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*Jason Logan*

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL  
6<sup>th</sup> Floor Council Chambers or Zoom**

**February 9, 2023 – 7:00 P.M.**

**Members Present:** Steve Jones, Chair (arrived at 7:17PM); John Reagan, Vice Chair; Lou Luba (Zoom), Katie Murray, Tammy Nuccio, Colleen Yudichak

**Members Absent:** Sami Khan

**Also Present:** Brian Foley, Town Manager; Lisa Hancock, Director, Finance (Zoom); Walter Willett, Superintendent, Tolland Public Schools; John Littell, Fire Chief/Director of Public Safety; Scott Lappen, Director, Public Works; Mike Wilkinson, Director, Administrative Services

1. Call to Order: Mr. Reagan called the meeting to order at 7:01P.M.
2. Public Hearing Item

Mr. Foley reviewed the following presentation.

**2.1 Consideration of the Proposed 5-Year Capital Improvement Plan**

Mr. Foley reviewed the following presentation:

FY 2023 – 2024 through 2027 – 2028  
Town Manager's Five-Year Capital Plan  
February 9, 2023

- Capital Budget
  - Assets – includes streets, parks, buildings, school facilities, large equipment, technology
- What Is a Capital Item?
  - Definition of Capital Projects
  - Characteristics
    - Life Expectancy – greater than 8 years
    - Cost – generally in excess of \$10,000
- Capital Budget Planning Process
- Types of Funding Methods
- Year 1 Capital Budget Summary, FY 2023/24
  - Department requests for year 1 by funding source
- FY23-24 Town of Vernon Water Pollution Control Plant Upgrade; Total Amount: \$164,906
- FY23-24: Significant Capital Projects Funded by the General Fund; Total Amount: \$319,451
  - Other Town Administration Projects
  - Board of Education Projects
  - Capital Equipment Projects
  - Public Facilities Projects
  - Town Admin Vehicle Reserve
- FY 23-24: Significant Capital Projects Funded by Other Sources
  - BOE Projects
  - Capital Equipment
  - Public Safety
  - Public Facilities
  - Public Works
- Significant Projects in Years 2-5 By All Sources (Year 2)
  - Town Administration
  - Board of Education
  - Capital Equipment

- Public Safety
  - Public Facilities
  - Public Works
- Significant Projects in Years 2-5 By All Sources (Year 3)
  - Town Administration
  - Board of Education
  - Capital Equipment
  - Public Safety
  - Public Facilities
  - Public Works
- Significant Projects in Years 2-5 By All Sources (Year 4)
  - Town Administration
  - Board of Education
  - Capital Equipment
  - Public Safety
  - Parks & Recreation
  - Public Works
- Significant Projects in Years 2-5 By All Sources (Year 5)
  - Town Administration
  - Board of Education
  - Capital Equipment
  - Public Safety
  - Parks & Recreational Facilities
  - Public Works
- Equipment Aging Schedule for Units Assigned to Highway Division (2023/24 proposed 5-year CIP)
- Equipment Aging Schedule for Units Assigned to Parks & Facilities Division (2023/24 proposed 5-year CIP)
- Town-Owned Front Line Apparatus
- Past 5 Year General Fund Capital Contributions
- FY23-24 Capital Plan by Program Area
- Tolland Debt Management Plan Schedule 2023-24 through 2027-28

Mr. Bernabe and Ms. Hancock reviewed the following presentation:

Town of Tolland, CT, Proposed Debt Management Plan, Fiscal Years 2024-2028

- Executive Summary
- Long-term Interest Rates – Past 54 Years
- Short-term Interest Rates – January 2020 – January 2023
- Treasury Yield Curves – January 2022 vs. January 2023
- Town Bond Ratings
  - Major Rating Assessment Categories
    - Management Practices
    - Economy and Demographics
    - Financial Performance
    - Debt Management
    - Long-term Liabilities
- Importance of Fund Balance
- Existing Debt Service
- Proposed Debt Issuance Plan – Assumptions
- Projected Impact of the Proposed Capital Plan on the Debt Service Budget
- Summary Points

- Budget Schedule: Important Upcoming Dates

*Ms. Nuccio motioned to open the public hearing.*

*Ms. Murray seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

*Ms. Nuccio motioned to close the public hearing.*

*Mr. Luba seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

#### Discussion

Ms. Yudichak commented that at the joint Historic District Commission/Commission on People with Disabilities meeting they discussed using capital funds for the ADA aspect of the Green. Mr. Foley explained that the ADA aspect of the Green and access to the Veterans Monument has been sent to the town engineer for an estimate. Mr. Foley plans on submitting this for ARPA funding. Ms. Yudichak noted that she hoped it would be included in the capital plan. Mr. Foley explained that it did not run with the schedule for the plan. Ms. Yudichak noted that the turf field was pushed out and asked if anything could be moved up. Mr. Foley explained that Ms. Hancock has the list of capital items and recommends their placement/movement. Ms. Hancock noted that if the Council would like something changed, they would redo the debt management plan to determine the impact on the budget. It is set up now to have the most minimal impact.

