AGENDA
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
MAY 12, 2020 – 7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE
4. PROCLAMATIONS/PRESENTATIONS: None
5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION (on any subject within the jurisdiction of the Town Council) (2 minute limit)
6. PUBLIC HEARING ITEMS:
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 authorizing the Town Manager to enter into a contract with Special Counsel, Lloyd L. Langhammer, to assist in the defense of assessed values.
   8.2 COVID – 19 Update.
   8.3 Discussion and Presentation on FY 20-21 Revised Budget Overview.
9. OLD BUSINESS (ACTION/DISCUSSION ITEMS):
   9.1 Discussion on feedback for the creation of a Remote Participation Policy.
   9.2 Consideration of a resolution to adopt an ordinance establishing a Commission on People with Disabilities and the setting of a Public Hearing thereon for May 26, 2020.
10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY)
11. ADOPTION OF MINUTES
   11.1 April 28, 2020 Remote Special Meeting Minutes
   11.2 April 28, 2020 Remote Regular Meeting Minutes
   11.3 May 4, 2020 Remote Special Meeting Minutes
12. CORRESPONDENCE TO COUNCIL
13. CHAIRPERSON’S REPORT

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

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

16. ADJOURNMENT

To Join Zoom Meeting, either click:  
https://us02web.zoom.us/j/86403702202?pwd=SEhPV2U4enpyY280UE0vTUROR3Izdz09

Or call: 1-646-876-9923 and input:  
Meeting ID: 864 0370 2202  
Password: 842722

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

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

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

ITEM: Consideration of a resolution authorizing the Town Manager to enter into a contract with Special Counsel, Lloyd L. Langhammer, to assist in the defense of assessed values.

FOR COUNCIL MEETING: May 12, 2020

ITEM SUMMARY: The Assessor is requesting the use of Special Counselor Lloyd L. Langhammer as an experienced real estate attorney that has successfully litigated appeals to superior court throughout the state for various municipalities. Especially after a revaluation, tax representatives mail letters offering to file appeals to superior court at no charge to property owners unless they win. If they win, they split the savings over the five-year period. These tax reps flood the court with appeals, which creates a backlog. This backlog encourages judges to push for quick resolutions. Tax Appeals with no merit must be met with a strong opposition and Attorney Langhammer’s practice and expertise is in municipal assessment matters and appeals.

Towns that do not defend their assessments with strong opposition become labeled as towns that will settle quickly and consequently get more appeals each year. Tax appeals have become an increasingly popular profession these days especially with the “no cost” carrot dangled in front of our most prominent property owners. It makes sense for our town to have an attorney in place that specializes in this field. Especially in light of the fact that his rate is the same as our town attorney.

I sincerely believe that our town will save money in the long run by employing Attorney Langhammer.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution

SUPPORTING MATERIALS:

- Attorney Langhammer Engagement Letter
- Draft Resolution
May 4, 2020

Michael Rosen, Town Manager  
Town of Tolland  
21 Tolland Green  
Tolland, CT 06084

Re:  Town of Tolland Legal Matter Engagement letter

Dear Mr. Rosen:

This firm will represent the Town of Tolland in tax appeals and such other matters as you may designate to the undersigned. The undersigned has been practicing since 1986 and represents or has represented approximately a dozen local municipalities in various capacities. The undersigned has handled dozens of tax appeals in the Superior Court for my various municipalities.

This firm will charge $180.00 per hour of legal services provided by the firm, and require reimbursement of its out-of-pocket costs incurred.

Inasmuch as the Managing Member of the Law Offices of Lloyd L. Langhammer has a varied trial and travel schedule, client acknowledges and agrees that on occasion a colleague may be requested to attend certain hearings. Any and all substantive hearings will be handled by the undersigned.

Statewide legal professional guidelines and this firm's practice is to conduct an engagement upon the signing of an engagement letter describing the scope and compensation involved.

This letter will serve as a master retainer letter for all legal actions initiated at the Town's request until such time as either the Town or this firm either amend or rescind it. Should you have any questions or concerns regarding this retainer agreement, please do not hesitate to contact me. Otherwise, I would ask that you sign a copy of this retainer agreement and return it to me. Thank you very much.

Very truly yours,

[Signature]

Lloyd L. Langhammer
For Law Offices of Lloyd L. Langhammer, LLC

LLL/cdl
Michael Rosen, Town Manager
Town of Tolland
May 4, 2020

The above is understood and agreed. By signing below, I authorize the firm of Law Offices of Lloyd L. Langhammer, LLC to proceed on the Town of Tolland’s behalf accordingly.
Consideration of a resolution authorizing the Town Manager to enter into a contract with Special Counsel, Lloyd L. Langhammer, to assist in the defense of assessed values.

DRAFT RESOLUTION

BE IT RESOLVED that the Town Council authorize the Town Manager to enter into a contract with Special Counsel, Lloyd L. Langhammer, to assist the Town Assessor in the defense of assessed values.

Approved by the Tolland Town Council on _________________, 2020.

__________________________________________
Town Clerk

__________________________________________
Date
AGENDA ITEM BACKGROUND

ITEM: Discussion and Presentation on FY 20-21 Revised Budget Overview.

FOR COUNCIL MEETING OF: May 12, 2020

ITEM SUMMARY: Budget discussions were cut short in mid-March when COVID-19 started spreading. We were just coming up to the Public Hearing on the Manager’s Recommended Budget, which still needs to transpire.

Going forward we will need to discuss a different budget due to the ramifications of the COVID-19 pandemic. Tonight we will be reviewing the Town Manager’s Presentation, which will layout the roadmap on how he intends to move forward with the Manager’s Recommended Budget.

The Town Manager’s Recommended Budget will be submitted May 26, 2020, and the Public Hearing on the Manager’s Budget will likely be set for June 2, 2020.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion

SUPPORTING MATERIALS:

  o Town Manager’s Presentation
Note: Town Manager’s Recommended budget will be submitted May 26, 2020 with formal recommendation
Balanced Budget

Revenues

• Residential Property Tax
• Commercial Property Tax
• State Aid
• Investment Income
• Local Receipts

Expenditures

• Payroll
• Materials
• Utilities/Fuel
• Programs and Services
• Capital Projects
• Insurance/Benefits

If revenues do not offset expenditures properly, there is the need to use fund balance to cover costs. The Town of Tolland annually plans to use some portion of our fund balance in this manner, but generally just what is needed to cover expected cost-gaps, to ease burden to the taxpayers.
TRENDS IN GENERAL FUND REVENUE SOURCES

The above table illustrates the percentages of the budget funded by various revenue sources over ten years. The most striking feature of the breakdown of revenue is the extent to which the Town budget is dependent on just two sources: local property taxes and State and Federal Aid. Most grants are formula driven and therefore are affected not only by total state-wide funding levels, but also by numerous variables such as the Town’s population, the Town’s Grand List relative to other towns, income levels relative to other towns, student enrollment figures, and various demographic characteristics. Other sources, which are comprised of licenses, permits, charges for current services, interest income and miscellaneous income, have varied over the last five years due to changes in the housing market and economy.
Factors that Drive Mill Rate Growth

• Wage Increases
• Contractual Increases for Services
• Debt
• New Program Costs without an offset
• Reallocation of other revenue sources
• Loss of grand list value
• Prior year(s) usage of Fund Balance as a revenue source – not a sustainable model
Original Pre-Covid Model

Revenues

<table>
<thead>
<tr>
<th></th>
<th>2016/17</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21*</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Federal Grants</td>
<td>$871,274</td>
<td>$507,547</td>
<td>$204,435</td>
<td>$517,805</td>
<td>$517,405</td>
</tr>
<tr>
<td>Investment Income</td>
<td>60,000</td>
<td>70,000</td>
<td>70,000</td>
<td>190,000</td>
<td>340,000</td>
</tr>
<tr>
<td>Licenses, Permits &amp; Fees</td>
<td>264,500</td>
<td>249,800</td>
<td>238,500</td>
<td>258,500</td>
<td>273,500</td>
</tr>
<tr>
<td>Charges for Current Services</td>
<td>330,540</td>
<td>337,840</td>
<td>356,940</td>
<td>323,940</td>
<td>332,940</td>
</tr>
<tr>
<td>Education Grants</td>
<td>10,793,546</td>
<td>10,172,654</td>
<td>9,745,098</td>
<td>8,875,986</td>
<td>9,114,072</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,319,860</strong></td>
<td><strong>$11,337,841</strong></td>
<td><strong>$10,644,973</strong></td>
<td><strong>$10,166,231</strong></td>
<td><strong>$10,577,917</strong></td>
</tr>
</tbody>
</table>

*Estimated revenues at this time subject to change as the budget process proceeds.

Expenditures

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Town</td>
<td>2.11%</td>
<td>2.34%</td>
<td>-.73%</td>
<td>1.14%</td>
<td>1.76%</td>
<td>2.70%</td>
</tr>
<tr>
<td>BOE</td>
<td>2.92%</td>
<td>2.76%</td>
<td>0.00%</td>
<td>.78%</td>
<td>.84%</td>
<td>1.54%</td>
</tr>
<tr>
<td>Overall</td>
<td>2.68%</td>
<td>2.21%</td>
<td>-.15%</td>
<td>.81%</td>
<td>1.07%</td>
<td>1.88%</td>
</tr>
</tbody>
</table>

Grand List Growth

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Increase</td>
<td>-3.512%</td>
<td>.78%</td>
<td>.81%</td>
<td>.23%</td>
<td>2.96%</td>
<td>-.41%</td>
</tr>
<tr>
<td>Increased Tax Dollars</td>
<td>$(45,688,288)</td>
<td>$9,777,219</td>
<td>$10,255,060</td>
<td>$2,902,091</td>
<td>$3,787,800</td>
<td>$(5,258,726)</td>
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</table>

Mill Rate Increase

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.86</td>
<td>2.31</td>
<td>No change</td>
<td>.83</td>
<td>.81</td>
<td>1.05</td>
<td>.67</td>
</tr>
</tbody>
</table>

**Reevaluation year.
Original Pre-Covid Model

**EXPENDITURE SUMMARY**

<table>
<thead>
<tr>
<th>Category</th>
<th>Adopted 19/20</th>
<th>Recommended 20/21</th>
<th>Dollar Change</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Depts.</td>
<td>12,126,082</td>
<td>12,453,303</td>
<td>327,221</td>
<td>2.70%</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>121,048</td>
<td>196,667</td>
<td>75,619</td>
<td>62.47%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>4,550,000</td>
<td>4,600,000</td>
<td>50,000</td>
<td>1.10%</td>
</tr>
<tr>
<td>Board of Education</td>
<td>39,975,605</td>
<td>40,590,408</td>
<td>614,803</td>
<td>1.54%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$56,772,735</td>
<td>$57,840,378</td>
<td>$1,067,643</td>
<td>1.88%</td>
</tr>
</tbody>
</table>
Original Pre-Covid Model
Town Expenditure Drivers

• Health Insurances - $101,267

• Salaries (Some Union under negotiations. Doesn’t include Board of Education) - $51,128

• FICA, Medicare, OPEB, Employee Deferred Contribution Plan - $41,788

• Public Safety Communications - $20,320

• Fuel Increases - $19,373

• Recreation Center Utilities (Phase in Plan) - $9,000

• Other Services & Fees (Public Safety Volunteer Physicals and Multi-agency communications) - $10,040
Original Pre-Covid Model
Expenditure Revisions

• Add Phase in of an Additional Public Safety Officer – Starting in April, 2021 - $14,800 (Including benefits)

• Hold off hiring for the position of Town Engineer – continue with outsourced services until hiring environment improves.
Original Pre-Covid Model

MILL RATE IMPACT OF THE FINANCIAL PLAN

Mill Rate = 36.72

An increase of 0.67 mills compared to the current mill rate of 36.05, or 1.86% increase
So what’s the new plan for FY20-21?

