

TOWN OF TOLLAND



**FY 2016 - 2017 through 2020 - 2021
Town Manager's Five Year Capital Plan
February 18, 2016**



CAPITAL BUDGET

Everything the Town does, from providing services to its residents and citizens, to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets.

Assets include:

- **Streets**
- **School Facilities**
- **Parks**
- **Large Equipment**
- **Buildings**
- **Technology**

Assets must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish.

The Town's Five Year Capital Improvement Program is developed to ensure adequate capital investment in the Town's assets and to provide an orderly method for funding these assets.



WHAT IS A CAPITAL ITEM?

Definition of Capital Projects: Any project, to be included in the Town's Capital Improvement Program, should fall into one of the following three program categories:

- 1. Any new or expanded physical facility, including preliminary design and related professional services.**
- 2. Land or property acquisition.**
- 3. Items of a non-recurring nature where the benefits are realized over a long period of time.**

A project should also exhibit the following characteristics to be included in the Capital Improvement Program:

- 1. *Life Expectancy:*** The project's outcome, non-recurring in nature, should have a useful life of greater than eight years.
- 2. *Cost:*** Cost should be a relatively high, non-operative expenditure for the Town; generally in excess of \$10,000 for equipment or plant facility improvements.



CAPITAL BUDGET PLANNING PROCESS

Activity	Dates
Capital budget requests submitted to Town Manager.	October 22, 2015
Preliminary Capital Budget Committee Review and Department Head meetings. Board of Education Superintendent and School Facilities Director were included in meetings.	Month of November, 2015
Manager submits Capital Program to Council.	Week of Dec. 14, 2015
Capital Budget Public Hearing held.	February 18, 2016
Manager submits Capital Program to Council with recommended General Fund Budget.	March 10, 2016
Town Council approves recommended Capital Program as part of Council's Proposed Budget.	March 29, 2016
Capital Program as amended is part of Budget Referendum process.	May 3, 2016



Revisions To Capital Budget After Submission by Town Manager to Town Council on December 17, 2015

- **Year 1:** Moved the \$105,270 of General Fund dollars for District wide capital improvements to be included as part of the Bond Referendum. This increases the amount of the referendum to \$9,600,000.
- **Year 1:** Moved the \$2,157 of LoCIP dollars for the Recreation Center HVAC System to be funded from CNRE fund. The Governor's budget proposes \$116,116 for LoCIP funds rather than our original anticipated amount of \$118,273. Reallocated \$2,157 in LoCIP funds for future CIP years to the non-referendum debt portion of the Road projects in the years where LoCIP funds are reflected.
- **Year 1:** Town Aid Road was reduced by \$590 in the Governor's proposal. These funds were reallocated to non-referendum debt for all years.
- **Year 1:** Self Contained Breathing Apparatus for the Fire Department. General fund share was reduced by \$20,000 and added to the grant share of the funding.
- **Year 1:** Reallocated Pavement Management non-referendum bonds to Highway Garage Expansion Project \$410,877 (after Governor's proposal adjustment).
- **Year 2:** Reallocated \$294,761 (after Governor's adjustments) of non-referendum debt and \$116,116 LoCIP funds from Pavement Management to the Highway Garage Expansion Project. Added \$938,902 in additional non-referendum debt for the same project.



TYPES OF FUNDING METHODS

- **General Fund Contributions**
- **Capital Non-Recurring Fund**
- **Non-Referendum Notes**
- **Local Capital Improvement Plan Grant (State)**
- **Town Aid to Road Grant (State)**
- **State School Construction Grants and other State Grants**
- **Ambulance Fees**
- **Cemetery Funds**
- **Referendum Borrowing**
- **Unallocated Capital**
- **Hicks Trust**

YEAR 1 CAPITAL BUDGET SUMMARY																
FISCAL YEAR 2016-2017																
YEAR 1 CAPITAL BUDGET FUNDING CATEGORIES			CAPITAL BUDGET FUNDING SOURCES													
			Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/ Bonds	Refer Notes/ Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Ambul Reserve	Hicks Trust	Unall Capital Reserve	Other Funding Sources/ Appr Bonds
PROJECTED AVAILABILITY OF CAPITAL FUNDS ==			3,518,460	100,578	92,884	19,600	2,023,877	5,952,835	116,116	339,123	431,640	3,647,165	466,101	0	0	0
TOWN ADMINISTRATION																
	Town Administration		0	70,578	0	0	315,000	0	0	0	0	0	0	0	0	385,578
BOARD OF EDUCATION																
	Birch Grove Primary		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Tolland Intermediate School		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Tolland Middle School		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Tolland High School		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	District Wide		0	0	0	0	0	5,952,835	0	0	0	3,647,165	0	0	0	9,600,000
CAPITAL EQUIPMENT																
	Capital Equipment		0	0	0	0	273,000	0	0	0	0	0	0	0	0	273,000
FIRE AND AMBULANCE																
	Fire and Ambulance		0	30,000	0	0	0	0	0	0	431,640	0	50,000	0	0	511,640
PARKS AND RECREATION																
	Parks and Recreation		76,000	0	42,884	19,600	0	0	116,116	0	0	0	0	0	0	254,600
PUBLIC FACILITIES																
	Public Facilities		1,442,460	0	50,000	0	1,335,877	0	0	0	0	0	0	0	0	2,828,337
PUBLIC WORKS																
	Public Works		0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREETS AND ROADS																
	Construction and Reconstruction		0	0	0	0	100,000	0	0	0	0	0	0	0	0	100,000
	Pavement Management		2,000,000	0	0	0	0	0	0	339,123	0	0	0	0	0	2,339,123
SUMMARY PROJECT TOTALS			3,518,460	100,578	92,884	19,600	2,023,877	5,952,835	116,116	339,123	431,640	3,647,165	50,000	0	0	16,292,278
FUNDING SOURCE VARIANCES			0	0	0	0	0	0	0	0	0	0	416,101	0	0	416,101



FY16-17: SIGNIFICANT CAPITAL PROJECTS
FUNDED BY THE GENERAL FUND
Total Amount: \$100,578

Town Administration:

- Replacement for Light Duty Vehicles - \$24,578 (General Fund)
- Assistant Public Safety Vehicle - \$46,000 (General Fund)

Fire & Ambulance:

- Self Contained Breathing Apparatus - \$30,000 (General Fund)



FY16-17: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Town Administration:

- Town/BOE replacement of phone system to be funded by non-referendum borrowing in the amount of \$315,000.

Board of Education:

District Wide:

- \$9.6 million Bond referendum to address capital needs at various schools including but not limited to roof replacement, door and window replacement, asbestos removal and ceiling tile replacement.

Capital Equipment:

- Replacement of 2000 Freightliner Plow/Sander (\$140,000) as well as a 2003 Dump Truck Plow/Sander for the Parks Department (\$68,000).
New Portable lift for the Highway Garage (\$65,000).



FY16-17: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Recreation Center Heater System:

- Additional allocation for the Rec Center HVAC replacement from a LoCIP Grant and CNRE Fund for a total of \$235,000. The system has become more expensive to address fresh air and mold concerns.

Fire & Ambulance:

- Applying for a Federal Grant in the amount of \$431,640 to replace Self Contained Breathing Apparatus.
- \$50,000 for Fire Gear funded by the Ambulance Reserve Fund.

Public Facilities:

- Additional allocation of \$1,335,877 from non-referendum bonds to address costs associated with revised construction costs, utility hook-ups and the construction of a wash bay. Additional funding will be allocated in FY 17-18 for \$1,369,779 to bring the total estimated cost of the project to \$4,128,116.

Streets & Roads:

- Drainage construction & design – \$100,000 (Non-Referendum Bonds)



FY16-17: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Pavement Management:

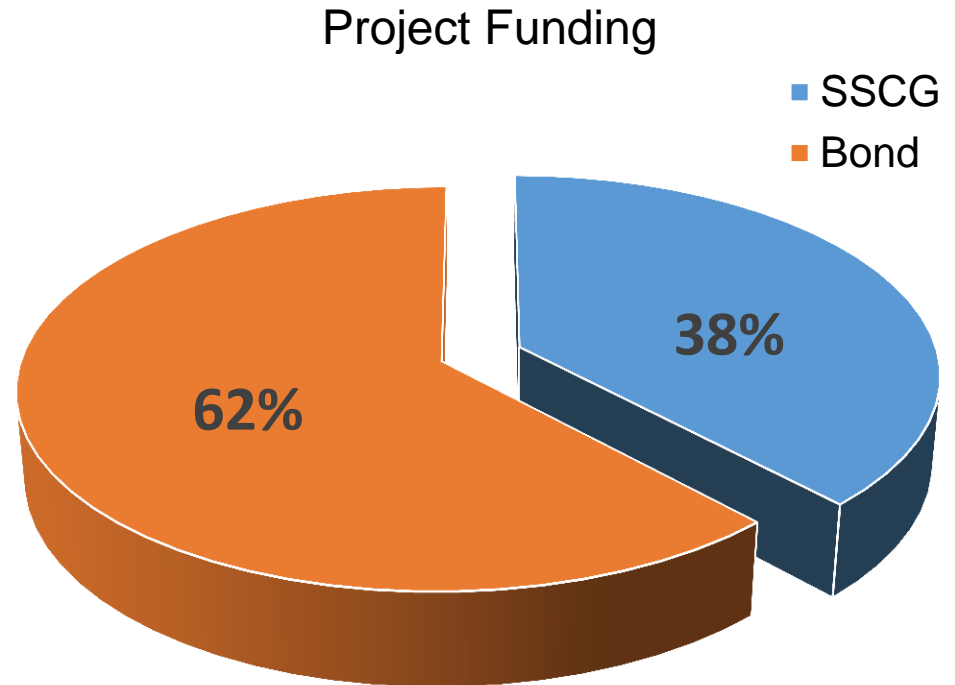
- Road Maintenance - \$339,123 (TAR). In addition we will be utilizing a portion of the \$5 million previously approved for road maintenance.