Ms. Yudichak noted that she would like the ADA items to be included in the capital plan with a placeholder. Mr. Foley will add it to the packet under ARPA funding, but it will only be an estimate. Mr. Jones recommended using a mid-tier placeholder number from the mason.

Ms. Nuccio noted that she too would like to see the ADA items included. An estimate can go in the other-funded line. She asked about the \$45K for a roof on a building that is a storage shed and inquired about getting rid of the building. She does not see it being used in the next 5 years. Mr. Foley explained that storage is needed for the schools and they need to consider the cost of removal. Dr. Willett explained that it is on wetlands and removal would likely cost more than a new roof. The building is used extensively for storage as well as by following departments: science, curriculum, IT, and facilities as well as youth services, the theater group, and Project Graduation. It was inspected in 2017 and is in good shape. It is used by the community and the school.

Ms. Nuccio asked which 10 vehicles are being depreciated (town admin vehicle reserve). Ms. Hancock noted that not all of the vehicles are replaced with new ones. Ms. Nuccio confirmed they are depreciating \$54K/year for 10 vehicles. Ms. Hancock noted that this includes vehicles for the Fire Chief, Fire Marshal, Building Inspector, and the Public Works Director which will be passed down after 5-7 years. Ms. Nuccio asked if 10 vehicles are still needed. Ms. Hancock noted that they are all used and there are times that a pool car is not available. Ms. Nuccio asked about the old Stafford Transfer Station and a possible solar farm. She asked if it is considered a brownfield. Mr. Foley responded that it is, and they are working with DEEP to get funds/grants for it. Research showed that it was closed properly. Ms. Massa is pursuing this. Ms. Nuccio asked about the grader in year 2 and noted that she expects the budget to be reduced by \$26K which is the amount listed for a contractor to do the work. Mr. Lappen confirmed that it is still in the budget for the coming year in case the grader does not come to fruition. Ms. Nuccio asked about people sleeping at the Parks & Recreation garage. Mr. Lappen explained that if there is a major disaster,

staff needs to be kept overnight. The highway garage does have sufficient space. Ms. Nuccio asked about the year 3 BOE technology and photography upgrades. Dr. Willett explained that the room needs to be upgraded from chemical use to digital photography. As for the technology upgrades, this is for enhancing technology available for teachers at TIS, TMS, and THS and includes projector systems, document cameras, BYOD and cloud compatible printers as well as desktop computers and digital microscopes for science classrooms. Dr. Willett explained that BYOD technology (infrastructure and switches) is still needed for the Chromebooks. Additionally, cell phones are still a major BYOD component. Ms. Nuccio asked if lockers are used in grades 3-5. Dr. Willett confirmed that they are.

Ms. Murray asked about the expected life of the radios and how they are funded. Dr. Willett responded that it is generally 15 years. Usually, 3 radios are replaced per year. He noted that the item in the capital budget is for system enhancement. Ms. Murray asked about the THS stage audio replacement and the expected life of the new components. Dr. Willett responded it should be 15-20 years. The current ones have been used for 18 years and no longer comply with FCC regulations. Ms. Murray noted that she compared year 1 of the capital budget with last year's year 2 and asked about the changes. Dr. Willett explained that the new radios are more advanced, and they need to get acclimated to them. The audio items have now completely died. In terms of the mantraps, Dr. Willett explained that it was due to the phasing in. Regarding the articulating lift, Dr. Willett confirmed that the BOE requested that it be scheduled as presented. Ms. Murray asked about pickup truck #56 which is now more expensive. Mr. Foley noted that prices have increased, and they want to be sure enough is available. Ms. Murray highlighted truck #14 and noted that she understands why it was moved up. Ms. Murray thanked Mr. Foley, BOE Facilities Department, and Director Lappen. She was pleased to learn the life of the turf field can be extended. Ms. Murray asked about the IT servers' lifespan of 5 years and asked about them being included in the capital budget due to the lifespan. Ms. Hancock explained that the policy says items should have a life expectancy of 10+ years but also if it is in excess of \$10K, which the servers are, it may be included. Her goal, once debt falls off and there are excess funds, is to reserve funds for replacing such items over time. Ms. Murray asked about ambulance replacement in year 5. Chief Littell explained that it is a placeholder. Ms. Murray asked why the town has the larger, truck-style ambulances rather than the van-style many private companies use. Chief Littell explained that the vans are mainly for transports. Once you have 2-3 people in the back, the vans exceed the GVW (gross vehicle weight).