• Obtain a no mill rate increase.
• To do that, first determine what revenues will be impacted by COVID-19 in the fiscal year, and true up the budget by editing those.
• After that, we will have the proper gap number we need to close to balance the budget, as described on my first slide, without a mill rate increase.
So what’s the new plan for FY20-21 (slide 2)?

- Plan to use more fund balance than we normally do to help close the gap. We cannot go too high with this, as that becomes problematic in multiple ways.
- In a cooperative manner between the School Superintendent and the Town Manager, we discussed that the remaining gap can be closed by reducing our operating budgets by our relative expenditure percentages.
An example

• Using very ballpark numbers, let’s say the revenue gap we would need to close to get Tolland to a no mill rate increase is $1,000,000.

• We already planned on using $300,000 of fund balance. I would propose using an additional $300,000 of fund balance, or $600,000 total, this year. That reduces the gap to $700,000.

• 77% of that reduction would come from the Board of Education budget, and 23% would come from the Town budget.

• $539,000 BOE and $161,000 Town impact.
On the Town Side (example continued)

• For the Town to absorb $161,000, there are multiple strategies:
  • Department heads will propose reducing expenditures in their line items, in light of Covid-19.
  • Consideration of project postponements.
  • Covid-19 has closed down many of our beloved Town and School assets. In so doing, there have been operational savings from March through June 2020. On a one time basis, we may consider purchasing some non-recurring goods and materials out of this year’s budget, which can then be eliminated from next year’s budget.
On the BOE Side (example continued)

• After the Tolland Town Council adopts the FY20-21 budget, the BOE is responsible for determining how to utilize their budget.

• The Town Manager and the Superintendent have continued to discuss options on BOE Capital Projects.
Why Use of Fund Balance has to be kept minimal

- Cash flow issues, including the local tax deferral program the Town adopted
- Uncertainty with Covid-19’s impact on future state aid
- Starting next year in a hole that has to be made up, either by persistent use of fund balance or a tax raise
- Maintain Triple-A Bond rating in order to secure low interest cost for debt issues
Summary

• One time revenues should typically pay for one time expenses.

• Recurring revenues should typically pay for recurring expenses.

• This is a year where we have to be creative, and flexible, for the entire Town.

• Using an excessive amount of fund balance to completely offset the total gap would be detrimental to the Town’s continued solvency, but thoughtful usage is what will help maintain the services and crucial supports we have come to expect from our community.

• This is the most uncharted waters we’ve ever been in. Now is not the time to deplete the Town’s savings.
Annual Referendum

• Executive Order 7HH requires that the Town adopt a budget for FY20-21 by June 30, 2020, and suspends any referendums.

• We are still advised to follow our normal procedures: Town Manager’s recommended budget public hearing; a budget presentation on the Town Council-set budget; then Council sets the adopted mill rate.

• We can’t stress enough the importance of having an adopted budget going into the beginning of the next fiscal year (July 1, 2020).
Remaining Budget Calendar

• May 26 – Town Manager submits recommended budget to Town Council
• June 2 – Public Hearing on Town Manager’s recommended budget
• June 8 – Town Council votes to finalize the budget for presentation
• June 17 – Annual Budget Presentation
• June 25 – Town Council adopts the budget and sets the mill rate for FY 20-21
AGENDA ITEM BACKGROUND

ITEM: Discussion on feedback for the creation of a Remote Participation Policy.

FOR COUNCIL MEETING OF: May 12, 2020

ITEM SUMMARY: Discussion on creating a Remote Participation Policy with feedback from board/commission chairpersons and staff.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Discussion

SUPPORTING MATERIALS:
- Remote Participation Policy Draft
- Feedback from board/commission chairpersons and staff on Policy Draft
REMOTE PARTICIPATION POLICY
TOWN OF TOLLAND, CT

1. PURPOSE STATEMENT

The Freedom of Information Act allows members of public bodies, with the consent and vote of the members of the body, to participate remotely in public meetings. While all members of Town boards and committees should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain specific circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town boards and committees.

A municipality may adopt a policy that memorializes the use of remote participation by public bodies within its jurisdiction.

This policy shall apply to all Town boards, committees, commissions, sub-committees and working groups (“Town boards”) regardless of whether such Town boards are appointed or elected.

Each Town board shall have the discretion to opt-out, and may elect to not make remote participation at meetings an option for its membership. The determination as to whether a board or committee shall opt-out shall be made by majority vote of the board/committee, and confirmed by the Town Council, as described below in subsection 2.

2. PROCEDURES FOR OPTING OUT

(a) Any Town board that wishes to opt-out of this Remote Participation Policy may do so by taking the issue up at a publicly posted meeting, and by majority vote of the board, decide to opt-out.
(b) The Chairperson of the Town board shall notify the Town Council of their board’s decision to opt-out, to be heard at an upcoming publicly posted meeting of the Town Council.
(c) The Town Council, by majority vote, can decide to uphold or reject the Town board’s vote to opt-out.
(d) If a Town board is successful in opting out of remote participation, but wishes to revisit their decision in the future, they may repeat steps 2a-2c above to opt back in.

3. MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

No member of a Town board shall participate in a meeting remotely unless the following requirements are met:

(a) Members of the Town board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;
(b) A quorum of the Town board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting location; and
(c) Members of the Town board who participate remotely must have access to the same materials being used at the meeting location.

4. PERMISSIBLE REASONS FOR REMOTE PARTICIPATION

It is the expressed desire of the Town Council that remote participation in meetings be an infrequent event, for both individual board members and Town boards as a whole.

Chairs of Town boards are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting. Chairs are encouraged to inform their colleagues that remote participation will not be permitted simply as a matter of convenience.

A member of a Town board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that one or more of the following factors makes the member’s physical attendance unreasonably difficult yet still leaves that member able to actively participate in the meeting:

(a) Personal illness;
(b) Personal disability;
(c) Family or other emergencies;
(d) Travel due to other Board obligations;
(e) Military service; or
(f) Significant geographic distance.

Any determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable. A limit of how many times a particular member may participate remotely may be imposed by the Chair of the Town board.

5. TECHNOLOGY

(a) The Town will make best efforts to have telephone conferencing equipment available at its primary meeting locations.
(b) The focus of the Chair should always be on maintaining the flow of the meeting. If the Chair determines that technical difficulties are inhibiting the progress of the meeting, the Chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant’s attendance shall be terminated.
(c) Each individual Town board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

6. PROCEDURES FOR REMOTE PARTICIPATION

(a) Any member of a Town board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.
(b) If the person chairing the meeting approves the request for remote participation, he or she shall make any necessary arrangements to ensure that the required equipment is available. If the required
equipment is not available, then the person chairing the meeting shall deny the request for remote participation.

(c) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely and the reason for his or her remote participation. This information shall be recorded into the minutes.

(d) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(e) Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussions. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town board.

(f) The Town shall not be responsible for the reimbursement of any out-of-pocket costs associated with the remote participation of Town board members.

(g) Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the Chair if that situation changes.
1. PURPOSE STATEMENT

The Freedom of Information Act allows members of public bodies, with the consent and vote of the members of the body, to participate remotely in public meetings. While all members of Town boards and committees should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain specific circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town boards and committees.

A municipality may adopt a policy that memorializes the use of remote participation by public bodies within its jurisdiction.

This policy shall apply to all Town boards, committees, commissions, sub-committees and working groups (“Town boards”) regardless of whether such Town boards are appointed or elected.

Each Town board shall have the discretion to opt-out, and may elect to not make remote participation at meetings an option for its membership. The determination as to whether a board or committee shall opt-out shall be made by majority vote of the board/committee, and confirmed by the Town Council, as described below in subsection 2.

<table>
<thead>
<tr>
<th>CHAIRPERSON OR STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Chairperson is opposed entirely to this policy.</td>
</tr>
<tr>
<td>One Chairperson would like a provision added that a Governor’s executive order would override this policy.</td>
</tr>
</tbody>
</table>

General Feedback:

Would remote participation be allowed by scheduled presenters at a meeting? For example, if the Architect could not attend in person but has prepared testimony or is otherwise scheduled to attend and speak on one or more agenda items, but suddenly could not for some reason attend, would they be allowed to remotely participate?

Also, this is all great for Board/Commission members, but what about the public? If a member of the public has a personal illness or disability, a family or other emergency, is traveling, is away due to military service, or is a significant geographic distance away from town, they cannot participate in public meetings. Could a similar policy be extended to the public?
### 2. PROCEDURES FOR OPTING OUT

(a) Any Town board that wishes to opt-out of this Remote Participation Policy may do so by taking the issue up at a publicly posted meeting, and by majority vote of the board, decide to opt-out.

(b) The Chairperson of the Town board shall notify the Town Council of their board’s decision to opt-out, to be heard at an upcoming publicly posted meeting of the Town Council.

(c) The Town Council, by majority vote, can decide to uphold or reject the Town board’s vote to opt-out.

(d) If a Town board is successful in opting out of remote participation, but wishes to revisit their decision in the future, they may repeat steps 2a-2c above to opt back in.

(a) No Feedback.

(b) No Feedback.

(c) Council sets the board/commission’s charge but many boards and commissions set their own bylaws regulating their organizational structure and rules and regulations for conducting their business. B/Cs currently vote as to whether or not to allow remote participation for a specific meeting. The step for Council to uphold or reject the board’s decision to opt out seems an unnecessary burden.

(d) Feedback as c. above.
3. MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

No member of a Town board shall participate in a meeting remotely unless the following requirements are met:

(a) Members of the Town board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;

(b) A quorum of the Town board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting location; and

(c) Members of the Town board who participate remotely must have access to the same materials being used at the meeting location.

(a) No feedback.

(b) Defeats the purpose of trying to get a quorum.

The problem we sometimes face is lack of members able to be at Town Hall to make a quorum. And with boards and commission with small numbers of members, for example, four members, this can be a significant problem. The number of members present has to be small enough to make the proposal work. In the example used above, two board or commission members physically present with the callers in counting toward a quorum would make the proposal helpful. While this may appear to be a small number, it is ½ of the current Commissioners.

With the exception of a Council member’s recent remote participation in the organizational meeting, all inquiries received from town staff or board/commission chairs involving remote participation have been because the board/commission has been unable to form a quorum without remote participation.

Does this mean that if the Chair wants to remote participate, someone who is physically present would Chair that meeting? Or can the Chair remotely Chair the meeting?

The Economic Development Commission has allowed members to call in for two reasons: because otherwise they lacked a quorum and because the member was travelling for work. It appears the draft policy would no longer allow for Boards and Commissions to let members call in for these reasons. I encourage those two rules are changed in order to meet the needs of the EDC and other Boards and Commissions.

(c) I think people might misconstrue this item to mean that the entire board or commission can’t vote on a matter if the remote member does not have access to all materials. I suggest amending the wording to say something along the lines of “If a member of the Town board who is participating remotely does not have access to the same materials being used at the meeting location at the time of a vote, he/she cannot vote on that matter.”

What about materials being presented in Public Input? What is the expectation for the remote participant to be able to view those materials and then participate in conversation and decision making based on them?
### 3. MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION (Cont.)

No member of a Town board shall participate in a meeting remotely unless the following requirements are met:

(a) Members of the Town board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;

(b) A quorum of the Town board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting location; and

(c) Members of the Town board who participate remotely must have access to the same materials being used at the meeting location.

