turf Type:** ProGrass SF (XPE)

**Infill:** SBR and Sand

**Comments:**
Several seams showing along the sidelines
Infill level for a 2.0 pile height is slightly low as shown on infill chart. (1.5 is normal infill depth). High use area’s Men’s and Woman’s Lacrosse goals, midfield, and soccer goals lowest areas. These areas also show additional ware.
Bench areas for soccer and Football show additional ware.
Overspray from red line painting has left a tint on several white numbers.
Overall fibers are beginning to breakdown and matt due to use and age
Several seams are loose as seen in pictures attached. With closer inspection there could be several more
Several undulations in the turf due to slight settling of the base
Lines have been installed by shaving the green turf down to the backing and then inserting the white on top. This causes a slight bump in the turf. This shaving procedure is not used anymore.
Overall, the field needs maintenance. Several seams need to be repaired. We do offer a maintenance package that includes a disinfectant procedure. Replacement of the field should be strongly considered within 2 years.
## Tolland HS

### Synthetic Turf to Natural Grass Conversion

**Concept Estimate**  
8/27/2021

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### Assumptions

1. There are no existing utilities under the field that will require relocation.
2. New synthetic turf will be a dual fiber type turf.
3. Existing subsoils do not require any overexcavation or chemical stabilization.
4. These costs are based on 2021 conditions and are subject to annual escalation.
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)*

   Walter Glomb, Chair, Commission on People with Disabilities, commented that the Commission endorses the idea of a working group to explore accessibility of the Town Green sidewalks. They would like to solicit expert testimony in a panel format to educate the Commission on the options. He believes there is a lot of technology available to make this happen and before they dive into debate on what should/should not be done, they should all be educated on the options, what is possible, and the costs.

6. **PUBLIC HEARING ITEMS:**

   **6.1 Consideration of a resolution to amend Chapter 47A of the Town Code, Ordinance Number 77 – Veterans Recognition Commission.**

   Ms. Hancock provided background information as well as a review of the proposed changes: increasing the number of Commission members from 5 to 7; including other armed force members; extending membership to families of Tolland veterans.

   Veterans Recognition Commission (VRC) Chair Perne Maynard was in attendance. He reviewed the minutes of the last meeting and noted that the Commission has had 4 applicants for the 2 vacant seats. The Commission was seeking someone with engineering or construction capabilities to follow up on the design and implementation of the current project as well as someone known in the community to whom people could relate. One of the applicants was Justin Karatkivcz, National Reserve Army, on duty, and he will fill the role with expertise in engineering and construction. The Commission is currently working on beautifying the monument and will be working with Claudette Morehouse and others who address and maintain many Adopt-A-Spots in town. Mr. Maynard noted that he spoke with Mr. Lappen who will work with the Commission as well.

   Mr. Maynard explained that they are trying to make the Commission more responsive to what is going on in town. The events of the past couple of weeks have been very upsetting to the veterans and it is up to the Commission to be there for veterans when they return. He noted that Tolland Firefighter Carl Davis will be presented to the Council as the Commission's selection to fill the fifth seat and will fill the role of interfacing with the community.

   Mr. Maynard noted that the Commission voted to recommend to the Town Council that the Commission’s seats remain at five. They are willing to work with anyone including groups which would like to do projects. Mr. Maynard noted that they are interested in hosting a virtual road race for veterans as well as having a coffeehouse.
Ms. Nuccio commented that she likes the ideas presented by Mr. Maynard and would like to see the coffeehouse in Tolland and is pleased that the Commission had 4 applicants.

Mr. Luba thanked the Commission members for what they are doing. A lot has been done in the past 2 months and everyone in town wants to be involved. This says a lot about the leadership, and he is appreciative. He added that Mr. Maynard’s vision is outstanding and will make the Commission a preeminent group in Tolland. Mr. Luba is in support of the coffeehouse idea. Tolland has a vibrant veteran community and this will bring them together as a united group. The Commission’s vision will go beyond being a simple recognition group to making veterans aware of available services. He asked about the membership and the possibility of having 2 alternate positions that would be filled by preferably veterans or possibly family members of veterans.

Mr. Maynard responded that he does not have a preference but explained that veterans have a brotherhood and it is a tight membership. Often comments are made at meetings and a war story follows. He is unsure how someone who had a child killed would react to this. That said there are people who want to do something and he supports this but would rather see this as an auxiliary group. The Commission would ensure that ideas put forward are addressed and for large projects groups could have a representative. The Commission would like to keep 5 seats and the auxiliary would be a subset of the Commission. He believes a lot of people would like to get involved. In terms of definition, they would remove “family members” and keeping the definition under recognition of veterans under Title 10.

Ms. Nuccio commented that the Commission has historically had a problem getting a quorum. She asked if having 2 alternates would be favorable. Mr. Maynard responded that it would. She supports having an auxiliary group. A Commission member in attendance noted that he has been a member for 6 years and does not recall there being issues having a quorum.

Ms. Falusi commented that one of the Council’s goals is to work together and build a collaborative working environment with other boards and commissions. She is disappointed to hear some members say that the VRC is reportable to the Council and using language that the Council has some authority. She would like to see a collaborative discussion to ensure the Commission has an opportunity to speak with its membership to give a recommendation. The VRC spoke about the membership but not about having auxiliary members and she would like the Commission to have more time to discuss this. The members of the VRC are the experts and she thanked them for their service to the country and town.

Mr. Jones recommended that the VRC reach out to the Conservation Commission which has volunteers who assist with projects. He recommended reaching out to CERT as well. In terms of the qualifications, he requested clarification. Mr. Maynard explained that the only issue is the 5/7 member situation. He explained that family members often have projects they would like to do which fall within a timeframe. Thus, the recommendation would be in such a case to have a term of 1 year which would be renewable. Veterans have a brotherhood and the VRC wants to have harmony and not people with agendas.

Mr. Jones motioned to open the public hearing.
Mr. Schenher seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

Ryan McCann, 62 Crossen Drive, thanked the VRC for all it has done. A lot of the activity as of late is great movement and generated a lot of interest in town. He voiced that he thinks they should take the interest of the VRC first. If they are doing well at 5, there is no need to push them to have 7 and/or have alternates. It seems the Council is trying to guide them in a direction for something that is not necessarily needed or has precedent. He thanked everyone for the good work and welcomed Mr. Karatkivcz.