Mr. Reagan noted that the cover letter mentioned that a consultant may be hired to evaluate the DPW stock and asked if this has taken place, and if not, the timeline. Mr. Foley responded that they are working on proposals and believes a contract will be signed soon. He noted this is not at all an indictment on Mr. Lappen, but the town will have a baseline with an expert opinion. The process is expected to take no longer than a month or 2.

Mr. Jones asked if the town is considering electric vehicles and charging stations. Mr. Foley noted that there is an appetite for this. The first step would be to have charging stations, but they are pushing for the solar fields first. He likes the idea though and would embrace it if/when practical for the town's finances.

Ms. Hancock confirmed that the Council will receive revised capital budget summary sheets with the budget book (proposed Town Manager's Budget and the Adopted Budget).

Ms. Murray asked that for next year the presentation include having the pivot table run to provide the funding source so it is easier to match up. Mr. Foley noted that this can be done.

Ms. Yudichak asked if ARPA funds could be used for some of the BOE upgrades. Mr. Foley noted that some other ARPA items will be presented as well.

Mr. Jones asked if any of the girl scouts' recommendations are including in the plan. Mr. Foley responded that he planned to also ask the scouts to evaluate the Green and a meeting is scheduled. Mr. Jones asked that they see if any of the recommendations for the baseball fields at Cross Farms could fall under ARPA as well.

Ms. Murray commented that on last year's capital plan, FY24/25 they were looking to put new tennis courts at Crandall Park but a grant was received. She asked if pickleball scheduled for FY 26/27 could be moved up. Mr. Foley responded that he would look into this.

[Note: An e-mail sent by Ms. Murray is attached to the minutes.]

3. Adjournment

*Ms. Nuccio motioned to adjourn the meeting at 9:22PM*

*Ms. Yudichak seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

Respectfully submitted,



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Lisa Pascuzzi  
Town Council Clerk

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Town Council Chair

## **Lynn Bielawiec**

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**From:** Steven Jones  
**Sent:** Thursday, February 9, 2023 8:45 PM  
**To:** Lynn Bielawiec  
**Cc:** Brian Foley  
**Subject:** Fw: More Capital budget questions

Good Evening Lynn,

I am forwarding communications from councilwoman Murray regarding the capital budget public hearing which should be incorporated into the minutes of the meeting by Lisa P per our Council Rules/Procedures. I will have additional emails to pass along for them. Thank you!

Sincere Regards,  
Steve Jones  
Chairperson  
Tolland Town Council

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**From:** Katie Murray  
**Sent:** Thursday, February 9, 2023 5:21 PM  
**To:** Brian Foley  
**Cc:** Steven Jones; John Reagan  
**Subject:** Re: More Capital budget questions

Brian -

I'm still prepping for tonight's meeting! :)

I went through the presentation in our packet and compared to the Five Year Capital Budget we were give in December. There appear to be changes. I am going to ask about these specific items tonight, and I wanted to let you know in case staff want to prepare:

Why aren't we spending \$1m on roads in Y1 and Y2?  
Pg7 of the presentation does NOT match what we were given in December  
Capital improvement line went down  
Parks and rec line went WAY down  
Pavement Mgmt - LOCIP grant was \$5563  
Pg14 - Pavement Mgmt amount changed (from \$225,339 to \$279,339)  
Pg15 - IT servers - I didn't see this in the documentation sent in December, so I believe this is a new request  
Pg16 - Truck #32 - was in Y1 from the documents distributed in December  
Pg21 - Artificial Turf moved from Y1 to Y4

\*\* pages refer to the packet for tonight's public hearing

I am sending you my notes exactly as I prepared them, so please excuse the shorthand and brevity.

I look forward to talking about all of this more tonight.

Thanks,  
Katie

Katie Murray  
Tolland Town Council  
e: kmurray@tollandct.gov  
c: 860-874-8060  
she/her/hers

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**From:** Katie Murray <kmurray@tolland.org>  
**Sent:** Thursday, February 9, 2023 2:42:51 PM  
**To:** Brian Foley  
**Cc:** Steven Jones; John Reagan  
**Subject:** More Capital budget questions

Brian -

I'm sending you a summary of changes I put together between the passed FY23 budget and the proposed Capital budget. I plan on asking about a these changes at tonight's meeting and wanted to provide my notes in case this would be helpful for the staff to have ahead of time.  
Please forgive the format and shorthand as these are my exact notes.