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(c) What about materials being presented within agenda items that were not included in the meeting packet? (This happens frequently with the Birch Grove Building Committee; for example - the Interior Designer has attended meeting to show us fabrics, tiles, floor samples, etc.). What is the expectation for the remote participant to be able to view those materials and then participate in conversation and decision making based on them?
4. PERMISSIBLE REASONS FOR REMOTE PARTICIPATION

It is the expressed desire of the Town Council that remote participation in meetings be an infrequent event, for both individual board members and Town boards as a whole.

Chairs of Town boards are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting. Chairs are encouraged to inform their colleagues that remote participation will not be permitted simply as a matter of convenience.

A member of a Town board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that one or more of the following factors makes the member’s physical attendance unreasonably difficult yet still leaves that member able to actively participate in the meeting:

(a) Personal illness;
(b) Personal disability;
(c) Family or other emergencies;
(d) Travel due to other Board obligations;
(e) Military service; or
(f) Significant geographic distance.

Any determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable. A limit of how many times a particular member may participate remotely may be imposed by the Chair of the Town board.

What if a Committee member has car trouble and cannot attend in person? That's not an "emergency", but would it be an allowable reason?

What about weather conditions/considerations? If there is inclement weather, but the meeting is not cancelled and most members can attend in person, would other members who are not comfortable with traveling to the meeting location be allowed to attend remotely?

(assuming all other requirements are met with items 3, 5 and 6.)

(a) Change to: Personal acute illness
(b) No feedback
(c) Does the nature of the emergency have to be disclosed by the participant to the Chair? Does the specific nature of the emergency have to be announced and recorded per 6c?
(d) Change “Board” obligations to “travel due to professional or employment” obligations.

We’ve allowed EDC members to call in due to work travel obligations. Can this be updated to include that also?

(e) Remove. Those reserve members required to serve their two weeks of reserve duty would be covered under “professional” obligations. Would this allow someone called into active duty to continue to serve on the board indefinitely? Is that our intent? C5-2 of the Town Charter seems to assume the expectation that the member be able to physically appear at a majority of meetings.

(f) Remove. Covered by (d).

What about vacation, travel for work, work commitment?

What are the considerations when the reason is “significant geographic distance”?

Final Sentence – Could a limit of the number of times a participant may participate be included in the policy and it be left to the Chair to lift that limit if the Chair deems it appropriate based on the participant’s individual situation?
# TECHNOLOGY

(a) The Town will make best efforts to have telephone conferencing equipment available at its primary meeting locations.

(b) The focus of the Chair should always be on maintaining the flow of the meeting. If the Chair determines that technical difficulties are inhibiting the progress of the meeting, the Chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant’s attendance shall be terminated. The meeting should not be interrupted while any attempt to restore the connection is made.

(c) Each individual Town board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

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<th>CHAIRPERSON OR STAFF</th>
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<tr>
<td>(a) How? Not that the policy needs to answer this but we’ll need direction on this. I think most of the meeting rooms now have phones, but if one doesn’t, is a board member required to use their personal cell phone?</td>
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<tr>
<td>(b) Cell service?</td>
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<tr>
<td>(c) What methods are available for remote participation? How do I as a Chair determine the methods?</td>
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<td>Within reason</td>
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6. PROCEDURES FOR REMOTE PARTICIPATION

(a) Any member of a Town board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) If the person chairing the meeting approves the request for remote participation, he or she shall make any necessary arrangements to ensure that the required equipment is available. If the required equipment is not available, then the person chairing the meeting shall deny the request for remote participation.

(c) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely and the reason for his or her remote participation. This information shall be recorded into the minutes.

(d) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(a) Should also require that they notify their Staff Liaison since we’ll be the ones that need to make sure the room has a phone beforehand.

(b) Could the necessary arrangements be made by the board/commission's Town Staff support personnel rather than the Chair? We meet in the evenings, and rarely have time ahead of meetings to make any technological arrangements between commuting home from work, family matters at home, etc.

And inform staff. Actually, informing staff will work best. Chairs are not always available during the day. Would suggest that if the Chair approves, the majority of the members present should also vote to allow the remote participation.

(c) If the reason is personal disability, can we make them disclose a disability publically?

(d) No feedback.
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<td>6. PROCEDURES FOR REMOTE PARTICIPATION (Cont.)</td>
<td>(e) Remove “unless the presence of that person is approved by a simple majority vote of the Town board”. Usually, the invitation to invite someone into executive session is part of the motion to move into executive session with 2/3s agreement since no voting takes place in executive session. It also sets a precedent that non-members are allowed to remotely participate. Is a 2/3 vote required for this based on CGS 1-225? For the boards staffed we normally do one motion to go into executive session which includes the reason and who is invited in. It wasn’t clear if the 2/3 rule also applies to voting on whom to invite in. Could we as a Board decide to opt-out of remote participation for executive session only?</td>
</tr>
<tr>
<td></td>
<td>(f) No feedback</td>
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<td></td>
<td>(g) No feedback</td>
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(e) Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussions. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town board.

(f) The Town shall not be responsible for the reimbursement of any out-of-pocket costs associated with the remote participation of Town board members.

(g) Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the Chair if that situation changes.
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to adopt an ordinance establishing a Commission on People with Disabilities and the setting of a Public Hearing thereon for May 26, 2020.

FOR COUNCIL MEETING OF: May 12, 2020

ITEM SUMMARY: One goal of Town Council was to explore the creation of a new Commission on People with Disabilities.

A survey was sent out to residents, via Tolland Notification, in the beginning of the year asking if they thought there was a need for this type of Commission in Town. The results are part of the supporting materials.

After several meetings and feedback from residents, Town Council voted at their March 10, 2020 meeting to set a Public Hearing on March 24, 2020 which was cancelled due to the COVID–19 Pandemic. Town Council is ready to set the Public Hearing again for May 26, 2020.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Motion to schedule the Public Hearing for May 26, 2020.

SUPPORTING MATERIALS:

- Commission on Disabilities Questionnaire Results
- Commission on People with Disabilities Draft Mission Statement
- Draft Resolution
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<tr>
<td>1</td>
<td>Kate Howard-Bender</td>
<td>103 Goose Lane</td>
<td>No</td>
<td>I answered “no” because there was no “I’m not sure” answer. I’m interested to know how this commission would work with existing human services and school services. I’m also interested to understand what the driving force is behind this commission’s establishment. How much will this cost? What percentage of the town’s population does this apply to?</td>
<td>This question assumes the commission is required.</td>
</tr>
<tr>
<td>2</td>
<td>Linda Suess</td>
<td>36 Charles St</td>
<td>Yes</td>
<td>There should be one in every town. Persons with disabilities may not have the ability to advocate for what is needed, so we need to protect them and make sure we have their input on a regular, unbiased timeline.</td>
<td>Ask the people with disabilities what they need (eg. special housing, ramps in town facilities, access to buildings, enough handicap parking spaces), Make sure they are represented and serve on the Commission.</td>
</tr>
<tr>
<td>3</td>
<td>Eric Nelson</td>
<td>52 Barstow Lane</td>
<td>No</td>
<td>This is not something that belongs at the town level, and is unnecessary.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Maureen Thurz</td>
<td>36 Summerwood Ridge</td>
<td>Yes</td>
<td>I have a son with multiple disabilities.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meredith Renduchintala</td>
<td>93 Hurlbut Rd</td>
<td>Yes</td>
<td>Every town needs a commission for people with disabilities. Why? Because they are people, and they deserve to be considered, respected, and included.</td>
<td></td>
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<tr>
<td>6</td>
<td>Deborah Kraenzle</td>
<td>55 Reed Rd</td>
<td>Yes</td>
<td>I have MS and have 3 children in 3 different schools. The least handicap friendly is Tolland Middle School. So yes I think it would be good for the town to be aware of certain issues.</td>
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<tr>
<td>7</td>
<td>Sheryl Nussabaum</td>
<td>43 Lawlor Rd</td>
<td>Yes</td>
<td>I feel that this type of commission is needed in Tolland. There are a number of residents with varying disabilities that have no representation in town. It would be wonderful to find a way to be more inclusive of these citizens. I have a son with autism and I also work as a paraprofessional for the school district. I would be happy to assist with this any some manner.</td>
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<td>8</td>
<td>Norm Crapster</td>
<td>37 Valley View Drive</td>
<td>Yes</td>
<td>Most disabled persons have had their lives unexpectedly overturned. Family support is essential; community support can transcend that. Together these things help to make their lives worth living. Even the smallest things help to give disabled person a sense of worth.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Brenda Foreman</td>
<td>230 Mountain Spring Rd</td>
<td>Yes</td>
<td>I believe promoting inclusivity is the right thing for any community to do.</td>
<td>Providing better access to parks and facilities in this town. (Have you been in town hall - it's a maze at best for someone that is able-bodied and more so if someone is disabled) Partner to create sidewalks and lanes in roads devoted to those in wheelchairs. Providing additional mental health services to those in town; Working with the youth and other leaders in town - to look for opportunities to help children/adults who may be heading towards a mental health condition. This is a fantastic idea if resources can be placed towards making a difference, however, it has to make a difference and actually get work done, which cannot be solely done with volunteers.</td>
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<tr>
<td>10</td>
<td>Liz Costa</td>
<td>54 Josiah Lane</td>
<td>Yes</td>
<td>I do think that a commission like this could be necessary in town, especially if our own people in human services are beyond capacity - which it appears they may be. If we would be adding a person to address the needs of the differently abled in town to include, those with vision Impairment deaf or hard of hearing, mental health conditions, intellectual disability, acquired brain injury, autism spectrum disorder and physical disability then I would see it as a welcome addition that could take some off the plate of our already strapped Human Services.</td>
<td>Education to first responders.</td>
</tr>
<tr>
<td>11</td>
<td>Sandy Leubner</td>
<td>37 Marlboro Glade</td>
<td>Yes</td>
<td>It makes us a more inclusive and user friendly community.</td>
<td>You should think about Universal Design - this addresses needs of everyone - not just those with disabilities. Also look up “ age-friendly communities”. there is also money to be had - as well as bragging rights!</td>
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<td>12</td>
<td>Aaron Weintraub</td>
<td>167 Dockerel Rd</td>
<td>Yes</td>
<td>To reiterate and stress the importance to the council that fully funding town services such as schools and the library is the best way to provide a supportive and inclusive community.</td>
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<tr>
<td>13</td>
<td>Lynne Liston Smith</td>
<td>112 Metcalf Road</td>
<td>Yes</td>
<td>To help individuals with disabilities in our community.</td>
<td>Help promote local businesses hire more individuals with disabilities.</td>
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<td>14</td>
<td>Edwin Lugo</td>
<td>33 Rolling Meadow Drive</td>
<td>Yes</td>
<td>Our citizens with disabilities need a voice.</td>
<td>Current plan seems very comprehensive.</td>
</tr>
<tr>
<td>15</td>
<td>Cora Sciarra</td>
<td>46 Robbie Road</td>
<td>Yes</td>
<td>We have many town citizens who want to help others and be positive contributors to our community but are limited. There are many who can use support locally but do not know where to turn.</td>
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<tr>
<td>16</td>
<td>Audrey Gifford</td>
<td>97 Derek Drive</td>
<td>Yes</td>
<td>Our town needs to increase awareness among our families and other citizens about the prevalence of disabilities, and what the research tells us about how best to help people with disabilities. This is needed by first responders, parents of children with disabilities, and families of adult people with disabilities. People with disabilities and their families need to be informed of both public and private options. Additionally, people in the community may be able to better understand some of the challenges facing people with disabilities and their families.</td>
<td>I would like to see more education among parents of children with autism about their options in the medical sector, particularly about the autism mandate in this state.</td>
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<tr>
<td>17</td>
<td>Deirdre Goldsmith</td>
<td>21 Marlboro Glade</td>
<td>Yes</td>
<td>Our town residents should be able to access all of our amenities, despite being differently abled.</td>
<td>Two members from the TC that would be active participants.</td>
</tr>
<tr>
<td>18</td>
<td>Sharon Lagueux</td>
<td>7 South River Rd</td>
<td>Yes</td>
<td>Before my boyfriend passed and in the end we were in need of help with transportation. Fortunately, there was a woman at the senior center that helped me with Hockanam Valley, they did not want to take him 3 days a week to dialysis because the center used to provide their own transportation. Prior to his kidney failure he was 9 years with a heart transplant and after the dialysis he ended up with cancer. We had no family to help and I was still working. Now that he has passed, I will find myself in the same type of situation with no help. I am 60 and was born with Juvenile RA. Hip replacement in 1999 and a knee that needed to be done that same year that was</td>
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<td>19</td>
<td>Melissa Ottman</td>
<td>11 Elgin Drive</td>
<td>Yes</td>
<td>I am a teacher of students with cognitive disabilities and autism. I would love to see our town offer social groups and/or assistance to participate in town rec programs. I’d be interested to learn if Tolland has a fridge magnet program for people with medical and other needs where the first responders know to check the outside of the fridge for information on the residents.</td>
<td>Collaborate with the Board of Ed to elevate current inclusion efforts in Tolland Public Schools with tangible &quot;how to” guidance on working with individuals with disabilities. Many children and adults want to be inclusive but do not know how or do not do it well because they simply do not know the best ways to include others with mobility, hearing, sight or other special needs. Additionally, the Commission can help support and promote community events designed for inclusion (eg: the 2nd annual unified Hot Chocolate House to celebrate the talents of individuals with special needs will be held at St. Matthew Church on May 16).</td>
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<tr>
<td>20</td>
<td>Paula Tremblay</td>
<td>158 Pine Hill Rd</td>
<td>Yes</td>
<td>Yes for all of the reasons cited above and given a growing population of individuals with disabilities.</td>
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</tr>
<tr>
<td>21</td>
<td>Mary Mosher</td>
<td>274 Metcalf Road</td>
<td>Yes</td>
<td>Tolland's disabled population is underrepresented.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Lisa Knapp</td>
<td>94 Crestwood Rd</td>
<td>Yes</td>
<td>This town has many individuals with varying disabilities and very little if any programs to support them.</td>
<td>I would like to see the commission work to create programs within the town for older (upper teens to adults) individuals with any type of disability.</td>
</tr>
<tr>
<td>23</td>
<td>Jennifer Overkamp</td>
<td>139 Wildwood Rd</td>
<td>No</td>
<td>I feel the town needs to focus on current issues and problem that are unsolved and</td>
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<td>24</td>
<td>Karen Moran</td>
<td>50 Merlot Way</td>
<td>No</td>
<td>unresolved. Is the town government, already stretched thin, going to be able to support another structure? You have vacancies on boards and commissions that have been in place that you cannot fill. This is not only foolish. It is irresponsible.</td>
<td>I need more information and a strategic plan for adding commissions such as this one. Not that it doesn't have value, but the reality is that there are currently 10+ vacancies on the current commissions we have in place. Why are we adding more commissions when we can't keep the ones we have, filled. Here are my questions: What added responsibility does this put on our paid staff? In my opinion, we are already burning them out. Our Human Services department has two phenomenal directors who will be retiring in the future. If we are talking about commissions on disabilities, aging, substance use, mental health, and more - will Tolland support the hiring of appropriate staff to support these endeavors? Town staff and school staff such as social workers, etc.? And don't say that the schools will have to &quot;figure it out&quot;. That's not how a community works. It should all work cohesively with other town entities. If we are talking-the-talk, are we going to walk-the-talk?</td>
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<td>25</td>
<td>Karen Green</td>
<td>78 Lakeview Hghts</td>
<td>Yes</td>
<td>When someone in your family has any type of disability, you slowly become an island. People don’t know what to say or do. There are events that take place that you can’t get to or just the plain fact that others in town don’t understand your situation. I think having a commission to explore opportunities to improve or just get information on how we can be a better town for everyone is</td>
<td>Mainly information for anything that would help individuals and families that have any issues in this area. Again, I can’t stress enough that this is not being taken care of by any other section in town. We have been residents for 26 years.</td>
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<td>26</td>
<td>Suzanne Giroux</td>
<td>53 Charlotte Dr</td>
<td>Yes</td>
<td>My daughter is 20 years old and is non-ambulatory and developmentally delayed. In addition to this, she has a seizure disorder and type 1 diabetes. She is currently supported through a transitional program at Horizons in Windham. She will age out of this program when she is 21 and we are unclear as to what her path will be when she is no longer supported by Horizons. (Where will she live? Where will she work? Who will support her? How will she be transported to/from doctor visit, work etc.? Are there social opportunities for her? And so many more questions.) I have been to many seminars and read a lot about the different issues facing those with disabilities in our state. It is very complex and difficult to navigate the system to understand funding, rights and resources available. The commission that is being proposed would assist those individuals in our community to navigate this process and make this commission could facilitate employment opportunities and possibly housing opportunities for those in our community by developing a database of individuals that could help.</td>
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<td>27</td>
<td>Leslie Prior</td>
<td>421 Old Stafford Road</td>
<td>Yes</td>
<td>I believe this commission is necessary because the tides are changing, as far as disability awareness goes. In order to better serve all of our Town residents people who are differently-abled need to have a bigger voice. By meeting our residents needs we will have a stronger and more inclusive community. A council that is made up of self-advocates, advocates, family members and professionals who understand and work towards incorporating the most progressive avenues available and, perhaps discovering new avenues, are what is necessary to build an inclusive and cohesive Tolland. I look forward to great, new beginnings from this council for the benefit of all residents of Tolland.</td>
<td></td>
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<tr>
<td>28</td>
<td>Holly Linton</td>
<td>21 Stevens Road</td>
<td>Yes</td>
<td>There are many Tolland Residents with Disabilities who need advocates!</td>
<td>Mental Health. Mental Health and Disabilities generally go hand in hand.</td>
</tr>
<tr>
<td>29</td>
<td>Melissa Rolland</td>
<td>265 Grahaber Rd</td>
<td>Yes</td>
<td>The voice of this segment of the population needs to be recognized and heard in order to continue the inclusion of our residents with special needs to enable them to be active, contributing members of our town. As a parent to a young adult with special needs I have seen first hand through the efforts of the school system, providers and parents a community that can pride itself on the inclusion of everyone, for the benefit of all.</td>
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<td>30</td>
<td>Joe St. Onge</td>
<td>80 Derek Drive</td>
<td>Yes</td>
<td>I have two developmentally delay twin adult girls (daughters) that are in my guardianship. There is always services that could help with their life.</td>
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<tr>
<td>31</td>
<td>Feene McAllister</td>
<td>232 Rhodes Rd</td>
<td>Yes</td>
<td>To many young adults with intellectual disabilities whose parents still care for them.</td>
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<td>The only chance these people have for residential support is for their parents to die. Heartless to lose your parents and then the only home and community they’ve ever known. Additionally we need to be aware of the needs of the elderly, the disabled including our veterans.</td>
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<tr>
<td>32</td>
<td>Jan Rubino</td>
<td>296 Weigold Rd</td>
<td>Yes</td>
<td>The human services department is already worked to max capacity. This commission could do the research and work of grant funding and education.</td>
<td></td>
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<tr>
<td>33</td>
<td>Leslie Tervo</td>
<td>103 Grant Hill Rd</td>
<td>Yes</td>
<td>It is critical that any planning, or the work done by any department or commission considers and takes into account the opinions and advice of people with disabilities. Despite the fact that much progress has been made since the mid-seventies, there are still attitudinal and architectural barriers. Just as we should never discriminate against all of the groups identified by federal and state protections and civil rights laws, so should we never fail to include representatives of each of those groups in those activities and endeavors that are intended to improve the lives of all members of our communities.</td>
<td>I think that the above list hits on all of the major avenues that can be taken to insure that the goals are achieved. Kudos. I sense that the advice and input of people with disabilities and members of their families were included in comprising the list as it is very thorough and balanced.</td>
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<tr>
<td>34</td>
<td>Mike Pascuzzi</td>
<td>55 Avebury Ln</td>
<td>Yes</td>
<td>To tie all entities together who are working for people with disabilities.</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Elissa Edson</td>
<td>43 Crestwood Rd</td>
<td>Yes</td>
<td>Need to explore other resources as the Town of Tolland has limited availability. Be honored to help your commission.</td>
<td>State, Federal resources especially for those &quot;too rich&quot; on paper to qualify for programs but need help.</td>
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<tr>
<td>36</td>
<td>Susan Lucek-Hughes</td>
<td>777 Tolland Stage Road</td>
<td>Yes</td>
<td>I believe a Commission on people with disabilities is needed in Tolland. I believe that a Commission can help educate our entire town on the meaning of true inclusion, and help improve accessibility to FAPE, employment options, transportation services, affordable housing, social and recreational契</td>
<td>I think that there may be many overlapping areas when looking at issues surrounding aging and mental health that could be incorporated.</td>
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opportunities, and more. There are many Tolland residents, and parents/caregivers of residents with disabilities, and this Commission could also help educate them on how to better advocate for change at both the local and state levels. Moving toward a truly inclusive Tolland is an all-good, win-win opportunity to demonstrate that we value the importance that ALL residents can live and participate fully in our community. Thank you for your consideration.

<table>
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<tr>
<th>#</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>COMMISSION NEEDED</th>
<th>WHY OR WHY NOT</th>
<th>ANYTHING ELSE FOR THE COMMISSION TO PROVIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Mary Kay Hassler</td>
<td>39 Brookmoor Rd</td>
<td>Yes</td>
<td>A disability commission is a needed resource for residents of Tolland who are effected by disability. I think it's important to find out if Tolland is compliant and a commission can be a dedicated body to make this determination. If not compliant, we need to explore how to make the adjustment and options for funding to do so. There are rights for all residents of Tolland, whether disabled or not.</td>
<td>It would be helpful to explore transportation options for residents with disabilities. I also, personally, would like to hear of childcare providers which would be able to accommodate children with disabilities. Currently, our state-funded Family Resource Center can not accommodate certain children with disabilities. We need to see how grants can be obtained to aid in this process.</td>
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</table>
The goal of the Tolland Commission on People with Disabilities (“The Commission”) is to provide information, education, and advocacy for the entire community by embracing the contribution of its citizens with disabilities, and to create a more inclusive Tolland. The Commission will research and advise Town Council on issues relevant to our citizens with disabilities.

The Commission will:

- offer support for legislative initiatives that promote equality and accessibility for people with disabilities;
- invite speakers from both the public and private sector to discuss topics of concern to the disability community;
- explore additional state, federal, and grant funding resources;
- analyze the services for persons with disabilities provided by the community, both by public and private agencies, and make recommendations to the Town Council regarding their findings.

The Commission on People with Disabilities is a seven (7) member commission. Such members shall be electors of the Town, and not more than five (5) members shall belong to the same political party. To the fullest extent possible, the Commission shall be made up of a majority of members who are persons with disabilities, or who regularly work with or provide services to persons with disabilities. Members shall be appointed by the Town Council for terms of up to three years; two members with a one-year term; two members with a two-year term; three members with a three-year term. After the initial appointments, all future appointments shall be for three-year terms, or until their successor shall be appointed by the Town Council.

All public meetings shall be held at the call of the Chair, and at such times and locations as the Commission may determine.
Agenda Item #9.2

Consideration of a resolution to adopt an ordinance establishing a Commission on People with Disabilities and the setting of a Public Hearing thereon for May 26, 2020.