Board of Education Capital Needs

TPS – Systems and Infrastructure needs

- Roof replacements (BGP, TMS)
- Plumbing upgrades
- Boiler replacements
- Code compliant systems, PA, Fire Alarm, Area of Refuge
- Concrete repair
- Floor repair and refinishing
- Replacement of doors
- Carpet replacement
- Oil monitoring systems
- Ceiling tiles
- Asbestos work



38% of the funding for the projects is reimbursable from the State School Construction Grant

-> Of \$9,600,000 from bond funds, approximately \$3,647,165 will come from grants



Board of Education Capital Needs

TPS – Potential Costs of failing to address critical needs in the Bond proposal:

- Higher material and labor cost to maintain buildings in the future
- Diminishing useful life of current assets have been exceeded
- Current operational budgets are not sufficient to incur these costs
- Added neglect to these items will cause safety or support concerns
- Some projects or portions of projects could be state mandated
- Health concerns to students and staff
- Could be higher workers comp claims
- Higher maintenance cost just to “Band-Aid” repeated repairs
- Utility inefficiencies for prolonged current depreciated capital components
- Capital needs will be required to be outsourced due to lack of maintenance staffing, equipment and specialization
- Decreases educators ability to teach effectively and safely
- Accelerated depreciation of school assets



Board of Education Capital Needs

TPS – Plans for preventative maintenance and expenditures to protect the investment:

- Semi annual Roof & Drain inspections
- Crack filling of all asphalt and concrete surface
- Utilization of school Dude's PM Direct Software
- Custodial check list activating all building Fire Doors (interior & exterior)
- Engage & increase for service contractor's for bank of hours for added protection for geothermal, mechanical, plumbing and electrical systems thru the work order capacity software program
- Usage of Work Order system will better ID building capital concerns as we conduct value engineering to better select products for the schools
- Ability to meet the highest level of product & material performance
- Help reduce Insurance claims, down time and operate more efficiently
- Certified inspections in a timely fashion i.e.. (Building oil monitoring systems)
- Maintenance and custodial durable equipment - the need to contract with a vendor for wearable parts.

TPS – Time Frame – estimation of when the work would be done:

- Grant acquisition is subject to bond approval.
- Process begins upon approval – grant application done while bond proceeds are actualized.
- Estimation of timeline based on bond approval and grant acquisition:

2016 – 2017	2017 – 2018	2018 – 2019	2019 – 2020
<ul style="list-style-type: none"> • Project Design (Roofs, Windows, Doors, Asbestos removal, grant applications) • Other examples: <ul style="list-style-type: none"> • District Wide HVAC & Plumbing Upgrades • TIS Cafeteria Tables • TIS Gym Divider • TMS Gym Divider • BGP Replacement of Oil Monitoring System 	<ul style="list-style-type: none"> • Completion of grant applications and awarding of roof projects for BGP, TIS, TMS • Completion of project design • Grant application for THS PA system expansion • Execution of necessary bidding • Project completion of roof at TIS • Applying for grant for Asbestos removal at TIS • Project design for TMS windows and exterior doors including PCB removal and testing • Other examples: <ul style="list-style-type: none"> • BGP Concrete Repair Rear Sidewalk and Trench Drain • TMS Auditorium Stage Floor re-finishing • TIS Replacement of Lecture Hall Carpet • District wide Custodial burnisher • TIS Paving of Lower Level Loading Dock • THS Warning Transitions Strips • District-Wide snow and lawn equipment • THS PA System Expansion • THS Press Box and Upper Soccer / Lacrosse Field Redesign • BGP Replacement of exterior building doors (35+) • BGP Paving Rear Exit to Playground • THS VCT Flooring replacement A Wing Hallway • BOE Boiler Replacement and Fuel Conversion 	<ul style="list-style-type: none"> • BGP, and TMS Roof project completion • Grant application for Fire Panel • TIS Asbestos project completed • TMS exterior and door project completion • TMS environmental remediation of PCBs, caulking. • Other Examples <ul style="list-style-type: none"> • TMS Fire Alarm Panel Replacement • BGP expansion of chain link fence around soccer field • THS re-surfacing of all weather track • TIS Replacement of Ceiling Tiles • TMS Replacement of Ceiling Tiles • TIS Asbestos removal and replacement of floor tiles 	<ul style="list-style-type: none"> • Completion of any residual projects started in 2018-2019 • BGP Replace condensing units • TMS Windows, Exterior Doors, PCB removal

TPS – Time Frame – Estimated cost of the items:

ITEM	Estimated Amount	Notes	Estimated Timeline
BOE Equipment Trailer	13,200	Assuming GF contribution	FY17-18
BGP Concrete Repair Rear Sidewalk and Trench Drain	17,000	Assuming GF contribution	FY17-18
TMS Auditorium Stage Floor re-finishing	10,000	Assuming GF contribution	FY17-18
TIS Replacement of Lecture Hall Carpet	10,000	Assuming GF contribution	FY17-18
Districtwide custodial burnisher	19,000	Assuming GF contribution	FY17-18
TIS Paving of Lower Level Loading Dock	21,576	Assuming GF contribution	FY17-18
BGP Replacement of Oil monitoring system	11,000	Assuming GF contribution	FY17-18
SUBTOTAL	101,776		
District Wide HVAC & Plumbing Upgrades	45,000	Bond	FY16-17
TIS Cafeteria Tables	30,270	Bond	FY16-17
TIS Gym Divider	15,000	Bond	FY16-17
TMS Gym Divider	15,000	Bond	FY16-17
TIS Roof Replacement Bond	948,500	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY 17-18
TIS Roof Replacement Grant	948,500		FY 17-18
BGP Roof Replacement Sections A-H Bond	875,000	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY 18-19
BGP Roof Replacement Sections A-H Grant	875,000		FY 18-19
TMS Roof Replacement Sections A-S Bond	1,132,575	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY18-19
TMS Roof Replacement Sections A-S Grant	1,132,575		FY 18-19
THS Warning Transition Strips	140,000		FY17-18
District wide Snow and Lawn Equipment	59,058		FY17-18
THS PA System Expansion	36,000		FY17-18
THS Press Box and Upper Soccer/Lacrosse Field Re-design	45,000		FY17-18
BGP Replacement of exterior building doors(35+)	65,000		FY17-18
BGP Paving Rear Exit to Playground	10,800		FY17-18
THS VCT Flooring replacement A Wing Hallway	10,000		FY17-18
BOE Boiler Replacement and Fuel Conversion	26,000		FY17-18
Bond Issuance Costs	418,637		FY 18-19
TMS Fire Alarm Panel Replacement Bond	25,000	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY18-19
TMS Fire Alarm Panel Replacement Grant	25,000		FY18-19
BGP expansion of chain link fence around soccer field	17,000		FY18-19
THS re-surfacing of all weather track	120,000		FY18-19
TIS Replacement of Ceiling Tiles	318,000		FY18-19
TMS Replacement of Ceiling Tiles	318,000		FY18-19
TIS Asbestos removal and replacement of floor tiles Bond	226,090	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY18-19/19-20(50% FY 19, 50% FY 20)
TIS Asbestos removal and replacement of floor tiles Grant	226,090		FY18-19/19-20
BGP Replace Condensing Units	132,905		FY19-20
TMS Windows, Exterior Doors, and PCB removal Bond	440,000	a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY19-20
TMS Windows, Exterior Doors, and PCB removal Grant	440,000		FY19-20
School Security	500,000		FY19-20
TOTAL BONDED/GRANT	9,600,000		
TOTAL ALL PROJECTS	9,701,776		



TOLLAND EDUCATION \$9.6 MILLION PROJECTS DEBT IMPACT

Fiscal Year	Total Proposed Principal	Total Proposed Interest	Total Proposed Debt Service	Mill Rate to pay SCHOOL Debt Service
2016	-	-	-	-
2017	-	-	-	-
2018	-	59,318	59,318	0.05
2019	132,000	97,466	229,466	0.18
2020	140,250	106,829	247,079	0.19
2021	143,550	161,127	304,677	0.23
2022	148,500	168,842	317,342	0.24
2023	247,500	160,044	407,544	0.31
2024	288,750	150,998	439,748	0.33
2025	306,900	141,704	448,604	0.33
2026	306,900	132,410	439,310	0.32
2027	306,900	123,117	430,017	0.32
2028	316,800	113,726	430,526	0.31
2029	316,800	104,239	421,039	0.30
2030	316,800	94,751	411,551	0.29
2031	318,450	85,264	403,714	0.29
2032	318,450	75,776	394,226	0.28
2033	318,450	66,289	384,739	0.27
2034	318,450	56,678	375,128	0.26
2035	318,450	46,943	365,393	0.25
2036	318,450	37,208	355,658	0.24
2037	318,450	27,473	345,923	0.24
2038	318,450	17,738	336,188	0.23
2039	141,900	10,725	152,625	0.10
2040	141,900	6,435	148,335	0.10
2041	141,900	2,145	144,045	0.10
2042	-	-	-	-
2043	-	-	-	-
2044	-	-	-	-
Total	5,944,950	2,047,242	7,992,192	

The balance of the \$9.6 Million Projects will be paid through School Construction Grants

Tolland Technology Advisory Board Review of Town-wide Telephony Upgrade Project



Current State

The current Tolland telephony system is obsolete

- In place for 20 years
- Beyond standard expectations of lifespan
- Is no longer “maintainable” by any cost effective manner
- Does not support the basic needs of the Town, BoE or Public Safety
- Limits the operations of the Town
- Does not support the needs of the Citizens
- Could/will be a liability in case of emergency



Recommendation

Tolland must upgrade our Town's phone system

- This is not a matter of only cost savings – this is a necessary investment
- Enhanced (required) services / capabilities for BOE
 - Caller Id – in bound
 - Expanded call in / call out capabilities – no more busy signals
 - Emergency response capabilities throughout district with Public Safety
- Enhanced (required) services / capabilities for Town
 - Call routing based on location of employee
 - Emergency response capabilities for Public Safety
- Leverages the investment that the town made for the Fiber Network
 - This is one of the reasons that we spent the money
 - Lower costs for system-wide maintenance
 - Lower costs for combined administration and support

Recommendation

- Technical considerations
 - Leverage IP where needed, and digital where IP is not needed
 - i.e.: School classrooms use what is in place, reducing the project costs
 - Critical personnel can be identified and contacted wherever with 1 number
 - Has redundant Hub configuration
 - If one of three hubs goes off line, the other two can route the system
 - Can be managed with existing staff or off-site resources
 - Provides continuity of community services in emergency situations
 - Utilities “enterprise” corporate management deployment and support
 - Is designed and implemented by “enterprise” service provider
 - Has “head-room” for expansion and increased capabilities

Town & BOE Telephone System Cost Benefit Analysis

Our current communication expenses include fees for maintenance, Comcast, Earthlink and Frontier telephone connections. The total current monthly cost for both the Town and BOE is \$7,397. After the implementation of the new system our combined monthly fees would be reduced by \$3,868. The total cost of the project is \$315,000. The annual estimated cost savings are \$46,409 which results in a payback on the project investment in 6.8 years. Total cost savings are representative of the overall completion of the fiber project which includes consolidation of our landline telephones and elimination of individual internet connections at various Town Facilities.