Sophia Johnson commented that she would like to know if the VRC would be amenable to looking again at adding 2 alternates. There are threats of storms, family illness, and other items that can cause a member not to be present. From what she can see there is no harm in having alternates which allow for continuity. It would be good to have a healthier and more open group of 7. In her experience with municipal government, she has not seen many
Town of Tolland
August 24, 2021
Page 3 of 13

Town Council Meeting

commissions without alternates. It is a safety net. An alternate member has voting privileges when a voting member is not present. Ms. Johnson believes that with the structure of the Commission and understanding organizational management the VRC should borrow from the Council’s guidance because it deals with many commissions and boards. To look at it as a collaborative is excellent but it is incumbent upon the Council to ensure the best process is in place and workable in/for the community. She added that she has seen the memorial and bushes need to be trimmed and this has not yet been done.

Kathy Bach, 255 Tolland Stage Road, commented that she supports the VRC and its recommendations. If nothing else, the Commission should have the first opportunity to have its recommendations tried out. The idea of an auxiliary, task force, or special projects group working with the Commission is an opportunity to try something new. She completely supports the VRC.

Mr. Jones motioned to close the public hearing.
Mr. Luba seconded the motion.

Discussion: none
A roll call vote was taken. Motion passed unanimously.

Ms. Nuccio reiterated that she likes the idea of a military auxiliary group and sees this as something that would solely be under the VRC. She does not believe it would be a bad thing for the Commission to have alternates but keep the 5 seats as military only.

Mr. Schenher commented that he likes the idea of adding 2 alternates who can help with the quorum situation and is a great steppingstone for the next members. He supports keeping the membership to veterans only.

Mr. Luba proposed that under §47A-1 that they strike provision #4 based on input from the VRC. The members gave this a lot of consideration, and he does not doubt their sincerity or willingness to include family members as part of an auxiliary if the Commission feels it is appropriate. Under §47A-2 he proposed that the VRC shall be composed of 5 full time members and 2 alternates who meet the requirements as set forth above [in §47A-1]. Mr. Luba explained that this provides an opportunity for the Commission to grow. In military operations they always need continuity of operations, a contingency plan, and an order of succession. He thanked the members for their time and deliberations, and he is optimistic and pleased with the direction of the VRC.

Ms. Falusi commented that she supports the requests of the Commission and took into consideration the recommendation of Ms. Bach to support the recommendation of the Commission. She was on the Council when the VRC was created and has historical knowledge. Ms. Falusi commented that after hearing the testimony of the Commission, she does not believe it needs alternates. The members said they have not had an issue with having a quorum. Further, she does not believe that having alternates will help with continuity. People can attend the meetings at any time and the members have embraced anyone who has attended, listened to their ideas, and tried to incorporate the ideas into their mission. Thus, she does not believe there is a need for alternates – the members who have been on the Commission for many years say the alternates are not needed and thus, the Council should be responsive to what is being asked and follow the recommendations.

Mr. Reagan deferred to the recommendation of the Commission, but he believes alternates are a good idea for the reasons mentioned by Mr. Schenher and Mr. Luba.

Mr. Bode commented that he is in agreement with Mr. Reagan. He sees the value in having alternates for concerns of quorum moving forward as well as getting new members used to the duties and roles of membership. He defaults to the Commission’s request.

A brief discussion took place regarding the role of alternates. Ms. Nuccio explained that if a voting member cannot be present, an alternate would be seated so 5 people would vote. Commission member Greg Forbush asked if alternates have an expectation that they would automatically fill a vacancy. Ms. Nuccio responded that they would not. It is up to the Commission to decide if it wants to make an alternate a full-time member.
Mr. Jones commented that he concurs with Mr. Luba about eliminating item 4 under §47A-1 and amending §47A-2 to having 5 members. If the VRC members in attendance are in favor of having alternates, he is amenable to adding this language to the final document.

Proposed changes:
- §47A-1, strike item 4
- §47A-1, first sentence, change “seven members” to “five full time members and two alternates”
- §47A-2, section A, change “seven members” to “five full time members and two alternates”

Ms. Falusi clarified the appointment of Commission membership. The VRC recommends its membership to the Council but the Council has the final vote. She would like to hear from the VRC if it is still comfortable with the change. Mr. Luba commented that it is the same process used in appointing the Commission’s 2 new members and asked Mr. Maynard if he understood this. Mr. Maynard responded in the affirmative.

Mr. Jones motioned

**BE IT RESOLVED** that the Town Council hereby amends Chapter 47A of the Town Code, Ordinance Number 77 – Veterans Recognition Commission as amended.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken.

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<th>Abstain</th>
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A brief discussion took place regarding the Commission getting a budget. Ms. Nuccio recommended that the membership discuss this. If there is something they would like to move forward with, she recommended that they look at the budget calendar, put a plan together, and present it to the Council.

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

**Tourism** – Ms. Falusi noted that today’s meeting was cancelled. She is excited about the fall campaign and noted that budgets related to tourism marketing are being finalized. They anticipate the budget to be three times more than what they traditionally receive. Industry leaders were asked to answer a survey about which version of the fall campaign they liked. With the increased budget, they will triple their target reach to audiences in New York, Massachusetts, Connecticut, and Rhode Island. They are looking at various advertising including social media.

**Sustainable CT** – no update

7b. **REPORTS OF TOWN COUNCIL LIAISONS**
- Birch Grove Building Committee – Mr. Luba provided an update of last week’s meeting. He noted that the CO was approved.
- Mental Health and Substance Use Advisory Task Force – Mr. Schenher provided an update of the August 16th meeting.
- Blight Committee – Ms. Falusi noted the Committee will meet in person on Thursday in Conference Room C.
- Planning & Zoning Commission – Ms. Falusi provided an update.
- WPCA – Mr. Reagan provided an update.
- Conservation Commission – Mr. Jones provided an update of the August 12th meeting.
- Water Commission – meeting cancelled
- Historic District Commission - August 18th meeting cancelled
• Commission on People with Disabilities – Mr. Bode provided an update of the August 19th meeting.
• EHHD – Ms. Hancock provided an update. She deferred to item 8.3.

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

8.1 Consideration of a resolution to authorize the submission of an application for the State of Connecticut Department of Children and Families Youth Service Bureau Grant, July 2021-June 2023, in the amount of $28,309 annually.

Ms. Hancock provided background information.

Ms. Dunn noted that the dollar amounts are similar to what the town has received previously. The Enhancement Funding is not awarded via state statute and is not guaranteed annually. The Base Youth Services Bureau (YSB) Funding is received annually. The Enhancement Funding is used totally for direct service to youth and their families. It cannot be used to support management of the YSB. Examples include programs such as the case management of the Juvenile Review Board and hiring staff for the summer musical program. It cannot be used for the salary of the Youth Services Coordinator for management of the bureau, research, or grant writing. It must be for interaction with individuals.

Mr. Jones motioned:

**BE IT RESOLVED** that Lisa Hancock, Temporary Town Manager of the Town of Tolland, and in her absence the Acting Town Manager, is hereby authorized to make, execute and approve on behalf of the Town of Tolland the FY2021-2023 Youth Service Bureau Grant application for funding offered by the Connecticut State Department of Children and Families, and any subsequent amendments and modifications, between the Town of Tolland and DCF.