Thanks,  
Katie

#### **Comparison of FY24 proposed budget vs FY23 approved budget**

##### **BOE**

TMS Library & Main Office Carpet = SAME  
TIS Modular Roof Replacement = SAME  
Radio Receivers - not in FY23 passed budget  
TIS Mantrap - not in FY23 passed budget  
TIS Stage Audio Replacement - Not in FY23 passed budget  
TIS & TMS Seclusion Rooms - not in FY23 passed budget  
TIS Nurse Area - not in FY23 passed budget  
Dropped Articulating Lift – was in FY23 approved Y2, now in FY24 proposed Y5

##### **TOWN ADMIN**

Slight change from past year  
Now \$54,033; was \$57,534  
BOE now \$14,500, was \$14,120

## CAPITAL EQUIPMENT

Pickup truck #56 - now \$50k, was \$42,350  
Replacement truck #14 - was in FY23 budget Y5  
Replacement truck #32 - not in FY23 passed budget anywhere  
Reserve - SAME  
Dropped replacement truck #35 \$198,000 (not in current budget proposal)

## FIRE & AMBULANCE

Refurb truck 140 - now \$180k was \$150k  
Protective Gear - now \$25k, was \$17,500  
Moved replace tank 440 to FY24 proposed budget Y2; was \$750k, now \$1.2M

## PARK & REC

Turf field replacement - was \$776,634, now \$829k

## PUBLIC FACILITIES

Art Building Roof - now \$30k, was \$44  
Generator for Highway Garage - now \$60k, was \$49,500  
Retrofit generator for Parks & Rec - now \$20k, was \$16,500  
Transfer Station Storage - not in FY23 passed budget anywhere  
Jail Museum ADA improvements - not in FY23 passed budget anywhere  
Security Cameras - not in FY23 passed budget anywhere

## PUBLIC WORKS

Tree trimming - SAME

## STREETS & ROADS

Drainage Construction & Design - now \$49k, was \$50k  
Pavement - now \$225,339, was \$224,339  
Road Improvements - I'm still confused

Katie Murray  
Tolland Town Council  
c: 860-874-8060  
e: kmurray@tollandct.gov  
she/her/hers

\*Brevity and errors aided and abetted by my phone



## **Lynn Bielawiec**

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**From:** Steven Jones  
**Sent:** Thursday, February 9, 2023 8:46 PM  
**To:** Lynn Bielawiec  
**Cc:** Brian Foley  
**Subject:** Fw: Question RE: Capital Budget

Second email Re capital budget minutes for Lisa P.

Sincere Regards,  
Steve Jones  
Chairperson  
Tolland Town Council

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**From:** Katie Murray  
**Sent:** Monday, February 6, 2023 10:21 PM  
**To:** Brian Foley  
**Cc:** Steven Jones; John Reagan  
**Subject:** Question RE: Capital Budget

Brian -

Thank you for preparing all the information for us for the Capital Budget. After reviewing it carefully, I have a few questions. I don't need the answers to these questions ahead of the Public Hearing on Thursday, but I would appreciate if this information could be provided on Thursday if possible.

1. Year 1 2023-2024 Road Improvements. The Estimated Project cost is \$5,000,000 with \$3,390,000 in Existing Funds and Refer Notes / Bonds listed as \$820,000, for a Funding Total of \$4,210,000. However, the Five Year Capital Budget memo lists #15 of Significant Items as \$1,045,339 for road pavement. Why don't these numbers line up?
2. From my conversation with Steve and Colleen, it looks like ARPA will pick up the costs of the TIS & TMS Seclusion Room Special Ed Updates (\$58k), TIS Nurse Area (\$41k), and the Replacement of DPW trucks for (\$640k??). It also sounds like the replacement of the Turf field can be pushed out a couple more years, as the current condition of the field will allow for additional years of use. Taking this \$1.5M off General Fund and Bonding, should we be considering moving some other Capital items up to Year 1 to create a more stable 5-year plan (rather than having an unusually low year for 2023-2024, and higher amounts in subsequent years)?

I also have a few questions regarding the BOE items on the Capital Budget, including:

1. TIS Modular Roof - could this building be decommissioned and the items stored in the building moved to the basement of TIS?
2. Radio enhancement - what is the expected life of these radios? How are current BOE radios funded?
3. THS Stage Audio Replacement - what's the expected life of the audio components?

For future year BOE capital items:

1. Classroom Tech upgrades: THS \$126,122; TMS \$93,000; TIS \$107,590. In previous years, education support groups such as Tolland Education Foundation and the various PTO's have helped fund similar items. Has there been any discussion with these groups to see if they could help financially support these upgrades? With a few years to plan out funding, maybe these groups could help offset these costs.

Thank you, as always, for helping me understand things better! 😊

-Katie

Katie Murray  
Tolland Town Council  
e: kmurray@tollandct.gov  
c: 860-874-8060  
she/her/hers