COST BENEFIT ANALYSIS

2016-2017 TOWN & BOE After Implementation

EXISTING TOWN & BOE

Monthly Total:	\$7,396.95
Yearly Total:	\$88,763.36
5 year Total:	\$443,816.80
6.8 year Total:	\$603,590.85
12 year Total:	\$1,065,160.32
20 year Total:	\$1,775,267.20

Monthly Total:	\$3,529.54
Yearly Total:	\$42,354.48
5 year Total:	\$211,772.40
6.8 year Total:	\$288,010.46
12 year Total:	\$508,253.76
20 year Total:	\$847,089.60

FUTURE SAVINGS

Monthly Total:	\$3,867.41
Yearly Total:	\$46,408.88
5 year Total:	\$232,044.40
6.8 year Total:	\$315,580.38
12 year Total:	\$556,906.56
20 year Total:	\$928,177.60



Department of Public Works **Highway Garage Expansion Project**

- The current Highway Garage has been in existence for approximately forty four years with only one renovation being completed in 1981. The need for an updated facility was recognized due to insufficient size to properly store our rolling stock and to provide sleeping quarters for our staff and finally to meet DEEP requirements for properly washing our fleet. After reviewing different options such as building a new building at other town owned land it was decided that the present location was best suited as it is centrally located and in close proximity to the salt shed which would be difficult to relocate for environmental reasons.
- The project came to the forefront in 2014 with an initial estimate of approximately 1.6 million dollars which included \$500,000 from a STEAP Grant application. This estimate was primarily focused on the building needs and not the site work required to house the addition.



Department of Public Works **Highway Garage Expansion Project**

- Unfortunately we were not a recipient of the STEAP Grant for 2015. Since then we have had the proposed facility designed based on current building codes, DEEP Storm water requirements and the size requirements needed to house our front line equipment. Due to the size of the structure and the space needed to safely maneuver in and out of the building, the current site needs to have substantial site work completed in anticipation of the building being constructed. The site work carries a large portion of the cost of the project.
- The three main components of this project are the readiness of our front line vehicles for immediate response, the preservation and longevity of those vehicles and maintaining our compliance of DEEP's standards for vehicle washing. These three priorities have been the main concern while designing this facility along with providing adequate resting quarters for our crews.
- The following is a financial plan that addresses the increased cost of the project over the next two years.



Department of Public Works **Highway Garage Expansion Project**

- Engineers Estimate of Proposed Facility, including Sanitary Sewer main \$4,128,116.
- In next year's YEAR 1 of the CIP we would reallocate \$410,877 worth of non-referendum debt from the Pavement Management to the garage project. This would bring the project total with next years \$925,000 debt also added up to \$2,778,337. In YEAR 2 of the CIP plan we will reallocate a total of \$410,877 (\$294,761 debt and \$116,116 LoCIP Funds) from Pavement Management to the garage project. We would also then still need to add \$938,902 into our debt management plan.
- Based on this funding plan, I would recommend that we talk with our Architect and devise a two year plan that would provide us in year one with the much needed wash bay serviced by a new domestic water system and a new sanitary sewer system to be used for wastewater discharge. We would also incorporate a new oil/grit separator for the wash bay that will be re-used once the new facility comes on line.
- My intention is to try to utilize our own Town forces on portions of this project when and where it is possible to assist with site work preparation.

CURRENT HIGHWAY GARAGE AREA



10		9		8		7		6		5		4		3		2	
----	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--



1

—

1

1

1



1

1

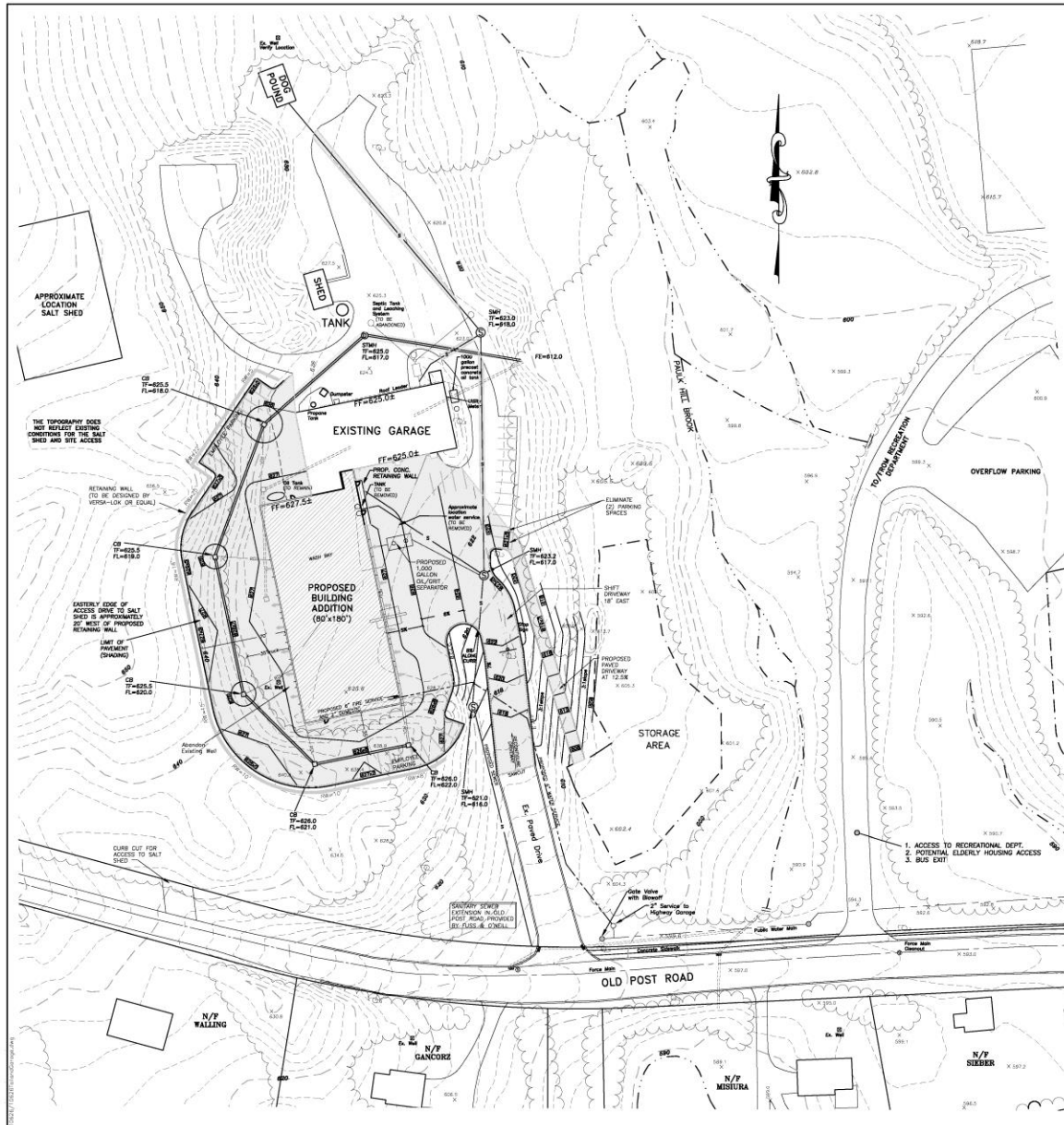
—

1

1



Department of Public Works Highway Garage Expansion Project



NOTE:
THIS SURVEY AND MAP HAVE BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20, "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT", AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. THIS IS A COMPILED PLAN CONFORMING TO HORIZONTAL ACCURACY CLASS D AND VERTICAL ACCURACY CLASS 1-5.

THIS PLAN WAS COMPILED FROM OTHER MAPS, RECORD RESEARCH OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSTRUED AS HAVING BEEN OBTAINED AS THE RESULT OF A FIELD SURVEY, AND IS SUBJECT TO SUCH CHANGE AS AN ACCURATE FIELD SURVEY MAY DISCLOSE.

TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

Kenneth R. Peterson
KENNETH R. PETERSON

L.S. 10839
REGISTRATION NO.

UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING AND OTHER DATA SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES, GOVERNMENTAL AGENCIES AND/OR OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO GARDNER & PETERSON ASSOCIATES, LLC. THE EXISTENCE, SIZE AND LOCATION OF ALL SUCH FEATURES MUST BE DETERMINED AND VERIFIED IN THE FIELD BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG 1-800-322-4455.

PLOW TRUCK NOTES:

1. THE 10 WHEEL TRUCK WITH A PLOW IS 35' LONG. IT WILL REQUIRE A MINIMUM 30' OUTSIDE RADIUS (MEASURING) FROM THE FRONT OF THE PLOW AFTER PULLING OUT OF THE GARAGE. THIS TRUCK WILL NOT BE ABLE TO ACCESS THE TWO MOST SOUTHERLY GARAGE BAYS.
2. THE 8 WHEEL PLOW TRUCK IS 30' LONG AND REQUIRES 40' OUTSIDE RADIUS (DESIGN FOR 45') MEASURED FROM THE BACK OF THE VEHICLE.

PUBLIC UTILITY NOTES:

1. THIS LAYOUT ASSUMES A PUBLIC WATER CONNECTION AT OLD POST ROAD.
2. THIS LAYOUT ASSUMES THE SEWER WILL BE EXTENDED FROM THE PUMP STATION.