Mr. Luba seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.

8.2 Consideration of a resolution to authorize the submission of an application for the 2021-2022 Local Prevention Council Grant (LPC) offered by the Department of Mental Health and Addiction Services (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs); our RBHAO is Amplify.

Ms. Hancock provided background information on this item.

Ms. Nuccio inquired about the amount of the $7,102.79 total Local Prevention Council (LPC) grant award. Ms. Dunn explained that the $3,907.40 (to address vaping issues) is what is in the general fund. It was received last year and the numbers were not available when the budget was compiled. The proposal for the vaping section was $4,152.79. In addition to this, additional funding was provided because the entire budget had to be spent on vaping prevention and education. Thus, COVID money was used to provide the $2,950.00. Thus, $3,907.40 is in the approved budget and the balance ($246. plus the $2,950) in the Youth Account (Other Federal and State Grants) because they do not believe the funds will be available next year. In regard to vaping, last year funds were used to assist in the development of a vaping section in the Skills for Adolescents Program. Once they can get back in the schools, they will do programs for students and adults.

Mr. Luba asked if there is any talk about additional funding to address the issue of marijuana given the legalization in the state. Ms. Dunn responded that they have not heard anything about additional funding although as a local priority problem this would qualify for use of the $2,950.

Ms. Falusi commented that Human Services and many departments are on shoestring budgets so she is pleased these grants are coming through. She noted that vaping is a newer issue and asked if there is anything additional, aside from the grants, which Ms. Dunn feels the Council, or the community could do to address the issue. She wants to work in partnership to help meet the needs of the community. Ms. Dunn explained that the
LPC is looking at youth ages 12 to under 18 and they work closely with the schools. Last year students found they could go for the shortened school day without vaping, but she anticipates it being an issue when school returns. They work with the Board or Education, administration, and Dr. Willett in keeping students who otherwise would have been expelled in school by referring them to the Juvenile Review Board. Ms. Falusi added that the Council should take note and create signage on where vaping is and is not allowed in town.

Mr. Jones motioned:

**BE IT RESOLVED** that Lisa Hancock, Temporary Town Manager of the Town of Tolland, and in her absence the Acting Town Manager, has been empowered to sign the 2021-2022 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) Prevention and Health Promotion Division, in collaboration with Amplify, the Regional Behavioral Health Action Organization (RBHAO) overseeing our region’s Local Prevention Council initiatives, and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and Amplify.

Mr. Luba seconded the motion.

Discussion: none
A roll call vote was taken. Motion passed unanimously.

8.3 COVID-19 update with Robert Miller, Eastern Highlands Health District

Ms. Hancock explained that on Sunday evening she implemented a mask mandate policy for all Tolland public buildings. She wrote a policy, it was reviewed by Mr. Miller, and he was in concurrence. At this time she strongly urges businesses to use masks but did not put the mandate in place. The Governor’s executive order gives the chief executive officer the authority to put such mandates in place. Indoor masking is mandated for all town buildings with stipulations for exemptions.

Ms. Nuccio noted that she is seeking clarification because she believed the Council would make the decision on businesses. Mr. Miller explained that it is his understanding that the executive order cites a section of the general statutes that references the authority of the chief executive officer of the municipality. Many executive officers are seeking support from the political bodies to implement mandates in their jurisdictions. Thus far, only the Town of Mansfield has executed an order mandating masking in all public settings including businesses. The chief executive officer of Mansfield asked the Council to pass a resolution giving him the authority or endorsing his ability to do so. Mr. Miller did not recall if they endorsed or authorized. He noted that if there is a question on this they may want to confer with the town’s attorney.

Mr. Miller provided an update which included the following:
- As of August 18th, Tolland’s prevalence for the total count for a 2-week period was 22 cases; from previous 7 days it was 13 cases
- EHHD districtwide: 52 cases (fourfold to fivefold increase over previous 5 weeks); current week – numbers seem to be plateauing
- Rate: Town of Tolland 10.7 cases per 100,000 (category orange); CDC places Tolland County in “Substantial Level of Transmission” [CDC and CT DPH calculate incidence rates differently.]

Mr. Miller spoke in regard to contact tracing. The EHHD has activated additional staff and investigates every positive case in the district. He added that the University of Connecticut has mandated vaccinations for all in-person learning as well as faculty and staff. The EHHD is supporting these efforts. The EHHD is also working closely with schools and will continue with the contact tracing partnership and efforts to have students vaccinated. Mr. Miller added that the EHHD recommends and supports indoor masking during this uptick in cases.

Ms. Hancock clarified for Ms. Nuccio that the mandate in place is for all municipal buildings except the schools. There is a separate executive order that addresses the schools.

Mr. Miller provided information about the EHHD’s vaccination campaign: almost 11,000 doses have been administered; about 800 to Tolland residents; hosted 2 vaccine clinics at THS for teachers; facilitated vaccine
clinics at Tolland schools for students. The EHHD implemented a vaccination program for the homebound and have done 46 patients to date (2-3 were Tolland residents). Individuals may request the service by calling 860-429-3325 or complete a form on the state website. Mr. Miller noted that boosters are scheduled to start sometime after September 20th.

Mr. Miller reviewed the vaccination rates:
- Tolland, first dose, as of August 18th, 69%
- State of CT, first dose, 66%
- Tolland, fully vaccinated, 66%
- State of CT, 61%

Mr. Luba confirmed that there were 52 cases districtwide which covers 10 towns (total population 80,000) — 52 positive COVID cases out of 80,000. Mr. Luba asked about hospitalizations for the 52 cases. Mr. Miller noted that he will need to get that information. Mr. Luba asked for current hospitalization as well as a breakdown of the hospitalizations and how many are rule-outs, day-outs, and ICU beds. Mr. Miller is unsure if that information is available but can identify how many are hospitalizations. Mr. Luba explained that when people go to the hospital for testing it is considered a hospitalization but is a rule-out and in some cases a person may be at the hospital for a day and are treated. This data can provide a lot of information and would help him make a decision. Mr. Luba asked about the vaccination rates in the EHHD. Mr. Miller responded that for 1 dose it is 56% and fully vaccinated is 53% with the caveat that 20% of the population is made up of UCONN students. When they became eligible for vaccination, the University released them home so those who were vaccinated were reported as their home address. In turn, the numbers cited are likely very low. Mr. Miller confirmed that the population of 80,000 includes UCONN students and thus levels are much higher. Mr. Luba commented that there are 52 cases out of 80,000 within the EHHD but they do not know the level of infection. He asked about mandated indoor masking given these numbers. Mr. Miller responded that for every positive case there are many more that are unreported. Mr. Luba responded that for every person who is vaccinated there are unvaccinated people with resistance/immunity. Mr. Miller explained that the current wave is being driven by the delta variant which is more infectious and even those exposed with natural immunity may still be susceptible. In terms of a public health position, about 35% of Tolland and maybe 40% of population in EHHD are not fully vaccinated.