MOTION that the following resolution be introduced and set down for a Public Hearing on May 26, 2020 at 7:00 p.m. via Zoom Remote Meeting:

**DRAFT RESOLUTION**

**BE IT RESOLVED,** by the Tolland Town Council that it hereby establishes a Commission on People with Disabilities and hereby approves the following:

The goal of the Commission on People with Disabilities (“The Commission”) is to provide information, education, and advocacy for the entire community by embracing the contribution of its citizens with disabilities, and to create a more inclusive Tolland. The Commission will research and advise Town Council on issues relevant to our citizens with disabilities.

The Commission will be a seven (7) member commission. Such members shall be electors of the Town, and not more than five (5) members shall belong to the same political party. To the fullest extent possible, the Commission shall be made up of a majority of members who are persons with disabilities, or who regularly work with or provide services to persons with disabilities. Members shall be appointed by the Town Council for terms of up to three years; two members with a one-year term; two members with a two-year term; three members with a three-year term. After the initial appointments, all future appointments shall be for three-year terms, or until their successor shall be appointed by the Town Council.

Approved by the Tolland Town Council on _______________, 2020.

_____________________________
Town Clerk

_____________________________
Date
SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL
ZOOM REMOTE MEETING
APRIL 28, 2020 – 6:00 PM

Council Members Present: Tammy Nuccio, Steve Jones, Kurt Schenher, Brenda Falusi, John Reagan, Lou Luba

Council Members Absent: N/A

Others Present: Mike Rosen, Town Manager @ 6:13 PM

1) Call to Order: The meeting was called to order at 6:05 PM.

2) New Business:
   a. S. Jones motioned, seconded by K. Schenher, to go into Executive Session to discuss a personnel matter. The Executive Session concluded at 6:51 PM.

3) Adjournment: L. Luba motioned, seconded by S. Jones, to adjourn at 6:53 PM.

______________________________
Tammy Nuccio, Chairman

The Town of Tolland is an Equal Opportunity/Affirmative Action Employer
TOLLAND TOWN COUNCIL
ZOOM MEETING
April 28, 2020 – 7:00 P.M.

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

MEMBERS ABSENT: none

OTHERS PRESENT: Michael Rosen, Town Manager; Sheila Bailey, Town Clerk; John Littell, Fire Chief/Director of Public Safety; Dr. Walter Willett, Superintendent; Lisa Hancock, Director of Finance

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: A moment of silence was held in remembrance of Tolland High School Football Coach Scott Cady.

4. PROCLAMATIONS/PRESENTATIONS: none

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

6. PUBLIC HEARING ITEMS
   6.1 Consideration of a resolution making an additional appropriation of $16,132.29 from Materials Innovation and Recycling Authority (MIRA), the final distribution of the concluded Mid-Connecticut Project, to the Capital Refuse Reserve Account 20000072-755398. Mr. Rosen introduced this item and provided a history. He noted that this is the final payment of the distribution.

   Mr. Jones moved to open the Public Hearing.
   Ms. Falusi seconded the motion.

   A roll call vote was taken. Motion passed unanimously.

   Discussion: none

   Mr. Jones moved to close the Public Hearing.
   Ms. Falusi seconded the motion.
   A roll call vote was taken. Motion passed unanimously.

   Discussion: none

   Mr. Jones motioned to accept the following resolution:

   MOTION that the following resolution has been introduced and set down for a Public Hearing on April 28, 2020 at 7:00 p.m. via Zoom Remote Meeting:

   BE IT RESOLVED by the Tolland Town Council that it hereby appropriates $16,132.29 from the MIRA distribution to the Capital Refuse Reserve Account, account number 20000072-755398.
Ms. Falusi seconded the motion.
A roll call vote was taken. Motion passed unanimously.

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL
   • Complete Count Committee: Ms. Falusi provided an update.
   • Sustainable CT: Ms. Falusi noted that Sustainable CT has not met.

7b. REPORTS OF TOWN COUNCIL LIAISONS
   • WPCA: Mr. Reagan noted that WPCA did not meet.
   • Birch Grove Building Committee: Mr. Luba noted that the last meeting was cancelled.
   • Blight Committee: Ms. Falusi noted that they did not meet.
   • Planning & Zoning Commission: Ms. Falusi provided a summary of last night’s meeting.
   • Board of Education: Ms. Falusi and Ms. Nuccio provided a summary of the last meeting.
   • Land Acquisition: Ms. Falusi noted that they did not meet.
   • Permanent Celebration Committee: Mr. Jones provided a summary of the last meeting.
   • Conservation Commission: Mr. Jones provided a summary of the last meeting.
   • Eastern Highlands Health District: Ms. Nuccio provided a summary of the last meeting.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):
   8.1 Appointment of a member to the Town Council
   Mr. Rosen noted that Mr. Abbate has resigned from the Town Council.
   The Republican Town Committee has endorsed Cassandra York for the vacancy that was left
   by Mr. Abbate for the two year term.
   The Town Clerk has met with Ms. York who has signed the financial disclosure form.

   Mr. Jones motioned to authorize the following resolution:

   BE IT RESOLVED by the Tolland Town Council that it hereby appoints Cassandra York as a
   Council member to fill the remainder of Councilman Abbate's term.

   Mr. Luba seconded the motion.

   Discussion:
   Mr. Jones paraphrased the quote that everyone you meet is fighting a battle one knows
   nothing about. It is a good effort to be kind to one another and understanding especially
   during these difficult times. Everyone is going through a tough time and Mr. Jones wished
   Mr. Abbate the best.
   Ms. Nuccio commented that Mr. Abbate is a wonderful man and a valued member of the
   Council. Personally she will miss him — he has a great way of thinking about things, is
   steady and calm. That said, "family first" is one of her core beliefs and she respects his
   decision. She is honored to have him as a friend. That said she is thrilled to have such a
   well-qualified candidate in Ms. York. She is compassionate, multi-faceted, educated,
   level-headed, and a natural leader. Ms. Nuccio looks forward to having those skills on the
   bench.
   Mr. Reagan thanked Mr. Abbate for his service and welcomed Ms. York. Mr. Reagan
   enjoyed working with Mr. Abbate and is looking forward to working with Ms. York.
   Mr. Luba expressed a similar sentiment to that of Mr. Reagan. Losing Mr. Abbate is an
   unfortunate situation. He is a good friend and a great co-worker on the Town Council. Mr.
Luba welcomed Ms. York. He is sure Ms. York will hit the ground running and do wonderful things.

A roll call vote was taken. Motion passed unanimously.

Ms. Bailey swore Ms. York in as a member of the Tolland Town Council.

8.2 COVID-19 Update
Mr. Rosen

- Mr. Rosen provided background information on this agenda item.
- The town is still operating and has employed social distancing measures. Town employees working at Town Hall are wearing masks when they cannot socially distance and when using common areas.
- Town Hall staff is working on a split team model. One cadre works from home one week while the other works at Town Hall. They switch the following week.
- Chief Littell is operating out of the EOC. He and Mr. Rosen communicate regularly and keep the lines of communication open with department heads and the public via press releases, e-alerts, reverse 911, and social media.
- Mr. Rosen tunes into the Governor’s calls and press conferences.
- The town is being proactive and reactive. The next phase is the conversations regarding how to effectively reopen communities and the state.
- The town has been tracking all of the expenses related to COVID-19 in hopes of receiving a FEMA reimbursement. The Finance Department, Public Safety, Public Works, and those at Town Hall are all working on this item. Currently the town is using the Declaration Account to fund COVID-19 related items. The hope is to replenish this account with the FEMA reimbursement as much as possible. Mr. Rosen understands the reimbursement rate is 75% for eligible expenses.

Rob Miller, Eastern Highlands Health District (EHHD)

- in district: 115 confirmed cases, 26 hospitalizations, 5 fatalities
- Tolland: 36 confirmed cases, 10 hospitalizations, 1 fatality
- Since yesterday there have not been any new hospitalizations or deaths.
- Statewide the total hospitalizations have dropped in each of the last 5 days.
- Objective: 2 weeks of decline in hospitalizations
- EHHD: 70 case contact investigations have been completed; 35 case contact investigations are currently active
- Case contact tracing: the team participated in an orientation this past Friday with the State Health Department. New software is being rolled out that hopefully will streamline the case contact tracing efforts. This will be important as the curve is flattened and social distancing is relaxed. Local health departments will need to be able to identify and hopefully contain any potential flare ups and will utilize this platform.
- EHHD is engaged in the distribution of PPE. It receives PPE from regional drop off points and distributes it to local, private healthcare providers who requested it. The providers include private physicians in family practices as well as some visiting nurses, dentists, and group homes.
- MRC recruitment has been successful. They have vetted and sworn in 70 members. Another 90 are in the vetting process. Plans include having the members participate in assisting with contact tracing, backfilling surges in local hospitals if needed,
dispensing antivirals if developed, and supporting a mass vaccination campaign when available.

- EHHD is continuing to support local public sector providers and first responder organizations as well as employers with infection control procedures, exposure risk assessments, and interpretation application of the Governor’s executive orders as they pertain to social distancing and other matters.

Chief John Littell
- The Chief congratulated Ms. York on her appointment and offered his assistance. She is always welcome at the EOC.
- Mr. Miller is a great subject matter expert and has been assisting the EOC and communicates frequently with the Chief.
- The pandemic is a devastating and sad situation but they are doing all they can.
- They are trying to put a plan together to provide guidance and hope to businesses.
- God bless Dr. Willett, his staff, and the teachers.
- They are trying to do all they can for the community including being there for emotional support. Transport levels have increased over the past week or so but the numbers have been steady over the past few days.
- Chief Littell hopes that people do not "jump the gun". The weather was nice today and many people were out. He encouraged getting the message out to the younger population to continue to social distance. Not doing so will hurt the entire community.
- The Town Manager has done the best job possible and established a unified command situation with everyone including the Superintendent, elected town officials and other town officials. One of the long term goals is to appoint a long term coordinator.
- They have been meeting with churches and religious groups weekly which are ready to open. The Chief recommends being unified with other nearby communities and having the same messages. The Chief has provided them, along with business leaders, information so they can create plans. The pressure to open is going to escalate.
- Ms. Nuccio commented that she understands that on May 20th the Governor’s committee is going to start providing information on how the state would like to see the roll out. She understands the messaging will included that the roll out would start in July but go through the end of the year. The Chief explained that he would like to see the state create a template for municipalities and businesses to follow. The executive orders do not provide clear guidance. He recommended that the elected officials reach out to others in nearby communities so things are done uniformly.
- The Chief noted his greatest concern is Woodlake and he is doing all he can to help. He would like to get Woodlake, Winding River, Parker Place, and elderly housing PPE. Human and Senior Services are assisting as well.
- The community is providing a lot of support. People need to work together and come together. Tolland can rebound and come out of this stronger and more united.
- The food drive has been going well and all are doing a phenomenal job at getting services out to those in need. The food drive is ongoing and accepting donations including monetary ones so they can purchase items such as laundry detergent and tp. Further, he recommended having messaging to alert those in need to reach out to Human Services to learn about signing up for fuel assistance.
- The Chief expressed concern about the upcoming hurricane season and a rebounding of COVID-19.
- Over 40 businesses have signed up to receive PPE through state programs. These supplies will be deployed tomorrow.
• The Chief encouraged anyone to visit the EOC and fill in a 2 hours slot and learn. If there is resurgence at the end of the year they will need assistance.

• The Chief thanked everyone for all they are doing and for all of the uplifting messages he sees throughout Tolland including the children who have dropped off the colored rocks in front of the training center, the gentleman who placed the heart thank you signs, and the residents who have posted “thank you” in their windows.

• The Chief added that they tried to send the decorated fire truck (red, white, and blue) throughout the community to provide some uplift following the lead of the Superintendent and the parade. He apologized to those residents who did not like it but believes there are more in the community who appreciated it than not. They will try to finish making the rounds through the town in upcoming weeks.