LEGEND

x820.2	EXISTING ELEVATION
- - - - -	EXISTING CONTOUR
— — — — —	PROPOSED CONTOUR
— — — — —	EDGE PAVEMENT
— — — — —	PROPERTY LINE
— — — — —	STORM DRAINAGE PIPE
— — — — —	CATCH BASIN-TYPE C
— — — — —	CATCH BASIN-TYPE CL
— — — — —	HAYMALES/SILT FENCE
— — — — —	LIMITS OF INLAND WETLANDS
— — — — —	ROOF DRAIN LEADER
— — — — —	SEWER MANHOLE
— — — — —	SANITARY SEWER
— — — — —	PROPOSED RETAINING WALL
RW=20'	APPROX. RETAINING WALL HEIGHT

COMPILED PLAN CONCEPTUAL LAYOUT TOLLAND MAINTENANCE GARAGE

PREPARED FOR TECTON ARCHITECTS
118 OLD POST ROAD
TOLLAND, CONNECTICUT

GARDNER & PETERSON ASSOCIATES, LLC

178 HARTFORD TURNPIKE
TOLLAND, CONNECTICUT

PROFESSIONAL ENGINEERS LAND SURVEYORS

REVISIONS	SCALE	DATE	SHEET NO.	MAP NO.
BY	M.A.P.	1"=40'	01-29-2018	1 of 2
				10839C

Department of Public Works Highway Garage Expansion Project



TectonArchitects

Tecton Architects, LLC
Hartford, CT 06103
www.tectonarchitects.com

Notice:
This drawing is the property of Tecton Architects, LLC. The
use, reuse or reproduction of this drawing for any purpose
without an executed written agreement
between Tecton Architects, LLC and the user is prohibited.
Rights to use the information on this sheet are not
transferred and payment has been received for services
rendered. Any rights or interest are not transferred to
other parties without the prior expressed written consent
of Tecton Architects, LLC.
© 2015 Tecton Architects, LLC

Owner
TOWN OF TOLLAND,
CONNECTICUT

ONE HARTFORD SQUARE WEST
HARTFORD CT

Project
HIGHWAY GARAGE
EXPANSION

118 OLD POST ROAD
TOLLAND, CT 06084

CALL TO NORTH



Seals
DESIGN DEVELOPMENT

Issue
Date **Description**

1/29/16 ISSUED FOR PERMITS

Revisions
No. **Date** **Description**

Drawing Title
EXTERIOR
ELEVATIONS

Issue Date **1/29/2016**

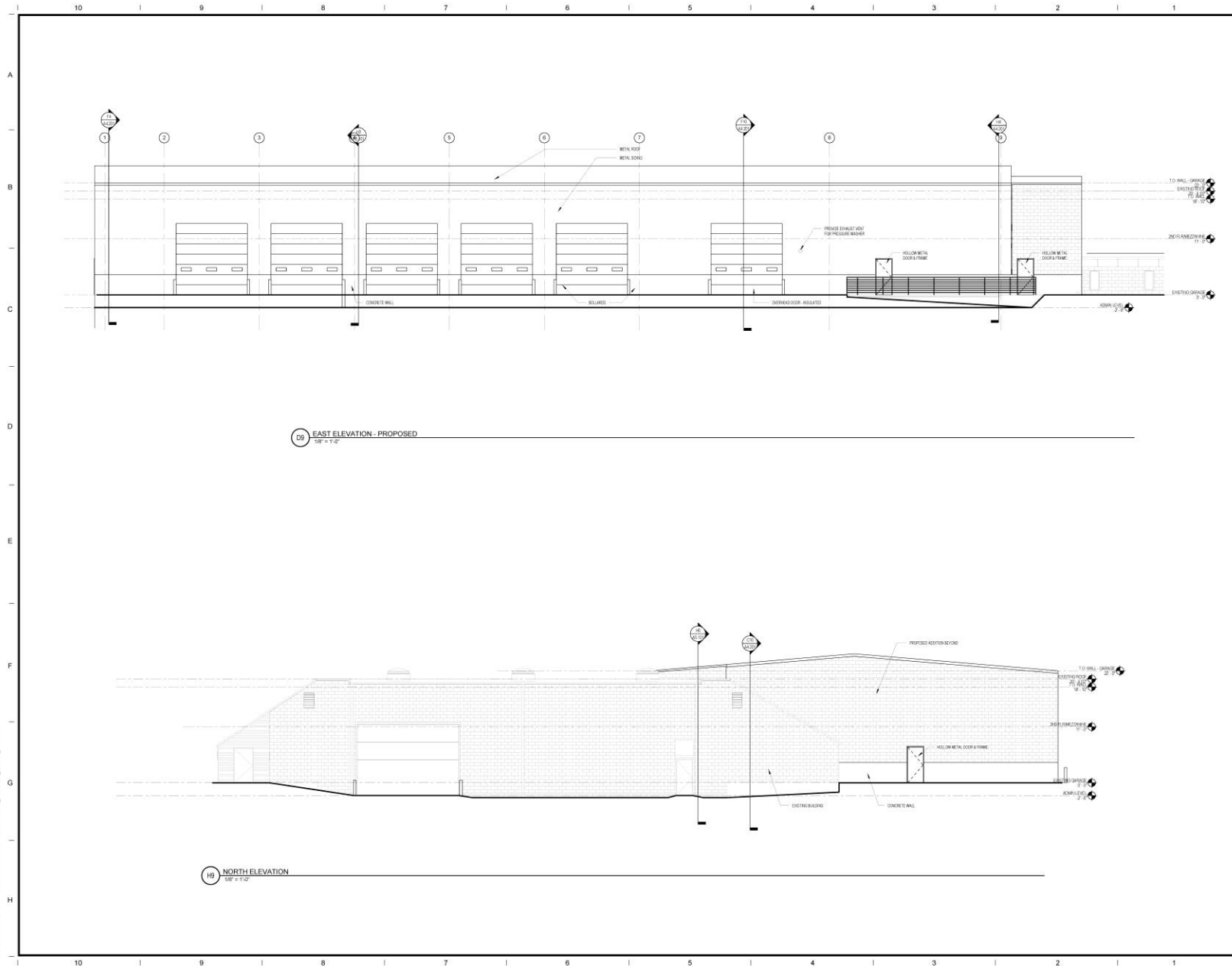
Project No. **TOL-1048** **Scale:** **1/8" = 1'-0"**

Project Manager: **Production Leader:**

Project Architect: **Peer Reviewer:**

Drawing Number

A4.101



2/4/2016 7:59:15 AM C:\Users\cesar\Documents\ITOL10AR_CENTRAL_MODEL_cesar.M



Notice:
This drawing is the property of Tecton Architects | pc. To
use, re-use or reproduction of this drawing for any purpose
whatsoever without an expressed written agreement
between Tecton Architects | pc and the user is prohibited.
Rights to use the information on this sheet are not
transferred until payment has been received for services
rendered. Any rights so granted are non-transferable to
other parties without the prior expressed written consent
of Tecton Architects | pc.

118 OLD POST ROAD
TOLLAND, CT 06084



DESIGN DEVELOPMENT

A4.102

A4.102



Significant Projects in Years 2-5 By All Sources

Year 2

Board of Education:

District Wide Capital improvements in the amount of \$101,776
(CNRE Fund)

Capital Equipment:

- Replacement of various equipment in the amount of \$205,500 with \$87,224 from the General Fund, \$16,500 from CNRE Fund and \$101,776 from Non-Referendum borrowing.



Significant Projects in Years 2-5 By All Sources

Year 2, continued:

Public Facilities:

- Additional allocation of \$1,349,779 for the Highway Garage Expansion Project. This includes the reallocated Pavement Management funds and additional debt of \$938,902 as mentioned earlier.

Pavement Management:

- \$339,123 from Town Aid Road (TAR) to address road maintenance, parking lot and neighborhood roads according to automated Pavement Management system recommendations. In addition, we will be using the final \$1,000,000 Road Bond Funds.



Significant Projects in Years 2-5 By All Sources

Year 3

Capital Equipment:

- Replacement of various capital equipment in the amount of \$250,000 with \$70,000 from the General Fund and \$180,000 in Non-Referendum borrowing

Fire & Ambulance:

- \$3,000,000 is programmed for additions and upgrades to Station 140, Station 340, Station 440 and Dog Pound. Includes \$66,000 for design fees. This would be financed by Referendum approved Notes and Bonds.

Pavement Management:

- \$1,000,000 to address road maintenance, parking lot and neighbor-hood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR)

Streets & Roads:

- Drainage construction, various - \$100,000 (Non-Referendum Bonds)



Significant Projects in Years 2-5 By All Sources

Year 4:

Board of Education:

District Wide:

- \$100,000 from the General Fund for District wide capital improvement projects

Capital Equipment:

- \$95,000 from the General Fund for various Public Works capital equipment replacements



Significant Projects in Years 2-5 By All Sources

Year 4, continued:

Parks & Recreation:

- \$30,000 from the Rec Fund to install a new playground area in the vicinity of the entrance to the building

Pavement Management:

- \$1,000,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR)



Significant Projects in Years 2-5 By All Sources

Year 5:

Town Administration:

- Creation of an account to address yearly Capital Improvement needs of Town Facilities in the amount of \$50,000

Capital Equipment:

- Replacement of various Public Works capital equipment in the amount of \$250,000

Streets & Roads:

- \$1,000,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR)