Ms. Falusi commented that anyone unvaccinated is a concern and people need to come together as a community. She asked if the percentage of those vaccinated is only for those who can be vaccinated. Mr. Miller responded that it is the total population including the very young. Ms. Falusi confirmed that in that case they cannot get to 100%. She confirmed that it is important to have multiple layers of mitigation: vaccination, masking, washing hands, social distancing. None of the mitigations are perfect. Mr. Miller explained that an individual mitigation effort or community intervention is imperfect. In terms of masking and not wearing them when eating, it is important to mask when one can, particularly indoors, given the uptick in cases but eating is an essential function for the human body so there is a balance between intervention and other routine functions. Studies show masking, particularly in school settings, can be effective but there are times kids cannot mask. Masking is just one community mitigation measure to reduce risk of transmission. Ms. Falusi asked if when masking both people need to be masked for the best outcome. Mr. Miller responded that studies show the risk of transmission increases indoors compared to outdoors. If alone in an office, it is reasonable not to wear a mask. If in a meeting in a relatively close space, then it is reasonable to wear a mask. Ms. Falusi asked about home testing kits. Mr. Miller explained the 2 types — send specimen for analysis and others have an analyzer in the kit. Those that analyze the specimen at home are not reported. That said, information is important to protect oneself. If FDA approved, he recommends just following the instructions. Ms. Falusi asked if Tolland should have testing within the community. Mr. Miller responded that there are many no-cost testing resources that the public can avail themselves of and are listed at [www.ehhd.org](http://www.ehhd.org). Ms. Falusi commented that she supports masking indoors. If just 1 member of the community is sick for 1 day or 7 days, it is too much for her. It is a loss of education time, work time, time with family, and long term health issues. Her heart goes out to those who have been impacted and they should do all they can to protect the community.

Mr. Reagan confirmed that 52 people tested positive in the district and asked how many were vaccinated. Mr. Miller responded that he did not know but the vast majority who test positive are unvaccinated.
Mr. Schenher asked how many of the 52 people who tested positive were under 12 years of age. Mr. Miller responded that he did not know but provided the following data of the positive cases from the past 3 months: 13% (6-15 yrs), 4% (under the age of 5). Mr. Schenher asked if there was a point in the past year that EHHD did not recommend masking. Mr. Miller responded that they have been following the information provided by the CDC and the DPH. The delta variant, due to its higher level of infectiousness, has created an increase in risk which is a reflection of the state’s current wave. Mr. Schenher asked what the case numbers would be for EHHD to drop the mask recommendation. Mr. Miller responded that the EHHD works with the state health department in making those decisions and he is not in a position to answer that question. He is hopeful that if the current wave plateaus, the vaccination rates increase, and the risk of community transmission decreases then they can back off some of the recommendations.

Mr. Jones confirmed that 94% of UCONN students are vaccinated and this aligns with Mr. Miller’s information. He asked if Mr. Miller foresees any additional requests for financial resources from towns in the health district. Mr. Miller responded that at this time they do not have any plans to request additional funds. Mr. Jones asked why the data of those fully vaccinated ages 45-64 are broken out. Mr. Miller responded that that is the data that is made available.

Mr. Bode confirmed that in the last 3 months about 16% of the positive cases are in people aged 15 and under. He asked for information on the breakdown for all ages. Mr. Miller provided the following information (since March): 4% (age 0-5), 13% (age 6-13), 18% (age 16-25), 16% (age 26-35), 14% (age 36-45), 15% (age 46-55), 10% (age 56-65), 8% (age 66-75), 4% (age 76+).

Ms. Nuccio commented that her concern is the back and forth about the mask mandates for the public and them knowing when it is in place and not. Mr. Miller explained that it is a messaging challenge that can be confusing to the public. Ms. Nuccio commented that she does not like the abdication of the responsibility at the state level. When it is at the town level there is an assumption that one is never leaving town. A single case can move a town from one color to another. Mr. Miller noted that he agreed.

Mr. Luba noted that he reviewed the provisions and §28-8A of the CT General Statutes. He asked if as a town they are still operating under a Declaration of Emergency. Ms. Nuccio responded that it was decided that it would coincide with the Governor. Ms. Hancock noted that this is until further revoked by the Council. Mr. Luba respectfully requested that a full legal opinion be received from the town attorney. Ms. Hancock noted that she has no issue with the Council making a decision regarding the mask mandate. She explained that she did it because she was advised that it was the right thing to do but if the Council would like to decide on it she has no issue with that.

Ms. Nuccio explained that her issue is the volatility – one day masks are required and another they are not. Ms. Hancock explained that she met with CRCOG and the SCOG and they voted to be consistent within their jurisdictions.

Ms. Falusi commented that requiring masks in buildings in Tolland would protect the workers at the grocery store, gas stations, hardware stores, and others they rely upon. She added that they have heard from authorities that masking indoors is the appropriate thing to do and waiting for a legal opinion when it is obvious that other towns are going forward with this and waiting is allowing more people to get sick, be exposed, and worry about safety when going to work. They are putting people's safety at risk. She wants Tolland to step forward and be a leader protecting those who work in Tolland and provide services to residents. She wants to put forward a mask mandate in town. Everyone has different levels of comfort. She encouraged Ms. Hancock to go forward with the mask mandate and encouraged her to do so as soon as possible.

Mr. Jones asked if the EHHD has a concern about a spike in cases with the UCONN move in or return to school. Mr. Miller responded that any material movement of people during a pandemic is a concern. With the influx of individuals, it is concerning but 94% are vaccinated which is considered herd immunity. That said, they still need to watch the movement of that many people. Mr. Jones asked if other towns have asked for Mr. Miller’s guidance and attendance at meetings. Mr. Miller responded that he has had individual conversations and he meets frequently with the Council of Mansfield. Mr. Jones asked if Mansfield’s mandate is through September
30th. Mr. Miller was unsure. Mr. Jones commented that his lean is to encourage Ms. Hancock to have a mask mandate if there is concern and a level of uniformity.

Ms. Nuccio commented that businesses have the right at any point to implement a mask mandate and has faith that people will do the right thing and businesses will make the decision that is right for them. She expressed concern that if there is not uniformity then it does not matter since people are going other places. It will cause more angst for people. Ms. Nuccio noted that she is not in favor of a mandate at this time. If they are going to do this they need to establish when it is on/off and they have not received guidance on how to determine this. She recommended sending a communication to local businesses to take action as they see fit.

