AGENDA
TOLLAND TOWN COUNCIL
HYBRID MEETING
6TH FLOOR COUNCIL CHAMBERS OR ZOOM
DECEMBER 13, 2022 – 7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE
4. PROCLAMATIONS/PRESENTATIONS
   4.1 Citation Honoring H. Gregory Forbush
   4.2 Citation Honoring Robert D. Lincoln
   4.3 Citation Honoring Marianne Tapp
5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION (on any subject within the jurisdiction of the Town Council) (2 minute limit)
6. PUBLIC HEARING ITEMS:
   6.1 Consideration of a resolution for supplemental appropriations for 3 bridge improvement projects (#06977 - $4,210,000; #06976 - $3,570,000; #06975 - $3,570,000) to be funded 100% by State and Federal Funds.
7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL
7b. REPORTS OF TOWN COUNCIL LIAISONS
8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):
   8.1 Consideration of a resolution to declare various equipment obsolete from the Board of Education.
   8.2 Consideration of a resolution for the 2022 STEAP Grant Award for the Renovation and Replacement of Community Tennis Courts in the amount of $500,000.
   8.3 Consideration of a resolution to approve the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2022 through June 30, 2025.
   8.4 Consideration of a resolution amending the membership of the Firehouse Sub-Committee.
8.5 Review and discussion of Town Council Goals that were set on December 28, 2021.

8.6 Appointments to vacancies on various municipal board and commissions.

8.6a Reappointment to Permanent Celebration Committee  
8.6b Reappointment to Ethics Commission  
8.6c Reappointment to Blight Review Committee  
8.6d Appointment to Tolland Housing Authority

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


11. ADOPTION OF MINUTES

11.1 November 22, 2022 Regular Meeting Minutes

12. CORRESPONDENCE TO COUNCIL

13. CHAIRPERSON'S REPORT

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS

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

16. ADJOURNMENT

Join Zoom Meeting
https://us02web.zoom.us/j/88650289822?pwd=UW9vajFja1Q3eFZnTU5BQWliWjIUT09

Meeting ID: 886 5028 9822
Passcode: 12132022

One tap mobile
+13092053325,,88650289822#,,,,*12132022# US

Dial by your location
+1 646 876 9923 US (New York)

To view agenda item attachments, you may visit:
https://www.tollandct.gov/town-council
H. Gregory Forbush, United States Marine Corps, is a Tolland Veteran that is being recognized for his six years of service on the Tolland Veterans Recognition Commission, and to honor and memorialize those citizens of Tolland who have returned from active duty in the military.

His duties on this Commission were as follows:

- To prepare an appropriate listing of Tolland residents currently serving in the armed forces to be displayed in the Town Hall.

- To work in conjunction with the Town Clerk to create and maintain an Honor Roll for display in the Town Hall of those Tolland residents who have served in past conflicts and to recommend to the Town Council the appropriate means for commemorating individuals, including but not limited to the commissioning of suitable memorial structures.

- To develop appropriate honor or memorial protocols for individuals from the Town returning from active service in the armed forces. H. Greg Forbush has performed all these duties at the highest level while serving his fellow veterans of Tolland.

**NOW, THEREFORE,** I, Steven Jones, on behalf of the citizens of Tolland, acknowledge the six years of service that H. Gregory Forbush provided to the Town of Tolland to enhance the recognition and importance of our Tolland veterans.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the Seal of the Town of Tolland to be affixed on this 13th day of December, two thousand twenty-two.

______________________________
Steven Jones, Chair
Tolland Town Council
Robert D. Lincoln, USA Army Green Beret, 10th Special Forces, is a Tolland Veteran that is being recognized for his nine years of service on the Tolland Veterans Recognition Commission, as Secretary, and to honor and memorialize those citizens of Tolland who have returned from active duty in the military.

His duties on this Commission were as follows:

- To prepare an appropriate listing of Tolland residents who are currently serving in the armed forces to be displayed in the Town Hall.