PAST 5 YEAR GENERAL FUND CAPITAL CONTRIBUTIONS

FY12 - \$247,310 or .49% of Townwide Operating Budget

FY13 - \$171,877 or .33% of Townwide Operating Budget

FY14 - \$141,991 or .27% of Townwide Operating Budget

FY15 - \$86,456 or .16% of Townwide Operating Budget

FY16 - \$183,814 or .34% of Townwide Operating Budget

**Town Manager Proposed FY17 = \$100,578 or
__??__% of Townwide Operating Budget**

	Equipment Aging Schedule for Units Assigned to Parks & Facilities Garage											
					2016/2017 proposed 5 year CIP						updated as of 12/2015	
Vehicle/Eqp #	Description	Year	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 25/26
Trucks:												
39 TOL	Ford F800 Dump	1996										
63 TOL	GMC 3500	1999										
37 TOL	GMC 3500	2003	13									
38 TOL	Ford F550	2004	12	13	14							
56 TOL	Ford F250	2006	10	11	12	13	14	15	16	17	18	19
53 TOL	Ford F450	2007	9	10	11	12	13	14	15	16	17	18
81 TOL	Ford F250	2007	9	10	11	12	13	14	15	16	17	18
68 TOL	Ford F550	2007	9	10	11	12	13	14	15	16	17	18
75 TOL	3/4 Ton Van	2008	8	9	10	11						
55 TOL	Ford F450	2011	6	7	8	9	10	11	12	13	14	15
61 TOL	Ford F250 (mechanics truck)	2013	4	5	6	7	8	9	10	11	12	13
50 TOL	Ford F550	2015	2	3	4	5	6	7	8	9	10	11
Scheduled Replacements:												
37 TOL	GMC 3500	2016	new	1	2	3	4	5	6	7	8	9
38 TOL	Ford F550	2018			new	1	2	3	4	5	6	7
75 TOL	3/4 Ton Van	2019				new	1	2	3	4	5	6
Equipment:												
	Ford Tractor	1970	36	37	38	39	40	41	42	43	44	45
	Sweepstar	1991	25	26	27	28	29	30	31	32	33	34
	Easy Rake	1998	18	19	20	21	22	23	24	25	26	27
	Lazer Lawnmower	1999	17	18	19	20	21	22	23	24	25	26
	Gravely Snow Blower	1999	17	18	19	20	21	22	23	24	25	26
	Gravely Snow Blower	1999	17	18	19	20	21	22	23	24	25	26
	John Deere Tractor	2001	15	16	17	18	19	20	21	22	23	24
	Easy Rake	2001	15	16	17	18	19	20	21	22	23	24
	Skidsteer New Holland 180	2002	14	15	16	17						
	4000 Lawnmower	2003	13	14								
	Easy Rake	2005	12	13	14	15	16	17	18	19	20	21
	Lazer Lawnmower	2005	12	13	14	15	16	17	18	19	20	21
	Gravely Snow Blower	2005	12	13	14	15	16	17	18	19	20	21
	Cat Loader	2006	11	12	13	14	15	16	17	18	19	20
	Gravely Snow Blower	2007	10	11	12	13	14	15	16	17	18	19
	Lazer Lawnmower	2007	10	11	12	13	14	15	16	17	18	19
	Kubota tractor	2007	10	11	12	13	14	15	16	17	18	19
	4000 Lawnmower	2007	10	11	12	13	14	15	16	17	18	19
	Line Painter	2008	11	12	13	14	15	16	17	18	19	20
	Skidsteer New Holland 170	2010	6	7	8	9	10	11	12	13	14	15
	580 Mower #1	2010	6	7	8	9	10	11	12	13	14	15
	Ventrix mower/thrower	2013	5	6	7	8	9	10	11	12	13	14
	ExMark Lazer Lawnmower	2014	3	4	5	6	7	8	9	10	11	12
	ExMark Lazer Lawnmower	2014	3	4	5	6	7	8	9	10	11	12
	ExMark Lazer Lawnmower	2014	3	4	5	6	7	8	9	10	11	12
	ExMark Lazer Lawnmower	2014	3	4	5	6	7	8	9	10	11	12
	Easy Rake/Smithco Groomer	2015	1	2	3	4	5	6	7	8	9	10
Scheduled Replacements:												
	4000 Lawnmower	2017		new	1	2	3	4	5	6	7	8
	Skidsteer New Holland 180	2019				new	1	2	3	4	5	6
				recommended end of service					3 years past recommended end of service			
				1 year past recommended end of service					4+ years recommended end of service			
				2 years past recommended end of service					scheduled for replacement			

Equipment Aging Schedule for Units Assigned to Highway Garage												
2016/2017 proposed 5 year CIP												
updated as of 12/2015												
Vehicle/Eqp #	Description	Year	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
Trucks:												
29 TOL	Mack Dump (winter use only)	1991										
30 TOL	Mack Dump (winter use only)	1993										
6 TOL	Freightliner Lo-Pro Dump	2000	16									
12 TOL	International 4700 (Tree Truck)	2000	16	17	18	19	20	21	22	23	24	25
64 TOL	Ford F250	2002	14	15	16	17	18	19	20	21	22	23
35 TOL	Western Star Dump	2002	14	15	16	17	18	19	20	21	22	23
8 TOL	Ford Utility	2003	13	14								
9 TOL	Ford F150	2003	13	14	15	16	17	18	19	20	21	22
23 TOL	Mack 10 Wheel (refurbished 2015)	2004	12	13	14	15	16	17	18	19	20	21
33 TOL	Mack Dump	2005	11	12	13							
2 TOL	Ford F250 P/U	2006	10	11	12	13	14					
25 TOL	Ford D-550 Dump	2007	9	10								
21 TOL	Mack Dump	2008	8	9	10	11	12	13	14	15	15	16
27 TOL	International 7400	2008	8	9	10	11	12					
31 TOL	International 7400	2009	7	8	9	10	11	12	13	14	15	16
26 TOL	International 7400	2012	5	6	7	8	9	10	11	12	13	14
32 TOL	International 7400	2012	5	6	7	8	9	10	11	12	13	14
51 TOL	International 7400	2013	4	5	6	7	8	9	10	11	12	13
28 TOL	International 7400	2014	3	4	5	6	7	8	9	10	11	12
11 TOL	Ford F350	2015	2	3	4	5	6	7	8	9	10	11
13 TOL	Ford F350 Rack Body	2015	2	3	4	5	6	7	8	9	10	11
24 TOL	International 7400	2016	1	2	3	4	5	6	7	8	9	10
Scheduled Replacements:												
6 TOL	International Durastar	2016	new	1	2	3	4	5	6	7	8	9
25 TOL	Ford D-550 Dump	2017		new	1	2	3	4	5	6	7	8
8 TOL	Ford Utility	2017		new	1	2	3	4	5	6	7	8
33 TOL	International 7400	2018			new	1	2	3	4	5	6	7
27 TOL	International 7400	2020					new	1	2	3	4	5
2 TOL	Ford F250 P/U	2020					new	1	2	3	4	5
Heavy Equipment:												
	Cat Grader	1972	43	44	45	46	47					
	Dyno Pack Roller	1988	27	28								
7 TOL	Vac-All	2000	15	16	17	18	19	20	21	22	23	24
20 TOL	Cat 938 Loader	2002	13	14	15	16	17	18	19	20	21	22
19 TOL	Elgin Sweeper	2003	12	13	14	15	16	17	18	19	20	21
	Paver (used)	2007	8	9	10	11	12	13	14	15	16	17
	Roadside Mower	2010	5	6	7	8	9	10	11	12	13	14
	Hyundai Excavator 4500	2011	5	6	7	8	9	10	11	12	13	14
17 TOL	Cat Loader 924	2014	2	3	4	5	6	7	8	9	10	11
22 TOL	Cat Backhoe	2014	2	3	4	5	6	7	8	9	10	11
Scheduled Replacements:												
	Dyno Pack Roller	2017		new	1	2	3	4	5	6	7	8
			recommended end of service						3 years past recommended end of service			
			1 year past recommended end of service						4 years or more past recommended end of service			
			2 years past recommended end of service						scheduled for replacement			



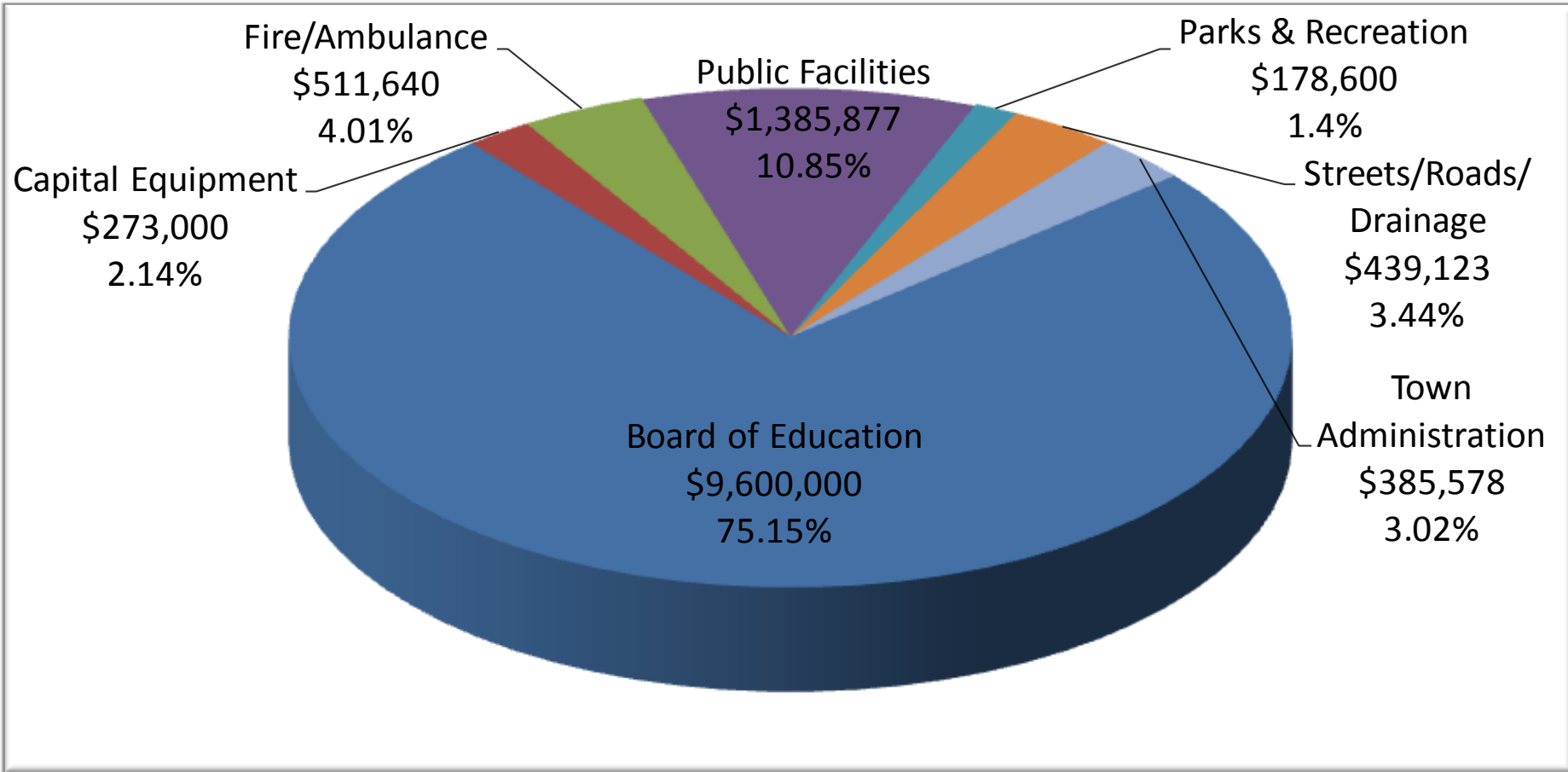
Public Safety Equipment Replacement Cycle