Mr. Reagan commented that 6 months – 1 year ago it was all masks all the time and everyone knew the rules. If they piecemeal it town by town there will be frustration and confusion. He supports leaving it up to individual establishments. He is not in favor of a town wide mask mandate.

Ms. Falusi commented that she does not see any difference in having each town decide what is best for them and having each business decide. As a town they should come together to protect the community and those who work in town. Ms. Falusi commented that putting a mask mandate in place is the right thing to do. She added that it is not hard to carry a mask. She wants to protect Tolland residents, especially those who are most vulnerable and those whose vaccination may not work to full capacity, and the workers. She does not see any other right path and they are hearing opinions from the experts.

Mr. Jones commented that if the Council is not favor of having the Town Manager execute a mandate, he would encourage communication leading up to the move in weekend for businesses to strongly encourage wearing a mask. While 94% of students are vaccinated, they arrive with parents and others, and they do no track and contact trace their status. He strongly encouraged businesses to also encourage mask wearing.

Mr. Luba commented that his greatest issue is 52 cases out of 80,000. While he appreciates Ms. Falusi’s statements, there is also personal agency. If people feel they are at risk, they can take steps and precautions to protect themselves. He noted that he and his son have comorbidities and are at risk. They take the necessary precautions for themselves. That said, he is not going to force someone else to make a decision and that he can make the decision if he is going someplace if he is going to wear a mask. Mr. Luba added that 99% of the time he does not wear a mask and accepts the agency/responsibility. Additionally, he cited the number and the thresholds. Ten percent of a thousand people is significant where as 10% of ten people is less significant. Increasing 52 by 10% is 5 more people. As numbers are dropping, he is having a difficult time mandating this. He agrees that they should strongly suggest that businesses assess themselves and determine what they want to do for their businesses. Mr. Luba is against mandating anything at this time.

Ms. Falusi commented that those 1-5 people who would bring the numbers above the threshold, to their families it is a big deal. She added that it is insurmountable what the disease can do to people and she does not believe this should be reduced to statistics. Each number is a person, family, classroom, business and has far reaches into the community. She asked that Ms. Hancock listen to the experts and not people’s personal opinions when deciding on masking for the community.

Mr. Schenher commented that there is no reason to mandate anything at the town level. People have been living in a pandemic for 18 months and they know the information and how to make decisions. Businesses in the community and individuals make decisions on a regular basis. Not having a mandate does not preclude anyone from masking at any time or place. It does not preclude someone from staying home or not going out. Mr. Schenher added that it is unacceptable that they are even considering having a mandate for people to wear masks. It is not their role. It is up to people to make their own decisions. Every adult has had an opportunity to be vaccinated. If they choose not to be vaccinated and not wear a mask, that is on them, and they know the risk.

Mr. Jones clarified that the agenda does not have action for this item this evening. It is only a discussion.
8.4 Discussion to set up a joint workshop with the Historic District Commission, Commission on People With Disabilities and Town Council to evaluate the feasibility and potential cost of ADA improvements to historic sidewalks.

Ms. Nuccio provided background information.

Mr. Jones recognized Mr. Glomb, Chair of the Commission on People with Disabilities.

Mr. Jones noted that he is in favor of having a joint hybrid workshop in public session. He asked if they were to go forward, how much planning would be needed. Ms. Hancock responded that they would begin the capital improvement plan work in September or early October. If they have an idea as to the direction, she may be able to get some engineering funds. It will depend on the cost and what the Council is willing to spend. She wants to have a good idea of where the Council is heading and get some estimates. If a workshop is held soon, they may be able to get some preliminary estimates.

Ms. Nuccio commented that they need to have an engineer review it so they can discuss options and there are opportunities for grant funding, but the application requires a project plan which requires an engineer’s input. She wants to get what they need to start the process. Ms. Hancock noted that they could put money in for an engineer review and learn the alternatives.

Mr. Jones confirmed that depending on the size and scope of the project, it may fall under being a referendum question. Sometimes this can provide greater ease and access to grants to offset costs. Ms. Hancock noted that it is too late to have this on the November ballot.

Mr. Glomb commented that he cautions people on using the word “sidewalk” at this stage. He asked that the workshop include expertise, likely from outside of the town. There are experts at making historical sites accessible and maintaining character. The US Department of the Interior is clear that historic sites are not exempt from the ADA and must be accessible in a way that maintains the historic character. He wants everyone to be educated on the options so there can be meaningful discussions in the workshop. Mr. Glomb wants new knowledge to be injected at the workshop and noted that there are different ways to address this. He will reach out and research contact information. He recommended having a placeholder in the budget for an engineering study.

8.5 Consideration of a resolution authorizing Lisa A. Hancock, Temporary Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #19-57 by updating the Town Manager's name to reflect Lisa A. Hancock’s appointment as Temporary Town Manager.

Ms. Hancock provided background information.

Mr. Jones motioned:

BE IT RESOLVED that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Lisa A. Hancock as Temporary Town Manager of the Town of Tolland is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents. The undersigned further certifies that Lisa A. Hancock now holds the office of Temporary Town Manager and that he has held that office since August 6, 2021.

Ms. Falusi seconded the motion.

Discussion: none

A roll call vote was taken. Motion passed unanimously.
8.6 Estimated Year-end financial

Ms. Hancock explained that they are working to close out the year and get the final numbers. The auditors have started doing the preliminary work.

Ms. Hancock noted that the projection is to have an approximate increase of $574,173 to the fund balance. This will put the fund balance at approximately $10.5M. Compared to the revised budget there is almost a $700K shortfall. Ms. Hancock noted that this should not cause alarm. It is mainly due to the additional supplemental appropriations that were put in place for the Board of Education (BOE) for the COVID fund, the fire truck, and the 1% fund. One will never see revenue recorded for this, but it appears as a shortfall. As of a few days ago, revenues were approximately $57.3M. The actual expenditures were about $57M. The net effect between revenues and expenditures is about $574K to the fund balance. If one looks at the estimated column, the revenues will come in at a little bit of a shortfall. The expenditures side’s difference reflects the BOE spending 100% of its budget. As of the time of the snapshot, current numbers show that the BOE will turn back almost $800K. Ms. Hancock explained that she showed the whole amount being expended because usually the BOE will return with a request for the 1% fund and COVID relief. The financial report will still show an increase to fund balance. She noted that the town is turning back about $468K. Much of this is due to attrition and turnover as well as savings in the resident trooper account and other items.

8.7 Discussion on Town representation on the Central Regional Tourism District, Inc. Board of Directors.

Ms. Hancock explained that she was advised that Ms. Falusi’s term will be up in September and would like to know what Tolland would like to do – a replacement or reappointment. It was noted that the position does not need to be filled by a Council member. Ms. Hancock noted that they felt that Ms. Falusi has done a phenomenal job and is one of their best members. She noted that they requested that someone be assigned before September 24th.