- To work in conjunction with the Town Clerk to create and maintain an Honor Roll for display in the Town Hall of those Tolland residents who have served in past conflicts, and to recommend to the Town Council the appropriate means for commemorating individuals, including but not limited to the commissioning of suitable memorial structures.

- To develop appropriate honor or memorial protocols for individuals from the Town returning from active service in the armed forces. Bob Lincoln has performed all of these duties at the highest level while serving his fellow veterans of Tolland.

**NOW, THEREFORE,** I, Steven Jones, on behalf of the citizens of Tolland, acknowledge the nine years of service that Robert D. Lincoln provided to the Town of Tolland to enhance the recognition and importance of our Tolland veterans.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the Seal of the Town of Tolland to be affixed on this 13th day of December, two thousand twenty-two.

________________________
Steven Jones, Chair
Tolland Town Council
To recognize Marianne Tapp for her years of service helping her husband, Richard E. Tapp, former Tolland Veterans Recognition Commission Chairman. For the past 14 years, they maintained a listing of Tolland Veterans serving in the armed forces displayed on the Tolland Town Hall Wall of Honor. All of these Veterans were vetted to be honored and memorialized citizens of Tolland who have returned from active military duty.

Marianne and Richard worked with the Tolland Town Clerk to create and maintain this Tolland Honor Roll that is presently displayed on the Tolland Town Hall Wall of Honor. They recommended those Veterans to the Town Council for the appropriate means of commemorating these individuals. Marianne Tapp has performed all these duties at the highest level while assisting her veteran husband in maintaining the Tolland Veterans Wall of Honor.

**NOW, THEREFORE,** I, Steven Jones, on behalf of the citizens of Tolland, acknowledge the assistance that Marianne Tapp gave to the Veterans Recognition Commission for Tolland veterans.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the Seal of the Town of Tolland to be affixed on this 13th day of December, two thousand twenty-two.

____________________________
Steven Jones, Chair
Tolland Town Council
Agenda Item #6.1 – Public Hearing

AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution for supplemental appropriations for 3 bridge improvement projects (#06977 - $4,210,000; #06976 - $3,570,000; #06975 - $3,570,000) to be funded 100% by State and Federal Funds.

FOR COUNCIL MEETING: December 13, 2022

ITEM SUMMARY: In October 2022, the Tolland Town Council voted to approve Town Manager Foley to apply for four Federal/State funded bridge renovation projects. We have received notification that the Town has been awarded three of those projects so far and the fourth one is still under further review. The projects are awarded for up to the amount that we had included in the request. Twenty percent of the project is to be funded by the State of CT, which will provide for design costs paid directly by the State of CT and the remaining eighty percent is to be funded by the Federal Government on a reimbursable basis. The Town will have to provide up front cash flow and the reimbursement can take a few months. Once we have a timeline for the projects, we will have a better idea as to demand on cash needs and will provide recommendations on managing that process. We are not able to provide any cash flow recommendations until we have that information. The resolution is requesting the approval for the appropriations and the permission for the Town Manager to sign and accept the award and related project documents. The projects and cost information are as follows:

Bridge #06977 – Carries Gerber Dr. over Gages Brook $4,210,000
Bridge #06976 – Industrial Park Rd. West over Gages Brook $3,570,000
Bridge #06975 – Industrial Park Rd. East over Gages Brook $3,570,000

FINANCIAL SUMMARY: Charter Section 9-14 allows for the Council, by resolution, to make appropriations to be funded by grants or gifts, and other additional and supplementary appropriations not to exceed an aggregate of ½ of 1% of the General Fund Budget in any fiscal year. Since we have issued supplemental appropriations in excess of the maximum of $298,555, we are required to do a public hearing. Any future cumulative supplemental appropriations within this fiscal year would require a public hearing as well. The Town Council voted on November 22, 2022 to set tonight’s public hearing.

TOWN ATTORNEY REVIEW: N/A.