**Tolland Public Safety Vehicle Replace/Rehab
Schedule**

Replace- ment Year	Vehicle Year	Vehicle	Make	Model	New to Department	Original Cost to Department	Year Rehab Completed or Recommended	Cost of Rehab	Cost of Replacement	Comments
2016	2005	Asst. Chief	Chevrolet	Tahoe	2006	\$65,000.00	NR		\$75,000.00	TFD Corporation purchased in 2006
2016	2006	S 440	Chevrolet	Tahoe	2006	\$20,000.00	NR		\$75,000.00	TFD Corporation purchased USED in 2014
2016	2011	Chief	Chevrolet	Tahoe	2011	\$90,000.00			\$90,000.00	TFD Corporation to purchase in 2016
2017	2010	A 540	Life Line	Superliner III Ambulance	2010	\$220,000.00	2016		\$275,000.00	Remount
2018	2002	R 240	KME	Rescue Truck	2002	\$466,000.00	NR		\$750,000 to \$850,000	
2018	1987	ET 540	GMC	Fire Pumper	1988	\$146,000.00	2007	\$68,000.00		
2018	2007	S 240	Ford	S-DTY	2007	\$85,000.00	NR		\$85,000.00	
2018	2011	FM 140	Ford	Expedition	2015	\$5,500.00	NR		NA*	Reassigned from Town Pool in 2015
2020	2007	S 440	Jeep	Grand Cherokee	2016	\$4,500.00	NR		NA*	Reassigned from Town Pool in 2015
2021	2008	UTV-240	Polaris	Ranger 6x6 UTV	2008	\$28,000.00	NR		\$35,000.00	
2021	2015	A 640	Ford	Ambulance 640 F550 Reg Cab Chassis	2016	\$270,000.00			\$275,000.00	
2023	1993	ET 440	Pierce	Fire Pumper	1993	\$245,000.00	2012	\$85,000.00		
2023	2002	S 340	Ford	F 350 Pick Up	2002	\$35,000.00	2015		\$30,000.00	Renamed to S340 in 2016
2024	2004	Spec. Haz Trailer	Carry On	Tow Trailer	2004	\$8,500.00	NR		\$15,000.00	TFD Corp purchased with Private Donation in 2004
2024	2008	ATV-240	Polaris	500 Sport 2-Up	2014	\$7,500.00	NR		\$15,000.00	TFD Corporation purchased USED with Private Donation in 2014
2025	1991	T 240	Pierce Lance Quint	Aerial	2015	\$62,500.00	2015	\$132,000.00		Town purchased in 2013 USED from Berlin, CT FD
2025	2015	S 140	Ford	F550 Crew Cab Chassis	2015	\$120,000.00	2026	\$80,000.00		Chassis
2026	1994	ET 340	Pierce	Fire Pumper	1994	\$316,000.00	2016	\$90,000.00		
2028	2008	UTV-TRAILER	BIGTX	Trailer	2008	\$4,500.00	NR		\$7,500.00	TFD Corporation purchased in 2008
2030	2000	ET 140	Pierce	Fire Pumper	2000	\$335,410.00	2020	\$125,000.00		
2033	2013	Trailer	United Trailer	UXT8524TA52	2013	\$12,000.00	NR		\$22,000.00	TFD Corporation purchased USED with Private Donation in 2014
2035	2006	ET 240	Pierce	Fire Pumper	2005	\$440,000.00	2025	\$150,000.00		
2038	2003	T 140	Kenworth	Tanker	2003	\$225,000.00	2023	\$90,000.00	\$350,000.00	
2038	2003	T 440	Kenworth	T800 - Tanker	2003	\$225,000.00	2023	\$90,000.00	\$350,000.00	
*Cost of replacement would be approximately \$50,000 to \$75,000 for these vehicles										



FY16-17 CAPITAL PLAN BY PROGRAM AREA





We Must Protect Our Investment in Our Infrastructure

Miles of paved local roads: 124.23

Miles of unpaved local roads: 8.83

➡ Total miles of road = 133.06

To construct 1 mile of road = \$1 million dollars

133.06 miles x \$1,000,000 = **\$133,060,000**

• *The investment we must protect* •

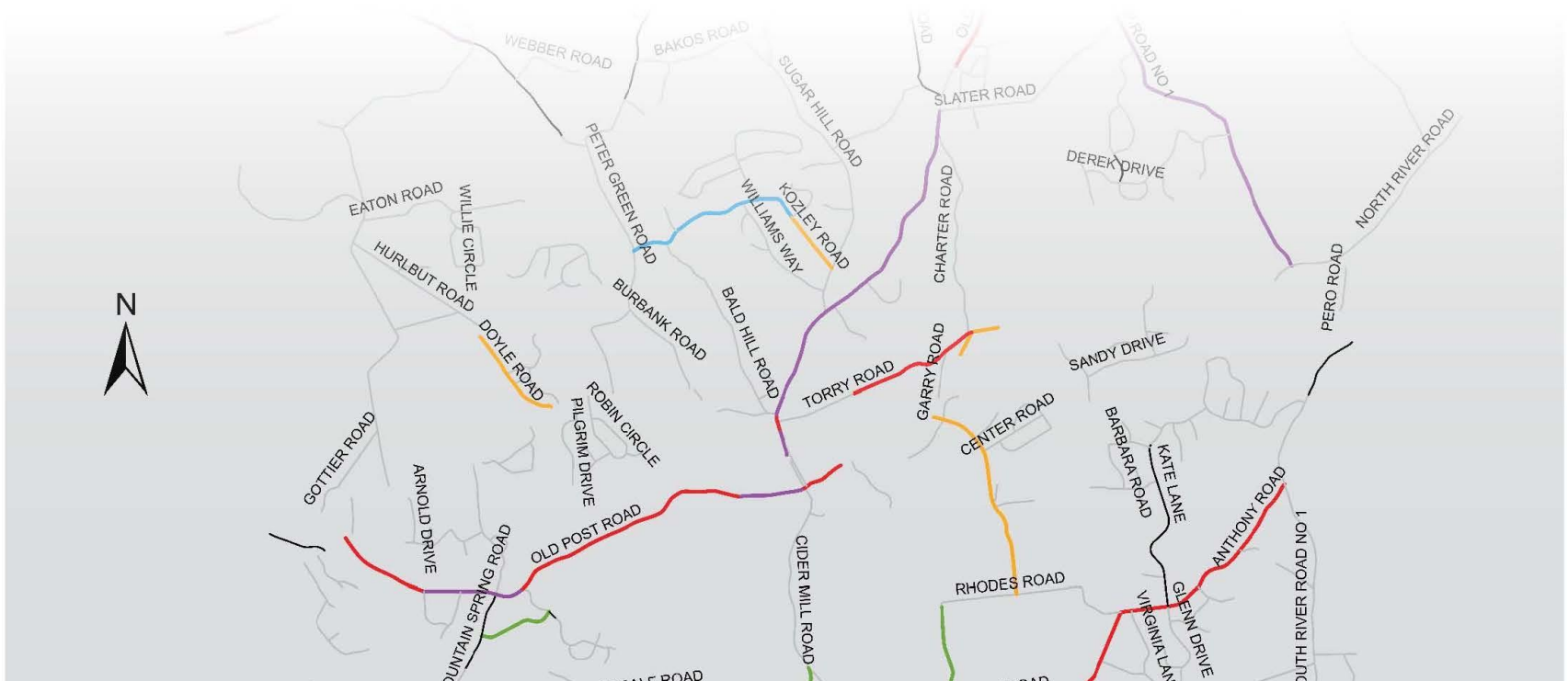
Town of Tolland

February 18, 2016



Pavement

Management Update

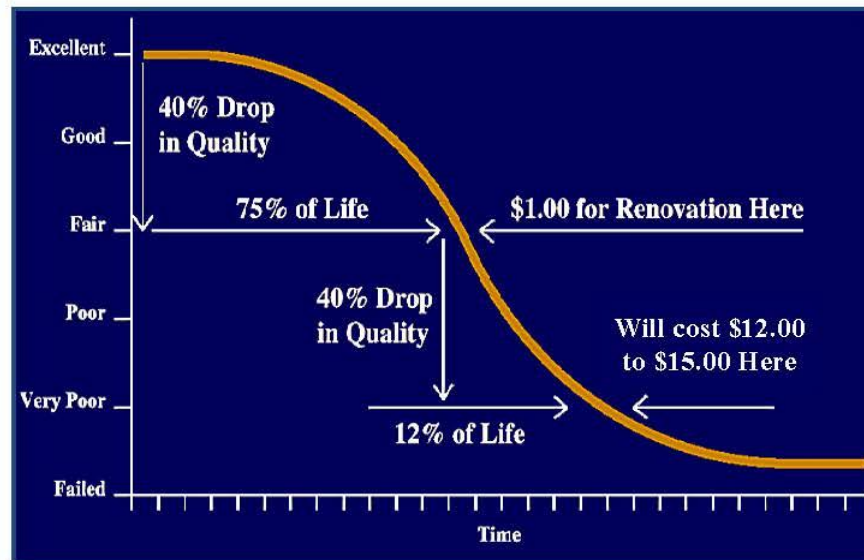


What is Pavement Management?

The practice of planning for pavement maintenance and rehabilitation with the goal of maximizing the value and life of a pavement network.

Otherwise known as:

“Getting the Biggest Bang for Your Buck”



The Process

- Pavement Section Inventory
- Pavement distress identification and quantification
(Typically updated on a four year cycle)
- Pavement Condition Index (PCI) calculation on a 0 - 100 scale
- Define Repair Strategies and Costs
- Test various Budget Scenarios
- Develop list of candidate projects
- Apply engineering and local judgment to define annual road program

Pavement Management Concepts

Do Nothing Condition (PCI 91-100)

PCI = 99



Routine Maintenance Condition (PCI 83-90)

PCI = 86



PCI = 73



*Preventive
Maintenance Condition
(PCI 71-82)*

Pavement Management Concepts

Structural Improvement Condition (PCI 56-70)