Ms. Nuccio explained that they need to consider if they want to open this to anyone who wants to apply. Last time Ms. Falusi volunteered and was appointed. She has done it for the past 3 years and has done it well. Ms. Nuccio feels they should look to see if there are others in the community with the expertise who would also be interested in the position. She added that Ms. Falusi may apply as well. The Council needs to make the appointment.

Ms. Falusi commented that she brought it to the Council’s attention previously that her term would be up in a month and encouraged the Council to see if others in the tourism industry would be interested. She noted that she is a hospitality recruiter and has a good relationship with many businesses in town. There are many opportunities for businesses to talk with partners and expand their reach. Ms. Falusi noted that a lot of work is involved and the meetings her first year were nearby, but this will not always be the case. They meet quarterly, usually on the 4th Tuesday of the month and the responsibilities vary and people work for the state, not necessarily the region. Ms. Falusi noted that she would like to continue in the role. They have had many positive connections in Tolland.

Ms. Nuccio thanked Ms. Falusi for her 3 years of service. Ms. Nuccio recommended opening it up to see if there is any interest by those in the hospitality industry.

Mr. Luba thanked Ms. Falusi and noted that they appreciate what she has done. He asked that Ms. Hancock see if they could delay the appointment by a month given the timeframe. They need to advertise and go through a vetting process.

Ms. Falusi noted that this is a state Commission, and the dates are set. At the first meeting members are selected for boards and commissions. Missing the first meeting means missing the organizational information and the opportunity for the member to be established in the group.

Ms. Nuccio commented that they will reach out to the EDC to gauge interest.
8.8 Appointments to vacancies on various municipal boards/commissions.

8.8.a. Reappointment to the Water Pollution Control Authority (WPCA)
8.8.b. Appointment to the Mental Health & Substance Abuse Advisory Task Force
8.8.c. Appointment to the Veterans Recognition Commission

Mr. Jones motioned to approve the reappointment of Vincent Stetson to the Water Pollution Control Authority and the new appointment of Rita Malenczyk to the Mental Health & Substance Abuse Advisory Task Force, and Justin Karatkivcz to the Veterans Recognition Commission.

Mr. Luba seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

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

10. REPORT OF THE TOWN MANAGER
- Review of board/commission meeting formats
  - In-person: Veterans Recognition Commission, WPCA
- Emergency management during the storm. Tolland has a great team – Public Works, Public Safety, and the Board of Education all worked together.
- Audit will ideally be completed by November
- Finance Office – Ms. Hancock noted that the former Finance Director has been helping twice a week but will no longer be available soon. Advertisements have been placed and Ms. Hancock is considering working with an agency.

11. ADOPTION OF MINUTES
   August 10, 2021 Hybrid Special Meeting Minutes

   Mr. Jones motioned to approve the minutes as outlined in item 11 for the August 10, 2021 Hybrid Special Meeting.
   Ms. Schenher seconded the motion.
   Discussion: none
   A roll call vote was taken. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL
- E-mail regarding a personnel town matter
- E-mail with information concerning Wi-Fi and RF fields

13. CHAIRPERSON’S REPORT –
Ms. Nucci noted that a special joint meeting is scheduled for August 25, 2021 at 7PM. Participants will include the Town Council, the Planning & Zoning Commission, and Trooper Kevin Eklund and they will discuss the legalization of cannabis and what steps the town should consider taking in regard to the law and allowing/not allowing recreational sales. Public Comment will not be on the agenda but will be available at future meetings.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS
- Mr. Jones commented that the BOE met on August 11th and provided an update. The next meeting is on August 25th. Mr. Jones commented that they have done a great job with hybrid meetings thus far but felt this evening he believed he heard some chatter from Councilors while other Councilors were speaking and he wants to make sure that people are respectful of all residents, elected officials, and appointed officials. He noted that he understands the late night and appreciates everyone’s respect and civility.
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 10:33 PM
Mr. Schenher seconded the motion.
A roll call vote was taken.
Motion passed unanimously.

Respectfully submitted by,

Lisa Pascuzzi  
Town Council Clerk

________________________________  ______________________________
Lisa Pascuzzi                      Town Council Chair
1. Call to Order: Tammy Nuccio, Town Council Chair, called the joint meeting to order at 7:00 P.M. in Council Chambers. A roll call was taken of Town Council, PZC, and Staff in attendance either in person or via Zoom. Ms. Nuccio noted that no public comment will be taken at this meeting although they do expect to engage the public in the future.

2. Discussion on CT State Senate Bill 1201 – an “Act Concerning Responsible and Equitable Regulation of Adult-use Cannabis” and determination on how to proceed for future rules and regulations, ordinances or polices regarding cannabis in Tolland.

Mr. Corcoran provided an overview of the legislation. He noted that by default if the town takes no action regarding recreational cannabis, it will be legal in town with some required safeguards. The legislation includes some restrictions including on signage and the location of signage. He noted also that because Tolland’s population is less than 25,000, until 2024 the town can only approve up to one cannabis retailer and one micro-cultivator.

Additionally both the Town Council and the PZC have the right to prohibit the sale of cannabis---the Town Council via an ordinance and the PZC by disallowing it in any zone. Mr. Corcoran said there are multiple other approaches the town can take. He noted that the PZC has previously approved medical marijuana facilities and he reviewed that framework. He noted that business hours can also be regulated.

Mr. Corcoran reached out to CRCOG and provided an overview about what some other Connecticut towns are doing. Some are creating regulations. Eleven towns thus far have established six to twelve-month moratoriums to study the issue.

Ms. Nuccio invited participants in the discussion to weigh in on the subject.
Mr. Crickmore said he understood this meeting was to determine which body (Town Council or PZC) gets to determine if cannabis retail stores and cultivators are allowed. He asked if the town presently prohibits any type of retail establishment by ordinance. Mr. Corcoran said not to his knowledge. Mr. Crickmore said he felt the Town Council’s role should be determining where in public people can consume marijuana, and that the PZC’s role should be to determine what zones, if any, retail and cultivation businesses may be located.

Ms. Nuccio noted a discrepancy between Tolland’s regulations and the state legislation. She said presently medical marijuana facilities are allowed within 100 feet of a school but signage for recreational marijuana, per the state, cannot be visible within 500 feet of a school.

Ms. Nuccio also brought up the language in the legislation that states if a petition for a referendum is brought forward by at least 10 percent of voters within 60 days of an election, it must be included on the ballot. This would be a simple yes/no vote about whether or not residents wanted to allow cannabis establishments in town. She questioned if it might make sense for the town to put it on the November ballots for the upcoming election.