• Mr. Rosen thanked Human Services for running the food pantry and providing emotional support as well as information on fuel assistance and unemployment issues.

Dr. Walter Willett

• It has been a good week. This is because of how well the town works together. Tolland’s greatest asset is its people and their support for one another. He sees this daily at the EOC meetings and they are seeing the manifestation of all of the hard work. He is very impressed by it all.

• The schools are working on grading assessment considerations to ensure there isn’t any harm done to students and that families are supported. Grading and assessment needs to build up the children. How they end the year will only create a positive momentum in regard to college and other areas.

• Graduation – The students want the most traditional graduation ceremony possible and this is the district’s goal as well. There are talented young adults who are taking this to the state level where decisions are being made. Dr. Willett noted that they have hard working people who are thinking about this and along with the students will provide innovation to ensure there is a good graduation and celebration for Tolland as well.

• Dr. Willett is currently working on grants as well as trying to resolve contracts to find ways out of those that are no longer relevant given the virtual learning environment. With the help of others he is also working to support families. Emotionally and physically people are struggling to be resilient – this is to be expected. Adjustments are being made to provide support.

• The BOE is very active. The Board has proactively scheduled a meeting for tomorrow to ensure they are in the right place to get information and support the community. He is impressed with the Board and is grateful to be working with them.

• Uplift is an initiative in the schools and they are working to infuse uplifting things in the community. The parade was one part of this and other items include a lip sync competition, storytelling activities, Lego competitions, and virtual 5ks. They are trying to provide things that make people smile and distract them from the news which is a constant drain.

• An update on food service, an independent program, was provided. The program is for all children in Tolland aged 18 and under. Approximately 800 meals were provided over the weekend.

Discussion:

• Public Safety Staff Mental Support: The Chief explained that they work together to get through this and anything they can do such as sending out the decorated fire truck
provides staff with a different mentality than what they are experiencing on a daily basis. Ms. Nuccio commented that she loved seeing the decorated fire truck and apologized for any negative feedback that was received. Everyone is trying to do the best they can.

- Mr. Rosen noted that the Permanent Celebration Committee is trying to put together an alternative to the Memorial Day Parade to honor veterans.
- Tolland School Staff Mental Support: Dr. Willett explained that this is part of the challenge as there is an emotional toll when providing emotional support to others. Mental health services and support are in place as well as peer networks. Support is available 24/7.
- Curriculum Delivery & Technology: Dr. Willett noted that people are evaluating how to do things differently and while there can be complications and glitches, there are opportunities to look at ways to do things that had not been considered previously. They will be stronger for this.
- Support Staff: If things get worse in Town and resources are needed, could staff such as nursing and custodial assist in the community? Dr. Willett explained that he will try to find a solution for whatever Tolland needs. With respect to the question, the staff is currently fully utilized. If the situation were to worsen it would do so for this staff as well. He is unable to make statements about collective bargaining units.
- Social Distancing and Youth: A lot has been done in the district to help communicate the message. An inquiry was made if there has been any discussions regarding having virtual coffee houses or talent shows to encourage youth to socialize but from the safety of home. Dr. Willett responded that he would be available to assist and provide the desired technology to make this happen upon request. Dr. Willett explained that that prefrontal cortex is not fully developed until the age of 25 so convincing youth that they need to social distance can be difficult but they are trying to have staff lovingly and gently try to explain to those who are not social distancing that it could be perilous to their families. People are responding but as time goes on they will potentially gather again. In turn they need to keep messaging why social distancing is so important and offer alternatives.

Ms. Nuccio thanked everyone for the updates. She is appreciative of all of the work of the town’s staff and volunteers.

8.3 Discussion on how Council would like to proceed with the fiscal 20-21 budget
Ms. Nuccio reviewed the intent of this agenda item.
When COVID-19 happened, an emergency and unprecedented situation, all of the agenda items were pushed to the wayside to address what needed to be done. At this time, the Council will start returning to items that were on previous agendas including the budget discussion.

Prior to COVID-19, the Council was holding joint meetings with the department heads. It was then going to meet to set the budget, hold the public hearings, and go to referendum on the first Tuesday in May. Through executive order all of this was suspended.

This evening’s discussion in regard to the 20/21 budget is four-pronged:
1. What is the timeline? Once they start up, how long do they believe it will take to go from start up to establishing a Council budget?
2. Through the executive order the Governor has given all towns the option of not bringing the budget to a vote. The Town Council may set the budget exempting the Charter.
3. If the Town does have a vote, how does it do so safely?
4. What is the Council’s guidance to the Town Manager and where is the Council currently in respect to the budget?

Mr. Rosen addressed the Council. Throughout the State of Emergency the Council noted that it would address the budget at the end of April. Given the executive orders, budgets were pushed aside for at least thirty days. Mr. Rosen reviewed the timeline of the budget prior to the COVID-19 situation. The most recent action was the Town Manager’s submission of his recommended budget to the Town Council on March 4, 2020. The Town Manager’s Recommended Budget Public Hearing was set for March 18, 2020 and was advertised but cancelled. They were still in the process of presenting the department heads’ budgets to the Council.

Mr. Rosen asked the Council for the opportunity to reset the clock and allow the staff time to revise the budget if this how the Council would like to move forward. He would like guidance from the Council to himself, the staff, and the Superintendent in terms of what the Council is thinking in regard to the mill rate. Mr. Rosen does not want to submit a budget to the Town Council that is just too high given the circumstances the town is in right now. He would like to discuss the timeline, whether they are going to engage in a referendum and what criteria would satisfy the Council in regard to a referendum. In regard to the latter, his interpretation of the Governor’s Executive Order 71-13 is that they may choose not to have a referendum until things loosen up. Currently the Council is the body authorized to adopt a budget for FY20-21. If the Council wants to wait until after things loosen up then there could potentially be a referendum but if the Council wants to set the budget before July 1st Mr. Rosen does not believe they could have a referendum and still make the timeline.

Mr. Rosen reviewed the timeline. Regardless of whether or not there is a referendum, today is April 28th. He believes 30 days would be needed to review the Town Manager’s Recommended Budget unless the Town Council indicates it wants him to move forward with the original Town Manager’s Recommended Budget with a 1.88% expenditure increase that yielded a 1.86% mill rate increase. He would check in with the Council in two weeks at its next regular meeting. If they do not hold a referendum, he believes a budget could be passed in June and in turn be ready for FY 20/21 on July 1st. If they go forward with a referendum, Mr. Rosen recommends building back in, based on the calendar, the Town Manager’s Recommended Budget Public Hearing, the finalization of the budget by the Council, the budget presentation meeting, and lastly the referendum. He estimates this would require that they build in 45-50 days on top of when the budget is done. This estimate brings the referendum to August which would be based on if social distancing restrictions are lifted at that time. Mr. Rosen added that other communities have discussed holding referendums that are not in person such as drive through referendums. Mr. Rosen spoke to the Town Attorney regarding this who noted that there could be equity issues with this such as not everyone having a car and thus how could they participate in a drive through referendum or if they have COVID-19 and cannot get out to vote.

Mr. Rosen believes they are at a crossroads and they need some indications from the majority of the Council to learn if the Council wants to continue the budget process as originally scripted or if they want a change. If it is the latter, they are asking the Council to let them know what that change is so they can revise the budget. Lastly, they would like to know if the Council would like to have a referendum, albeit a decision is not needed this evening, so they can address the timeline.
Ms. Nuccio addressed the timeline that would be needed to get the budget back on track.

- Ms. Nuccio understands the Town Manager is requesting 30 days to revise the budget with a 2 week check in (next meeting).
- If they go forward with a vote they need 1 ½ months from the time the budget is set (when the Council sets the rate) to establish a referendum vote in August.
- Mr. Rosen explained that according to the schedule, from the day the Town Manager submits the Town Manager's Budget to the Town Council it was 2 months to the day for the referendum. During that time public hearings and printing had to take place. Due to the Executive Order they would not necessarily need to do all of the steps – only publicize the draft budget and receive public comment including but not limited to publishing the draft budget on the website and allowing people to submit their comments on the budget. Thus, the public hearings may be circumvented given the alternative outlet that is being provided. This may reduce the timeline.
- Ms. Nuccio explained that the information provided by Mr. Rosen assumes that they are not going to referendum. If they go to vote they would still have the printing and ballot costs as well as funds to provide a cushion for the establishment of how a referendum would be done.
- Mr. Rosen estimates it would be 2 months from when the Town Manager’s Budget is presented to the Council to the referendum.

Discussion: Items 1 (timeline), 2 (vote), 3 (how)

Mr. Reagan confirmed that the budget can be passed without a referendum. He is against passing the budget without a referendum. They need to hear from the public regardless of the timeline.

Ms. Falusi inquired if any of the department goals prior to the pandemic are still in place. She does not want to take away from any advancements or anything they need going forward. She explained that this is relevant to the timeline. The Council has only met with half the department heads and believes they should revisit those with whom they have already spoken or get a report from the Town Manager in regard to possible changes due to the COVID-19 crisis and this may add time. In regard to the timeframe and the referendum, Ms. Falusi is not willing to ask anyone to put their life, health, or safety in jeopardy so a referendum may be held. She is not going to go out to a referendum. As noted by the Town Attorney there is an equity component and some cannot or will not be willing to interact with other people.

Further, poll workers and those who work in the Town Clerk's office would be handling papers from thousands of people and at this time she is not comfortable with this. She has not seen any data regarding if COVID-19 can be transmitted this way and would like more information on this before making a decision. Ms. Falusi added that it is vital to get input from residents and does not want to make a decision like this but the health and well-being of the residents is more important. Ms. Falusi, in regard to a referendum, does not believe any logistics can be worked out to ensure the safety of the residents. Ms. Falusi commented that they used to have public hearing and there were ways people could submit their opinion.

Mr. Luba made an inquiry of Mr. Rosen in regard to the Executive Order. The latter allows the Council to go forward without a referendum. If they were going to have a referendum, is there a timeline in which the budget needs to be presented and if so, what is that deadline? Mr. Rosen replied that the Executive Order does not supersede the Town Charter. If they are going to move forward with the referendum process they should do all of the steps outlined in the Town Charter. The public hearing and presentations may be done online but legally he does not see how a referendum may be held until the pandemic situation passes and it can safely be done. Mr. Rosen noted that in 2017 the referendum was not held until November
and that was a storm people did not want to duplicate. The Governor’s Executive Order relaxes the need for an in-person referendum but allows the budget making authority, in this case the Town Council, to pass the budget and the mill rate but only after taking all reasonable steps to publicize the draft budget and to receive public comment thereon including but not limited to publishing the draft budget on the website and providing an e-mail address or other means for the public to submit timely comment on the proposed budget. Mr. Luba explained that the Council is in an untenable position. If they go forward with the referendum there are concerns about people being able to participate given the public health and safety aspect. On the other side, without a referendum it will be claimed that this is being done by executive fiat and not taking into consideration sufficiently the voices of concern and input of the people. Mr. Luba’s position is that he would like to have a referendum to the extent possible. The Governor’s Office and the Secretary of State may be looking at ways to have this happen in regard to voting procedures and may be able to provide guidance. Further, he believes there are other communities which are entertaining the same possibility. In terms of the timeline, Mr. Luba is comfortable with the 2 month timeline as set forth by Mr. Rosen. He knows the Town staff has been preparing for contingencies thanks to Mr. Rosen’s leadership.

Mr. Rosen spoke in regard to the timeline. If they wait on the referendum beyond the new fiscal year that begins on July 1st there may be effects such as the need to send tax bills out with the previous year’s mill rate and then send revised bills. This will have associated costs.