PCI = 65



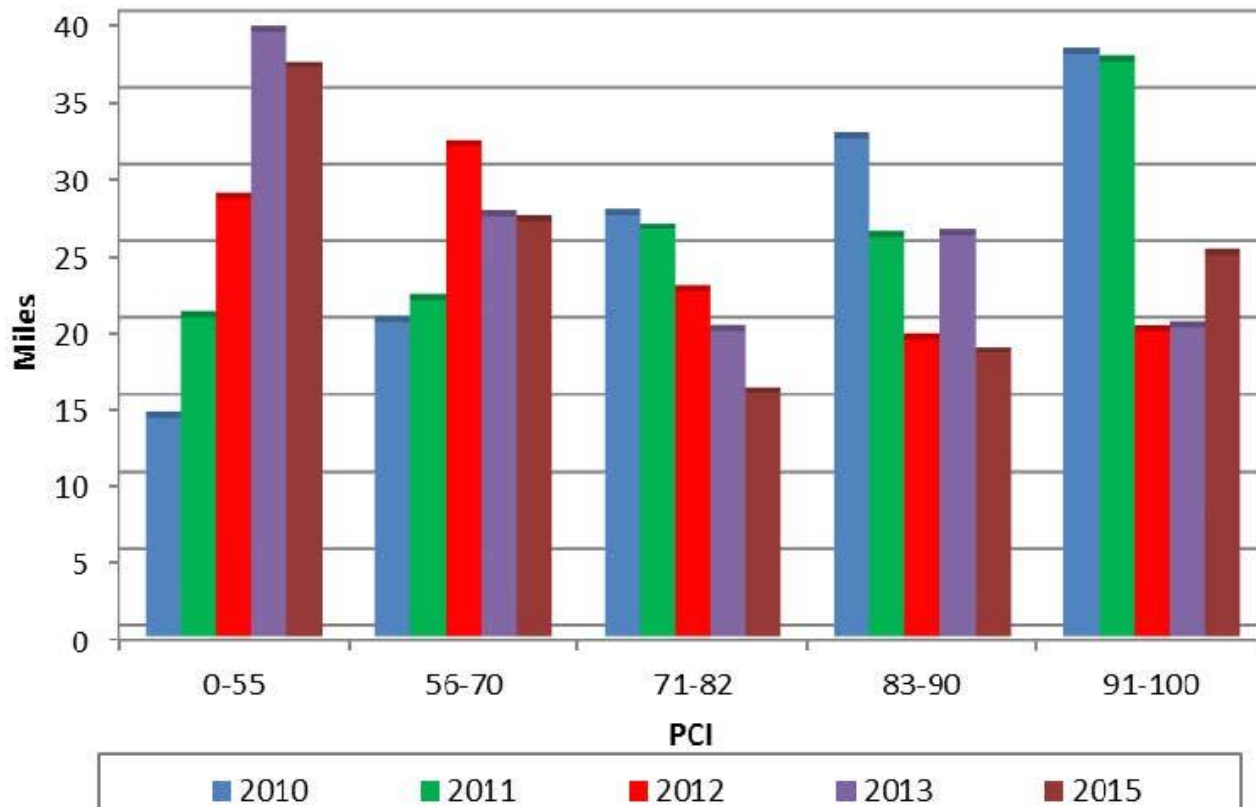
Base Rehabilitation Condition (PCI 0-55)

PCI = 43

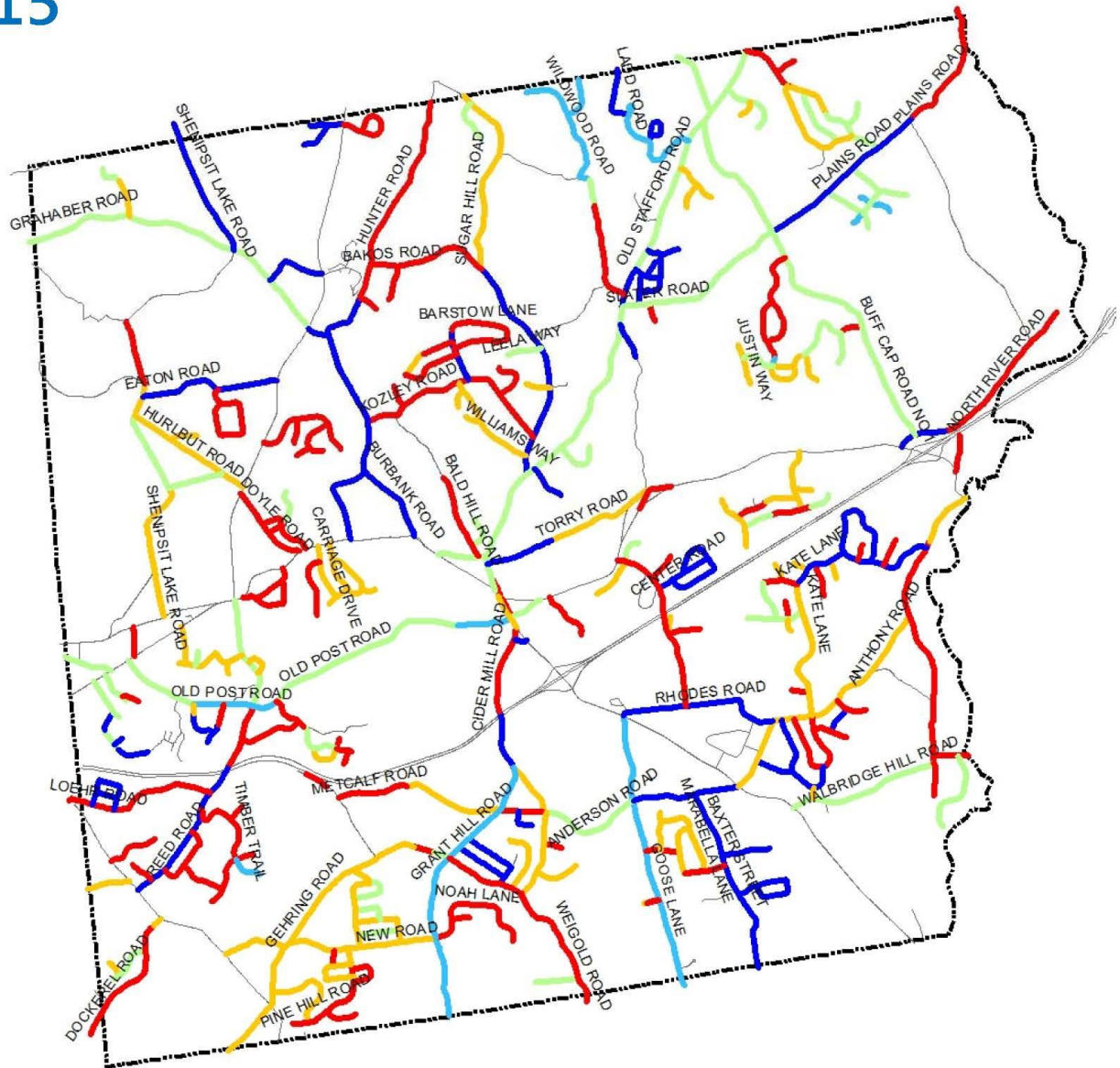
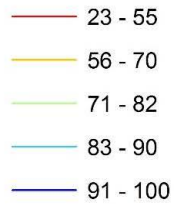


PCI Distribution Trend

Estimated 2015 Average PCI = 70



Estimated 2015 Pavement Condition



Pavement Management in Tolland

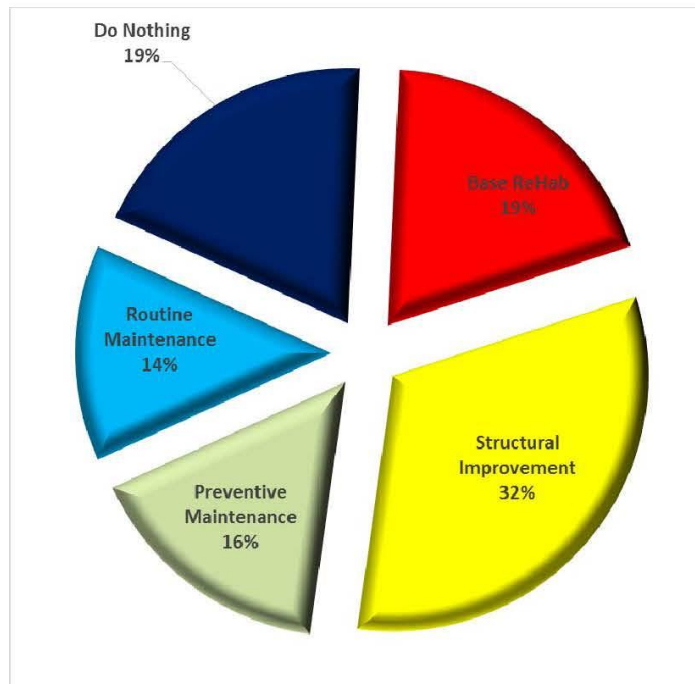
Estimated Backlog Summary* (Feb, 2016)

Treatment Band	Miles	Cost
Do Nothing	23.1	\$0
Routine Maintenance	16.7	\$123,883
Preventative Maintenance	19.5	\$1,840,921
Structural Improvement	39.4	\$5,962,657
Base Rehabilitation	23.6	\$6,856,177
Totals	122.3	\$14,783,639

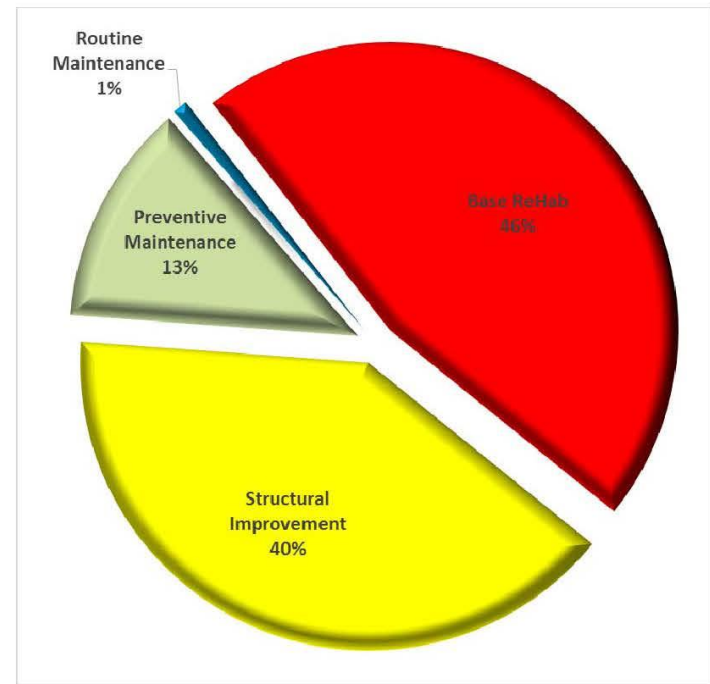
* Paved roadways only.