Ms. Goetz said if there was a resident-driven petition, they would have only a week to collect enough signatures to get it on this November’s election, which would be very tight. She said they could, however, get a petition together to have the question placed on next November’s election.

Mr. Crickmore said he would like to first determine what the Town Council and PZC’s roles are moving forward. He also asked if it is now legal in Connecticut but still illegal under the federal government, whether that puts the Town in any jeopardy. Ms. Nuccio noted that the federal government has taken a hands off approach on states that have legalized marijuana so far so they can only go by how the federal government has behaved in the past.

Ms. Nuccio said she would rather talk about how they should handle the possibility of a referendum. Do they want the people of Tolland to decide whether to allow cannabis establishments by referendum? She noted they are not required to unless they are petitioned, but they have the option.

Mr. Powell said he felt it would be fair and consistent for the Town Council to create an ordinance that addresses the use of cannabis in public areas such as on town property and for the PZC to determine whether cannabis establishments should be permitted or prohibited in the various zones across town. He said they can deal with the signage and adjust it accordingly. He said just like the sales of alcohol, cigarettes, and other products, it is the responsibility of the individual person who buys it to use it properly. He said he felt it would be consistent to allow cannabis establishments near where they allow medical marijuana.

Mr. Schenher noted he was serving on the PZC during the medical marijuana discussions and creation of regulations. He agreed that the PZC should be the body to address zones where it might be allowed along with signage. He said he would defer to the PZC on this as they are set up best to have these discussions with the public.

Early on in the discussion, there was a member of the public who tried to make a comment and he was reminded that no public comment was being taken for this meeting. As he continued to speak, remote comments were muted. Ms. Falusi, who was attending remotely, asked that this be fixed so that remote attending members of the Town Council and the PZC be unmuted. She also asked that chat be disabled before continuing. These issues were corrected.
Mr. Mayer noted that the medical marijuana discussion included a great deal of public input which included thorough commentary from all sides of the issue. He concurred that the PZC could best handle public input. He said it is critical that they hear from as many residents as possible.

Ms. Nuccio said she agreed with that, which is why she would prefer a referendum that the Town Council initiates. She said her thinking was to give the public this up front. She also agreed that the Town Council should be the body to address the use of cannabis in public places.

Ms. Goetz said if they are going to go the route of holding a referendum, then they may want to consider establishing a moratorium.

Mr. Matteis said they already have a good public platform with the PZC. He said referendums cost money for the town and he said he felt it was overkill to hold one if they don’t have to. He added that he does not like the moratorium concept and would prefer to address cannabis establishments sooner rather than later.

Mr. Powell noted that no one can get a license for a cannabis establishment right now, and asked how they would address this. Mr. Corcoran said the legislation requires towns treat cannabis establishments as they would any other similar establishment that is not marijuana related. Ms. Nuccio noted that the requirements for licensure, once they come out, will be very difficult. She said she thought that there may be language that says one would need a license to establish a licensed location.

Ms. Goetz asked if they would even have enough time to add this question to the upcoming ballot. Ms. Nuccio said if they decided to go that route, they would have to act quickly.

Mr. Matteis said in looking at the regulations for medical marijuana dispensaries, he does not see anything that restricts recreational marijuana. He said even if recreational marijuana establishments piggybacked on this regulation, they would still need to first get a license for it. Mr. Corcoran said this is a tricky issue as unless otherwise provided under the regulations or by ordinance, they are required to treat cannabis establishments like any other similar use that is not recreational marijuana.

Mr. Schenher referred to the discussion about a Town Council-initiated referendum vs. one initiated by a resident. He said he is not in favor of a Town Council-initiated one. He said he did not feel that this is a type of ballot question that is just a yes/no matter. He recommended that the public be allowed to provide input through the public hearing process.

Ms. Stavens asked if there was anything stopping them from putting this question on the ballot. Ms. Nuccio said if they were to do it, it would be very tight with time—but doable. However, the question could only be a yes/no choice as to whether voters would want to allow it in town.

Mr. Matteis expressed his agreement with Mr. Schenher’s opinion.

Mr. Jones said he is in favor of a town-initiated referendum if a resident-initiated one doesn’t already come forward. He noted the language written for the vote has already been supplied and if a referendum is held, they must comply with it. He added that he agreed the Town Council should determine where cannabis is allowed in public. He said the town could find savings if they aligned the vote with a budget vote or an election for another year.

Ms. Falusi said she was in favor of a town-initiated referendum. She noted they tend to get more voters to come out to elections in November than to budget referendums in May, but that it would be beneficial to get input from residents.
Mr. Reagan said he was not in favor of a town-initiated referendum as it would be coming up too quickly. He favored a PZC-led public hearing instead.

Mr. Bode said he has been a longtime member of the Salvation Army and has had many dealings with men in the rehabilitation program. From his personal experience he said he found that every man he dealt with had their first entry into heavy drugs through either alcohol or marijuana use. He said he did not feel they should put it to referendum unless a resident-petition forces it.

Ms. Goetz said she was torn. She likes the idea of public input but does not see how it can work with this upcoming election timewise. She noted the legislation from the state refers to a regular election, not a budget referendum, so if it is not done this year in November, it would have to wait until the election next November. She said they will not likely see an application for an establishment before next year, noting they could still do a moratorium. She said the Town Council in the meantime needs to address public use of cannabis as well as any restrictions on hours.

Mr. Corcoran said one question that either body could regulate is business hours of operation. This can be done by the PZC through regulations or by the Town Council via an ordinance. Hours can also be controlled through the Special Permit process.

Ms. Goetz said they should keep in mind that just because the PZC might be looking at potential zones where cannabis establishments might be allowed doesn’t mean that feedback from the public won’t impact their decisions, especially if they are heavily weighted.

Mr. Mayer said the key is to get meaningful input from as much of the public as possible. He said he feared that if this went to referendum in these polarized times that the yes/no vote would eliminate content and could turn them away from making a decision based on the merits of the issue.

Mr. Reagan said he understood both the PZC and the Town Council have the power to prohibit recreational marijuana completely in town. Ms. Nuccio agreed. She said parts of the legislation give both bodies the same power and she doesn’t want them to end up being at odds with each other. Mr. Reagan said it might be good to get everyone’s feelings on the subject. Ms. Nuccio said she felt they need to be careful. She said if the PZC ends up having the role determining where recreational marijuana might be allowed in town, at that point Town Council members would simply become individual residents with regard to the issue. She said she would not want to muddy the process by adding their personal opinions at this time.

Mr. Powell said he felt part of the reason the CT legislature gave both bodies that power is because some towns have an appointed rather than an elected PZC. He said he felt they need to be appropriate and consistent in their method of dealing with this matter. He said he understands why some would want a referendum but a single referendum question will not bring out the details about why people feel the way they do. A public hearing allows that added information to come out.