Mr. Jones commented that considering that the April primaries have been pushed to August it seems that even in the best scenario a referendum would require planning and logistics. He is leaning toward not having a referendum due to public safety but he does not want to get rid of the referendum just to do so. If they find an avenue to produce a budget and utilize tax stabilization funds, or other funds, to have a net 0% tax increase, would it be worthwhile to have a referendum? In terms of the timeline there may be segments of the population that would not want to vote if a budget can be provided that does not increase their taxes over the next 2 payment cycles.

Mr. Schenher commented that he is comfortable with the timeline proposed by Mr. Rosen for a referendum and he is leaning toward having a referendum. He inquired as to how the billing of taxes was done in 2017 when the referendum was held in November. Ms. Hancock provided information and explained that it was a difficult year. There were challenges in regard to running operations without having a budget in place. The first issue was trying to maintain cash flow. They were only able to mail out the first half of the tax bills – some people pay in full in July while others pay in 2 installments. In January, when they billed the second installment, there were associated costs due to programming changes that were needed to accommodate the mill rate change and associated items. Further, there was an additional cost to mail out the second bills (approximately $5k-$10K). The BOE was impacted as well in regard to starting programs and hiring personnel. Ms. Nuccio added that the tax deferment due to COVID-19 will have an impact as well.

Ms. York commented that she agrees with extending the time as suggested by Mr. Rosen so they can review what is going on. She would like time to be provided to the Town Manager. In regard to the referendum, she is undecided and can see the pros and cons. People should have a vote but there are safety and accessibility concerns.

Ms. Nuccio believes that the 2 months is a good timeline. The 2 months allow the Council to give the staff 30 days to review and provide scenarios for the Council to review so that it may set a budget. If they have to add time, there is nothing preventing them from doing so at this
time. From a vote perspective she hears all sides and understands that if it is a 0% budget increase then why hold a vote given that costs will be incurred; however, she fundamentally believes that even if it is a 0% budget people have the right to vote. Ultimately it is the residents’ taxes, money, and decision. She is more in favor of having a vote but has concern in regard to how it may be done safely. Further, what can the Council do for those residents who cannot leave their homes? Perhaps it could be an increase in absentee ballots. She is a bit confounded in regard to the equity aspect in regard to the cars. Currently, one has to go to the polls to vote; online voting is not available. People would need to go to the polling center regardless if they are going in to vote or dropping off their ballot.

Ms. Nuccio noted that it appears that the majority of the Council seems to be leaning toward holding a referendum but she asked that they continue to think about this item. From the perspective of how it would be done, Ms. Nuccio summarized that the Council members have concerns in regard to equity and the usage of absentee ballots. There are questions regarding absentee ballots, options for holding a drive through referendum and what can be done to minimize risk to the poll workers and be flexible in regard to safety concerns in regard to a family arriving in a single car and checking IDs and distributing ballots.

Mr. Schenher added that another option is to wait until restrictions are lifted but this is an unknown.

Ms. Falusi commented that it is not just the residents that need to be considered but also the poll workers, and those in the Town Clerk’s office. Handing out 2,000 ballots means these people will be in contact with that many people. After listening to Ms. Hancock and recalling what Dr. Willett went through in 2017 she would like to revisit Mr. Jones’ proposal of accepting the budget as-is or relatively as-is and then finding ways to use tax stabilization and look at the 1% fund and the unassigned fund balance policies to see if there is a way to lower the cost to taxpayers to zero and then getting feedback from the residents. There are already avenues in place for the Council to receive input from residents. In regard to the cars, there are many who live on the Green or at Parker Place who would walk to the polls. With COVID-19 some may have a lengthy recovery period and be unable to drive.

Mr. Jones commented in regard to accessibility and equity. He drove an individual to the polls that was unable to do so and there are many groups who make the effort to provide transportation to those who otherwise would not be able to drive there. Mr. Jones is unsure if there are any public institutions that would be able to safely drive people to polls. From a perspective of a presidential year they have Troop C, Public Safety, Public Works, and other staff at the polls to ensure traffic guidelines are being followed and inquired of Chief Littell what he would need from those groups to hold a referendum and enforce social distancing if it is still required. Chief Littell responded that if schools are not open at the time he would encourage holding the referendum at a different location. The current polling locations do not allow for a drive through or any real social distancing. He noted other communities are using absentee ballots to safeguard people.

Mr. Schenher spoke in regard to how a vote would be held. He would prefer an absentee or mail in ballot but needs to learn more.

Ms. Falusi inquired about liability in regard to if a poll worker was to become ill with COVID-19 and what would the contact look like for a poll worker. Chief Littell noted that this would best be addressed by Mr. Miller. He recommended pushing this to the state for a decision.
unified plan is needed. In regard to if a poll worker became ill, the person is a volunteer and it would need to be documented. How long the virus stays on paper is an unknown.

Dr. Willett commented that the Council is in a daunting position. The sooner the Council decides on the budget the sooner others can react and be a partner in addressing the problem. He noted that the November 2017 referendum was very damaging for the BOE and the town and was very difficult. Delays cause destabilization and if it is not something Tolland benefitted from. He will work in partnership to help in any way he can.

Mr. Jones commented that if they go forward with a referendum it would be prudent to invite the Registrars of Voters to future meetings to provide input. Further, he suggested having volunteers who are less prone or likely to have poor outcomes from contracting the virus.

Discussion: Item 4 (Guidance for the Town Manager)

Mr. Jones commented that it might be worthwhile for the Town and BOE to explore where there may be cost savings to maintain what was presented but lower the overall percentage before using the tax stabilization funds or other reserve funds. He inquired if the budget passes at referendum and due to the situation if there are cost savings where the excess funds go. Mr. Rosen explained that if the budget is less than expenditures then it goes into the unanticipated fund balance unless it is an account such as surplus state revenue which would go to the Tax Stabilization fund or the Capital Fund. In regard to the BOE, Dr. Willett explained that there is an educational reserve fund and up to 1% may be added. Any remaining funds roll to the town.

Mr. Luba commented that there is nothing that has dissuaded him from a 0% budget. Given the current unprecedented crisis with temporarily closed businesses, furloughs, and layoffs, families are facing issues and hardships. It is the Council's obligation to pursue a 0% increase. A 0% increase does not mean that it will not hurt people. Due to the revaluation some families' taxes will still go up. He noted that the Governor is considering going to the state employees and their unions and asking if they would defer raises for one year. In Tolland they approved increases for certain employee unions. Doing the same would provide 80-90% of the solution without significantly touching the proposed budgets. People are out of work and not being paid. He feels it is their obligation to at least examine this. Mr. Rosen noted that this is a good arrow to put in the quiver. After this evening's discussion, he and the Superintendent will go back and look at how to get to the level of where the Council wants them to go as staff. Other ideas include programs that will not be occurring and removing those from the budget. Perhaps they will have to adjust the revenue numbers as well due to the collection rate. Even with a no mill rate increase they still need to make up approximately $200K that was lost from the grand list in property value. Going back to the bargaining units is an idea but one that would add to the timeline.

Mr. Luba inquired about the reserve fund and noted that if it goes below a certain percentage it would need to be added to the following year's taxes which would create a greater tax burden for next year. Mr. Rosen responded that he does not believe using the fund balance to make up the full delta of $900K-$1M is a possibility. Ms. Hancock clarified that the fund balance policy is a Town Council policy and not part of the Charter and she reviewed replenishment. If a small amount is needed it can be considered but in upcoming years they would need to find another revenue source to phase the money back in. She noted that the Council will need to discuss the purchase of the fire truck as well. Given the current situation and cash flow they need to be very careful with the use of the fund balance.
Mr. Schenher would like Mr. Rosen to show what a 0% budget would look like. It is important for the Council to consider the impact to families in Tolland.

Mr. Reagan is not in favor of passing the budget as-is. He would like a better understanding of expenditures on both the Town side and the Board side and what has changed since the pandemic. Are there any one time savings that can be used to lower the budget? Jobs have been lost and people are struggling.

Ms. Falusi commented that the Council has an obligation to the taxpayers and education system, public safety, and human services. They have been asking employees and volunteers to go above and beyond their duties to support the town. The Council needs to be cognizant that they need to support those people as well otherwise morale will take a hit. These are front line workers. In regard to the fire truck, the decision was already made and the Council was just going to decide on the funding source. If there is $750K to pay for a fire truck then the $1M delta is in the same ballpark. In regard to the fund balance policy, the Council created this policy and Ms. Falusi voted against it because she believed it tied their hands and left them unable to respond to emergencies. She would like the Council to look at the fund balance policy and the 1% education fund to see if there is a way they can create more flexibility so they can respond to the needs of the employees and taxpayers. The mill rate is not the only thing the Council is responsible for. Ms. Falusi commented that she is disappointed that Mr. Rosen’s opening comments had language with references to tearing apart the budget to taking it down. It seems he was waiting for the opportunity to respond to make sure there would be a 0% budget. She added that that may not have been his intent but is what she is hearing. She is disappointed they are not going to look at the policies that would provide flexibility to respond to this. Ms. Falusi would also like to look at fuel costs and extending the contract with Dime Oil for future savings.

Ms. Nuccio addressed the comment regarding Mr. Rosen. As the Town Manager it is his role, as it was Mr. Webner’s, to decide what budget he recommends. If he is questioning whether the budget he put forward is what he would recommend now, that is 100% his right to do as the Town Manager. That is the role. His job is to recommend what is best for the town. If he says the budget needs to be looked at, it is his opinion and he is entitled to it. It is the job he has been asked to do. From a budget perspective, when a town manager presents a recommended budget to a town council, the town council then decides what the budget is going to be.

Ms. Falusi made a point of order to remind Ms. Nuccio of how Ms. Nuccio asked people to speak to each other at the beginning of this evening’s meeting.

Mr. Jones made a point of order noting that the Town Manager would like to speak.

Mr. Rosen commented that the public hearing on the Town Manager’s Recommended Budget never took place. He explained that he would like to go back to the budget he presented and weigh it with the guidance provided this evening by the Council. Either way he would like the opportunity to look through the budget to see what programs will not be happening in the new fiscal year so they are not paying for things that cannot happen due to social distancing. He is requesting guidance from the Council so he knows how to present a budget with which he feels most comfortable. He does not recall saying that he would tear it apart but did say that he would look to where potential changes could be made. He is not looking to “gut” it but where the Council is directing staff so he can present a budget that will be appetizing to
the Council. He is trying to put the best budget forward that he can. Mr. Rosen added that they never held a public hearing in regard to the fire truck.

Ms. Nuccio commented that it is imperative that they not add to that burden that so many people are feeling. It is more important to consider neighbors and their situations. Unemployment is at a high that has not been seen since the Great Depression. The Council should be looking at ways to do no harm rather than adding to the burden of the residents. Ms. Nuccio would like to understand the expenses and revenues. They will need to find a way, with the 0% budget, to cover the $200K from the revaluation, the $330K loss in ECS funds, and items that cannot be reduced. Ms. Nuccio noted that many physicians are doing telehealth appointments rather than office visits and the latter has a significantly higher cost. She would like to go back to the insurance broker to see if adding March and April to the experience will lower the insurance costs and potentially provide savings. Ms. Nuccio is also interested in both town and BOE sides in regard to what money is left at the end of the year. Sometimes pre-purchasing is seen at the end of the year and if there are things that can be paid for now that are one time or programming expenses that can be in turn taken out of next year's budget it may help mitigate as well. Ms. Nuccio would also like to look at what amount they would need to make up from a revenue perspective and the utilization of the stabilization fund. Also, finding a way to pay for the $330K from ECS and how this can be done from the stabilization fund. Further, looking through the BOE budget to see what may be able to be applied to the 1% account that is over $500K if there are items that can put pushed to this account or removed and put into the stabilization fund to get those expenses down. Ms. Nuccio believes they will also need to do a review of the capital budget expenditures to see what can be pushed out a year and not incur an increased expense in capital debt. Lastly, once they understand the expense savings, what revenues will be lost, what revenues will be gained, etc., they will then need to look at to see what can be used and from what fund while being wary of what lies ahead.