Pavement Backlog Summary

Miles



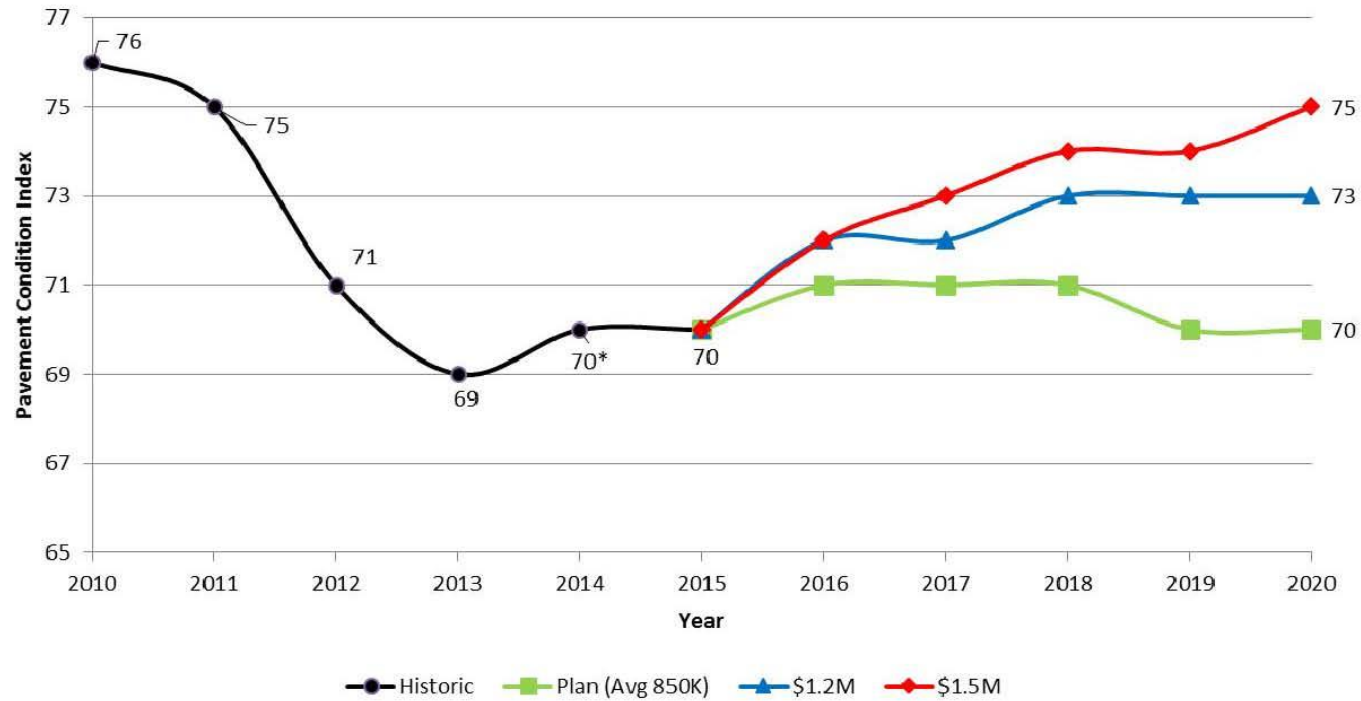
Cost



Funding Scenario Comparison

- The effects of funding scenarios at \$1.2M and \$1.5M over 5 years as well as the planned levels listed below were evaluated.
 - FY16-17 - \$1,000,000
 - FY17-18 - \$1,000,000
 - FY18-19 - \$750,000
 - FY19-20 - \$750,000
 - FY20-21 - \$750,000
- The analysis did not include drainage, or gravel road needs

Future Pavement Condition Projection



Development of Annual Road Program

Process

- Determine projected funding levels
- System recommends roads of highest benefit to the Town based on Higher Traffic Volume, Lower Repair Cost, Longer Repair Life, and Poorer Road Conditions
- Engineering and local judgment is used to adjust the program to reflect coordination with other projects, neighborhood programs, mobilization efficiencies, etc.

Suggested Strategy

- Focus primarily on most heavily travelled roads until those roads have reached acceptable condition
- Coordinate work on residential roads within neighborhoods as budget allows
- Use full range of pavement treatment options



TOLLAND DEBT MANAGEMENT PLAN SCHEDULE

2016-17 THROUGH 2025-26

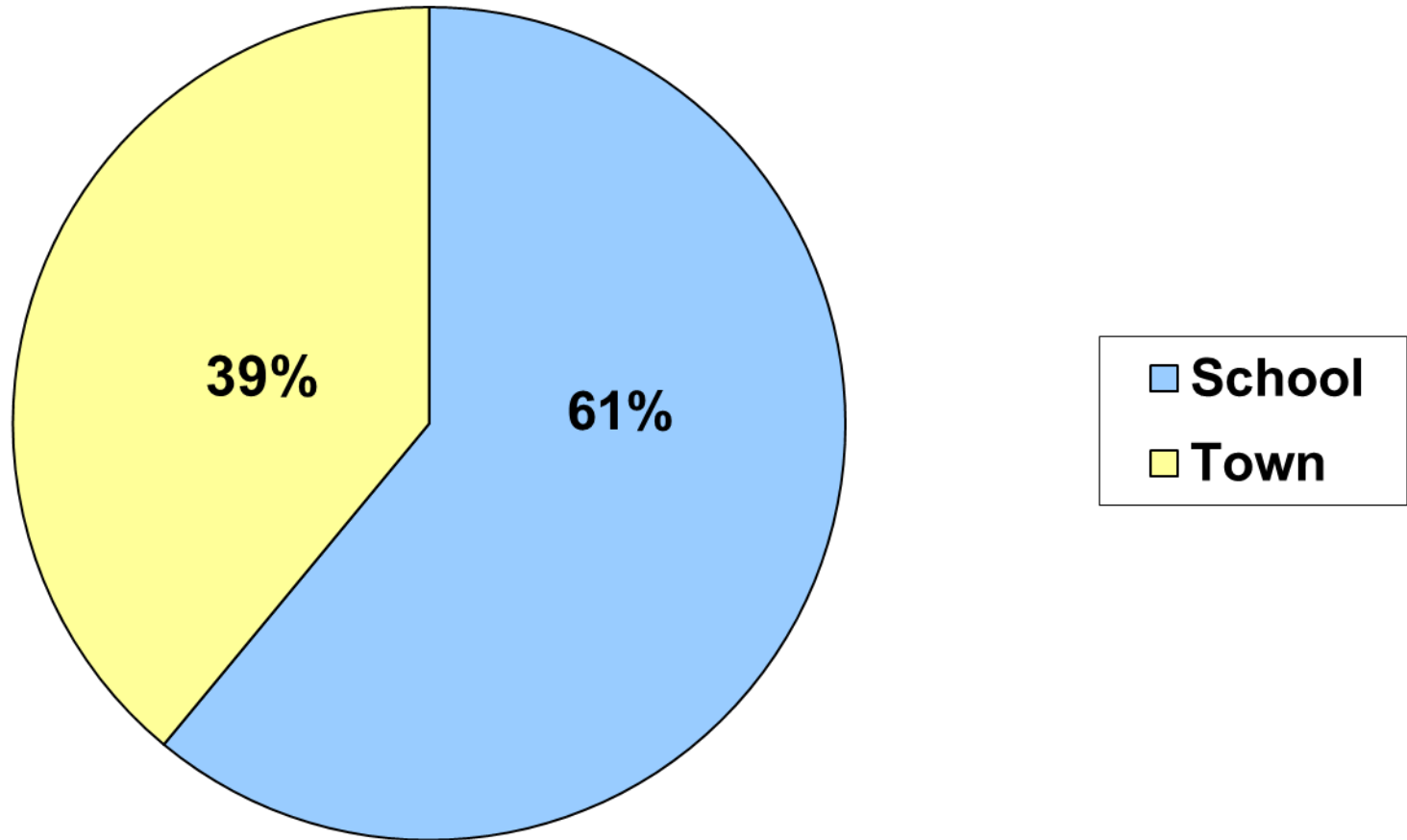
Impact on the General Fund budget will remain stable at \$4,550,000 over the next several years even though the Debt Management Plan reflects the debt service levels below. The balance will be paid from the Debt Service Fund. The negative amounts listed below under “Amount to be Paid from Debt Service Fund” are amounts to be contributed to the fund to cover future debt issues and in future years can also be allocated to pay as you go capital improvements.

	Debt Management Plan	General Fund Budget	Amount to be Paid from Debt Service Fund
FY 16/17	\$4,696,160	\$4,550,000	\$146,160
FY 17/18	\$4,755,507	\$4,550,000	\$205,507
FY 18/19	\$4,829,889	\$4,550,000	\$279,889
FY 19/20	\$4,520,278	\$4,550,000	(\$ 29,722)
FY 20/21	\$4,583,673	\$4,550,000	\$ 33,673
FY 21/22	\$4,523,147	\$4,550,000	(\$ 26,853)
FY 22/23	\$4,475,319	\$4,550,000	(\$ 74,681)
FY 23/24	\$4,494,268	\$4,550,000	(\$ 55,732)
FY 24/25	\$4,244,085	\$4,550,000	(\$305,915)
FY 25/26	\$3,687,200	\$4,550,000	(\$862,800)



DEBT SERVICE FOR BUDGET YEAR: \$4,696,160

Debt Service Breakdown:



\$4,550,000 will be funded by the General Fund and \$146,160 from the Debt Service Fund.



Budget Schedule: Important Upcoming Dates

February 18, 2016 (Thursday)	Capital Budget Public Hearing – Council Chambers – 7:30 p.m.
March 1, 2016 (Tuesday)	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Chambers – 7:00 p.m.
March 10, 2016 (Thursday)	Manager submits Budget to Council (by March 27 per Charter requirement)
March 10, 2016 (Thursday)	Advertise Public Hearing
March 10, 2016 (Thursday)	Mgr. discusses Budget w/Council – Council Chambers – 7:00 p.m.
March 16, 2016 (Wednesday)	Mgr. discusses Budget w/Council – Council Chambers – 7:00 p.m.
March 17, 2016 (Thursday)	Mgr. discusses Budget w/Council – Council Chambers – 7:00 p.m.
March 23, 2016 (Wednesday)	<u>PUBLIC HEARING</u> on Manager's Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – Tolland Middle School Auditorium – 7:30 p.m.
March 29, 2016 (Tuesday)	Council Discussion – Budget finalized – Council Chambers – 7:30 p.m.
April 7, 2016 (Thursday)	Advertise Budget
April 21, 2016 (Thursday)	<u>ANNUAL BUDGET PRESENTATION MEETING</u> – Tolland High School Auditorium – 7:30 p.m.
April 25, 2016 (Monday)	Budget Presentation – Senior Center – 12:30 p.m.
May 3, 2016 (Tuesday)	Annual Budget Referendum
By May 10, 2016 (Tuesday)	Council to establish mill rate upon referendum adoption