Ms. Nuccio said they have to realize that the legislature has decided recreational marijuana is legal, and so now they have to decide if they will allow an establishment to sell it within their town’s boundaries.

Mr. Powell said he felt the Town Council should move quickly to establish an ordinance to restrict cannabis use on town property.

Mr. Matteis said he cannot find anywhere in the town’s history where they held a referendum when Prohibition ended. He said he can’t find any retail business where sales are restricted. He said he ran
on a pro-business platform and this is now considered a retail business. If they don’t allow these establishments in town, people will just go to the next town over to buy cannabis. He said if they start restricting legal retail businesses in town, they will be going down a slippery slope. He expressed his opposition to a moratorium and to restrictions based on personal opinions. He said he was also opposed to a referendum unless it is forced by a resident-driven petition.

Mr. Matteis added that the state gives them the option to prohibit cannabis establishments but they don’t restrict any other retail businesses. He said if they prohibited them, this would be the first type of retail business that would be decided on based on personal opinions. He noted if they take no action, they will be allowed as retail businesses in town.

Mr. Jones suggested reaching out to the Recreational Advisory Board and the Conservation Commission for their input on how they feel about cannabis use on the properties they oversee. He also asked if they did hold a Town Council-initiated referendum if they would have to have it go to public hearing first. Lisa Hancock said the timing would be very, very close and that she was not sure they would have enough time procedurally to have it on the ballot.

Mr. Jones said he would be interested in getting input from Chief Littell and Trooper Eklund who are in attendance. Ms. Nuccio said she was not sure where yet to include them in the discussion. Soon after, they were released from the meeting.

Mr. Crickmore asked if something could even go to referendum if they were not yet in a position to be able to legally approve it. Ms. Nuccio said the law went into effect July 1st, and while no one can get a license for an establishment yet, towns can determine whether or not they will allow them when the time comes. Mr. Crickmore said he would only want a referendum if a citizen initiated a petition. He said there will be time to discuss whether or not this is good for Tolland, but this is not the meeting to do it.

Ms. Falusi said she has a feeling there will be a resident-initiated petition from people who are both for and against the matter. She said she expects they might also hear talk about the federal government’s stance on the subject. She said they do need to get on board quickly with signage at, for example, Crandall Park. She said she is in favor of a referendum as it is an easy way to get the temperature of the room on the subject.

Ms. Goetz questioned whether there would even be time to get the question on this November’s ballot. Lisa Hancock said it would be very tight and she would look into it. Ms. Goetz said they need to know whether the Town Council will be initiating a referendum. Ms. Nuccio said she agreed as she would not want both bodies competing with each other.

Mr. Matteis reiterated that at the end of the day this is a zoning matter. He said he felt if the Town Council initiated a referendum, it would be stepping on the toes of the PZC. He said he felt the Town Council should be determining use of cannabis on town properties but that the PZC should be allowed to handle the zoning end, and unless a resident initiates a petition, no referendum should be held. Ms. Nuccio said she understood Mr. Matteis’ feelings on the subject and agrees from a zoning perspective, but that the new law is not clear cut. Mr. Matteis said he understood the Town Council has an option, but that they should not take action. He acknowledged that the Town Council has the ability to hold a referendum, but felt they don’t have to and should not.

Mr. Powell said he agreed that the Town Council should act as far as getting an ordinance that addresses use on public properties in place. He was in favor of a referendum only if petitioned by a member of the public, and he said he felt the PZC should be responsible for signage and zoning. He noted how the PZC had dealt with permitting tattoo parlors in the recent past.
Mr. Schenher said he wanted the PZC to handle where to allow establishments going forward and to get the process going. He would not support an ordinance that went contrary to the PZC’s role.

Ms. Nuccio said they will need to get an ordinance discussion on their agenda about cannabis usage in public spaces. She noted at the PZC meetings, Town Council members will be citizens only in the discussion.

Mr. Crickmore asked if the question went to referendum and the people voted against permitting establishments in town, if the Town Council or PZC could override their vote. Ms. Nuccio said she did not believe so. She noted that technically they could hold a referendum vote on the matter every year. Mr. Schenher asked if a referendum resulted in a yes vote from the town, could the PZC still prohibit establishments across all zones. Mr. Corcoran said he did not think so, that they would likely have to allow them somewhere.

Ms. Goetz referred to Page 38 in the legislation, raising a question as to whether their town attorney would be able to advise them on wording for proposed amendments.

Ms. Falusi noted that unlike a referendum, a public hearing is non-binding. She said they need to be cognizant of that and make sure the public is made aware of that.

Mr. Matteis asked for some clarity on a referendum. He asked if the public voted favorably in a referendum and an establishment came into town, could a referendum be held the next year and result in an established business being kicked out of town? Ms. Nuccio said the 370 pages in the legislation are not clear on the issue. Mr. Mayer found the place in the legislation where it states that once a town gets an establishment in town, they cannot hold another referendum that would effectively shut it down.

Ms. Nuccio said she could see that more in the group only favor a referendum if the petition is initiated by a member of the public. She said short of that happening, it seems they should allow the PZC to go forward with public hearings on the subject and that the Town Council will handle the ordinance portion concerning cannabis use on public properties. She said she did not feel that any elected bodies should hold hearings without some kind of community conversation or input. Ms. Falusi noted that the Town Council, which would make the referendum decision, was more evenly split.

Mr. Powell said he felt the reason why PZC decisions are different is because they are driven by existing laws and regulations already in place, and that they are bound by them. As a result, it’s not just about opinions. Ms. Nuccio said that is the quagmire in front of them, however. The legislation says they can decide to disallow sales. She added that she felt the 60 day cutoff for a referendum is dangerously close. The state, however, will not start issuing licenses until next year so a referendum question could realistically get on next year’s election vote. If, in the meantime, the PZC establishes regulations to allow cannabis establishments in certain zones, but no application for one comes forward, then a public-initiated petition could result in a referendum question on next year’s ballot.

Mr. Luba announced that he arrived late to the discussion (attending remotely) and Ms. Nuccio updated him on the referendum discussion thus far.

Mr. Powell said the next action should be the Town Council’s in enacting ordinances related to use in public spaces. He said the PZC can get started on their end with regulations but with their current agenda, they would not likely begin the process until January or February of next year. Ms. Nuccio said they will get a discussion about ordinances on an upcoming agenda in September.
3. **Adjournment**

    **MOTION:** Steve Jones/Brenda Falusi to adjourn the meeting and pay the clerk at 8:42 P.M. Mr. Reagan, Mr. Schenher, Mr. Luba, Ms. Falusi, Mr. Jones, Mr. Bode, and Ms. Nuccio voted in favor. Motion carried.

Respectfully submitted,

Annie Gentile
Substitute Clerk