Ms. Nuccio added that there is a difference between a one-time purchase of a fire truck and $1M in operating expenses. When you take $1M in operating expenses out of a fund, you have to fund the money the following year.

Ms. York commented that if they can work to not increase taxes it would be to the benefit of a lot of the residents. Other state employees have had pay freezes due to the changes in state budget. She understands that this is something where they would need to go back to the bargaining units and unions but a lot may not see this as something that would make them feel less important. A lot of people right now are really putting in a lot to try to help others. She hopes everyone is considering others and what can be done to keep this the lowest tax burden on the residents in the most appropriate way possible. Perhaps there are programs that are no longer needed.

Ms. Nuccio commented that she cannot imagine a person who would not be sympathetic to what their neighbors are going through. She does not think it would be too much to ask the bargaining units to delay raises for one year. Mr. Rosen responded that both he and Dr. Willett would need a straw poll as the unions will want to know what is triggering the request to return to the table when a signed contract is in place. Dr. Willett added that any clarity the Council can provide on its intended direction is helpful. There are far more uncertainties right now than they have ever had. As a school system they have a lot of obligations they need to legally live up to so rapid and concise direction is needed. They will work out the details of what needs to happen. The people that work for the elected parties need direction and to be allowed to make it happen.
Mr. Jones motioned to extend the meeting past 10:00 p.m.
Mr. Luba seconded the motion.
A roll call vote was taken. Motion passed unanimously.

Straw Poll
Are you in favor of providing guidance to the Town Manager for a 0% mill rate increase?

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Straw Poll
Are you in favor of providing guidance to Mr. Rosen to go back to the unions and ask if they are amenable to amending the contract to push it out for one year to have a year of zero increase to help facilitate getting to 0%?

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Mr. Rosenberg commented that between himself and the department heads, and working with Dr. Willett, they will be able to provide an update in 2 weeks to the Council. When the Town Manager submits the budget to the Council generally a paper copy is generated. In light of everything going on they may just do an electronic document in order to save time and expenses. Ms. Nuccio added that the timeline if flexible and fluid. If Mr. Rosen needs more time he only needs to ask. She would rather have a thorough job.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY) – items were addressed throughout this evening’s meeting

11. ADOPTION OF MINUTES

11.1 April 14, 2020 Remote Regular Meeting Minutes

Mr. Jones motioned to adopt item 11.1, April 14, 2020 Remote Regular Meeting minutes.
Mr. Luba seconded the motion.
A roll call vote was taken. Motion passed unanimously.
12. **CORRESPONDENCE TO COUNCIL**
- e-mail from a resident encouraging the use of the unassigned fund balance to keep the BOE and the Town budget level and to allow for a 2% education balance for the BOE and to look at the ERF
- e-mail supporting the BOE budget and expressing concern about historical cuts
- e-mail speaking to the sacrifices students have made to their education; support of the BOE budget
- e-mail asking to look for savings in the Town and BOE budget and applying them to next year; look at utilization of funds and COVID-19 payments to make up the difference
- e-mail supporting passing the proposed budget as-is, it is their duty to provide services
- e-mail supporting a zero or negative budget given unprecedented times
- e-mail quoting an article of how another town used their reserve fund balance to achieve a lower mill rate
- e-mail from resident in charge of Tolland Pride Day (moved from June to August) requesting a proclamation

*Ms. Falusi noted that she has had some technical difficulty and these are all of the e-mails she received.*

13. **CHAIRPERSON'S REPORT**
- The BOE is holding a Special Meeting tomorrow evening
- A request was received from the Chair of the BOE to have a Joint Meeting
- The Food Bank still has need for donations.
- Ms. Nuccio encouraged all to stop and think about everyone when thinking about what is going on in town. A lot of people in town are hurting and worried about where their next paycheck or meal is coming from and how they will pay their mortgage and rent. Many are worried about how they will manage their lives working and teaching from home. While some are fortunate to work from home and still have a job without a lot of the other stresses but many do not have that same privilege. She asked that all be cognizant of this and everyone is doing the best they can.
- Ms. Nuccio will review items on agendas prior to the COVID-19 breakout and start adding those items on upcoming agendas.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**
- Mr. Jones asked that members be mindful when doing straw polls or official votes not to rush members to make a decision.
- Mr. Jones requested that the town have a proclamation policy.
- Mr. Luba thanked Chief Littell, the first responders, Dr. Willett, and his staff, and all of the town employees for all they are doing and keeping the town running. Everyone is doing an incredibly professional job in unprecedented times. It is truly appreciated.
- Ms. Falusi commented that she is the town appointed member of the Central Regional Tourism Commission. They have had multiple meetings and are considering a recovery program. As a town they need to use her position to help businesses related to tourism and hospitality. The Commission is looking at having social distancing options for tourist attractions, scenic drives, picnics, hikes, and winter recreation. Tolland should piggy back on the "See It Now, Experience It Later" campaign where people can see what places have to offer and make plans later. Tolland is perfectly situated to take advantage of the driving market. Ms. Falusi asked that if a tourist attraction is doing something unique that it be shared with her so she can bring it to the tourism group. Further, if anyone is having a hospitality or tourism event in Tolland they should contact Ms. Falusi to get it online.
- Mr. Jones requested that to avoid frequent disturbances in the audio that when a Council member is speaking that all others mute their microphones to keep the video and audio clean and concise.

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

*(3 minute limit)*
Jacob Marie, 32 Stuart Drive, commented that he was glad to hear that so many Council members are in favor of keeping the referendum even though there are several logistical challenges. It is the right thing to do. Further, the discussion around the budget was helpful. It will be discussed at the BOE meeting tomorrow night and it provided a good foundation.

Sam Adlerstein, 164 Pine Hill Road, commented that he would like to ask the Town Council to consider the impact of its fiscal decisions. It is easy to see the crisis and what is right in front of them. It is harder to see what the impact will be on students and teachers next year. Next year will be tough due to what happened this year. The Council can be fiscally responsible but irresponsible in other ways. Part of what he is saying is the burden on families. If the BOE does not assess the quality of education and the effect on education and if families do not insist it is taken into consideration then decisions will only be made on fiscal need and not on the impact on students and the future. He is a little disappointed to hear some of the Council members thank the staff because the entire conversation was inauthentic to discuss how much you appreciate people in light of the reductions they are discussing. Lastly, delaying has a cost. The longer they go without a budget they will not hire people or find good people. Decisions will not be made and they will assume the worst. It is free to make a quick decision to allow operations to continue. It is costly to delay the decision. In summary, do not just think of what is in front of you; think about the effects of the decisions.

Kate Howard-Bender, 103 Goose Lane, reminded everyone that this is a global pandemic. She heard the worlds "incredibly professional" toward Dr. Willett and his staff and what is keeping families going in town are the teachers and support staff who are working 3 jobs to ensure the students and families are taken care of. When she reviews the numbers and considers that there is over $8M in the unassigned reserve fund balance and $225K in the tax stabilization fund, and $506,635 in the ERF she says to the Council members, the guardians of the town, how can they possibly not consider this first before taking money from the hard working staff members? Everyone is suffering but she does not know how they can get back to good without looking toward the future. This is over reactive and she is disappointed that instead of considering or putting a motion on the table to look at using fund balance sitting in the bank they are automatically saying that they do not have any money. Ms. Howard-Bender’s question is if the Town Council has control over the three funds mentioned to determine whether they can access those funds? Her second question is what is the percent they can use from the unassigned reserve fund balance before there are tax consequences?

Colleen Yuditchak, 12 Blueberry Hill, welcomed Ms. York. She thanked Chief Littell for everything he and his department are doing. She thanked Dr. Willett and Mr. Rosen for their ongoing support and trying to do their best during the pandemic. No one wants to spend down what they have saved. They are in an emergency situation so why can’t they use some or all of the money? This is the time to use it. What is an emergency if this is not it? Everyone is struggling. The Council members all have a big decision. In terms of the BOE, she assumes 0% would also mean staff reductions and then they would be going backwards. She encouraged the Council members to think about this big decision and that everyone stay healthy.

Liz Costa, 54 Josiah Lane, thanked the Council for the discussion. If there was ever a consideration to use an unassigned fund balance she would think an international pandemic is a reason to use it. She advocates using as much of the $8.1M rainy day fund to prepare for what could be another difficult year for Tolland. She also asked that they turn every stone and believes the state statute allows 2% of the budget to be put in the ERF. She encouraged them to use every dime of the 2% to carry over as much as possible to FY 20/21 and have a reasonable conversation with the state legislators to petition the Governor for a one time change in the ordinance to be able to carry over every single dollar. Finally, from the Town Council perspective she asked that it make a one time to change to allow any expense deemed necessary by the BOE to utilize it for staff, students, and administrative use. This includes technology and not allowing students to fall behind. Lastly, in regard to "do no harm" this will do significant harm to the students of Tolland. Many people are hurting but they need to do the right thing by the students of Tolland so this one rainy day situation does not turn into multiple years down the road.
Karen Moran, 50 Merlot Way, commented that she realizes and knows and feels that all are affected by the global pandemic. Families that are struggling right now will need school support more than ever. They do not know what long term affects will be seen with students, families, and staff until they are back in the buildings. It could be that more students are identified for 504s and ieps. They will need their teachers more than ever. It scares her if they do not have support of their teachers at a time when they are really needed. As was pointed out earlier, public safety, human services, town staff, and teachers are the community front line workers right now. Ms. Moran commented that she is very fearful for Tolland. Second, if contract raises are deferred is the Council prepared to add that cost to next year's budget when they not know what it is going to look like. This scares her too. In her opinion, it is not long term planning; it is kicking the can down the road. She does not think it is financially responsible.

Michelle Harrold, 256 Mountain Spring Road, commented that the schools have been dealt many catastrophes since 2017 and Tolland being fiscally conservative has not invested in the education system. It keeps putting more pressure on it. In 2017 they had to lay off fourteen staff for a 0% increase and this led to every student being negatively impacted whether they knew it or not. The town has a school in portables that they could not do anything about and now that there is a pandemic they are still not looking to invest in the schools and support staff and students. A lot of students will need support who likely would not have needed support if they were not going through this right now. Ms. Harrold encouraged all to support the budget that was adopted by the BOE because it is the least the Council can do right now for students and staff.

Mr. Jones requested that the Council receive an update on the timeline of the Birch Grove completion. Dr. Willett noted that the project is still on target.

16. **ADJOURNMENT**
Mr. Jones motioned to adjourn the meeting at 10:49 p.m.
Mr. Luba seconded the motion.
A roll call vote was taken. Motion passed unanimously.

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Tammy Nuccio, Council Chair

Lisa A. Pascuzzi
Clerk
TOWN COUNCIL MINUTES
SPECIAL MEETING
ZOOM REMOTE MEETING
MAY 4, 2020 – 6:30 P.M.

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

Council Members Absent: None

Others Present: Michael Rosen, Town Manager

1) **Call to Order:** The meeting was called to order at 6:35 PM.

2) **New Business:**

Consideration of a resolution to extend Tolland’s Declaration of Public Health and Civil Preparedness until *a date to be determined*, unless rescinded earlier by action of the Town Council.

S. Jones motioned to authorize the following resolution:

**BE IT RESOLVED** that the Town Council hereby extend Tolland’s Declaration of Public Health and Civil Preparedness until rescinded by action of the Town Council to conform to guidance provided by the governor of the State of Connecticut.

L. Luba seconded the motion. All in favor. Motion passes.

3) **Adjournment:** S. Jones and B. Falusi motioned to adjourn at 6:40 PM.

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Tammy Nuccio, Chair

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