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
- Copy of Legal Notice
- Award Information
- Draft Resolution
NOTICE OF PUBLIC HEARING
TOWN OF TOLLAND, CONNECTICUT

December 13, 2022

Notice is hereby given that the Town Council of the Town of Tolland, Connecticut, will hold a Public Hearing at the Hicks Memorial Municipal Center, 6th Floor, Council Chambers, 21 Tolland Green, Tolland, Connecticut, on Tuesday, December 13, 2022 at 7:00 p.m. for the following purposes:

To hear comments on the following item:

1. Consideration of a resolution for supplemental appropriations for 3 bridge improvement projects (#06977 - $4,210,000; #06976 - $3,570,000; #06975 - $3,570,000) to be funded 100% by State and Federal Funds.

The full text of the foregoing authorizing resolution is on file and open to inspection at the office of the Town Clerk, Town Hall, Tolland Connecticut for the use or inspection of any interested person.

Dated at Tolland, Connecticut on this 6th day of December, 2022.

_________________________
Brian J. Foley
Town Manager
Tolland, Connecticut
Mr. Brian Foley  
Town Manager  
Town of Tolland  
21 Tolland Green  
Tolland, Connecticut 06084

Dear Mr. Foley:

Subject: Federal Local Bridge Program  
          Commitment to Fund  
          Gerber Drive over Gages Brook, Bridge No. 06977  
          Town of Tolland

The Department of Transportation (Department) has reviewed the Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The Department is pleased to inform the Town of Tolland (Town) that the project qualifies for funding under the Federal Local Bridge Program.

The State of Connecticut (State) hereby commits to fund a minimum of eighty percent (80%) of the eligible project costs under the Federal Off-System Bridge Program. If the Town elects to pursue the Design Managed by State (DMS) program, the remaining twenty percent (20%) of eligible project costs will be funded with either State or Federal funds, depending on availability. This commitment is subject to the program regulations, in particular as follows:

1. The amount is based upon the information in your Preliminary Application and is subject to later adjustments.
2. This Commitment to Fund will lapse if your final cost estimate exceeds your Preliminary Application and sufficient monies are not available.
3. The Commitment to Fund does not constitute a binding agreement, and the State's obligation is contingent upon your execution and delivery of a Project Agreement and your compliance with its terms.
The next step in the grant process, if this Commitment to Fund is acceptable to the Town, is to sign below and return a copy of this letter within 30 days. A Department representative will contact your Office to schedule a concept meeting to review the program’s procedural requirements.

In order to accurately track the project’s costs, it is recommended that the Town set up a separate budget line item for these projects and make your auditor aware of the projects. Also, the Department now relies heavily on electronic communications. Please ensure that the Department has an up-to-date e-mail address for your designated contact person at all times.

If you have any questions or need any assistance, please contact Mr. Marc P. Byrnes, Program Manager of the Local Bridge Program at (860) 594-3489.

Very truly yours,

Bartholomew P. Sweeney, P.E.
Division Chief of Bridges
Bureau of Engineering and Construction

Accepted by: ______________________________ Date: ______________
Mr. Brian Foley
Town Manager
Town of Tolland

cc: Scott Lappen, Director of Public Works
Mr. Brian Foley  
Town Manager  
Town of Tolland  
21 Tolland Green  
Tolland, Connecticut 06084  

Dear Mr. Foley:  

Subject: Federal Local Bridge Program  
Commitment to Fund  
Industrial Park Road West over Gages Brook, Bridge No. 06976  
Town of Tolland  

The Department of Transportation (Department) has reviewed the Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The Department is pleased to inform the Town of Tolland (Town) that the project qualifies for funding under the Federal Local Bridge Program.  

The State of Connecticut (State) hereby commits to fund a minimum of eighty percent (80%) of the eligible project costs under the Federal Off-System Bridge Program. If the Town elects to pursue the Design Managed by State (DMS) program, the remaining twenty percent (20%) of eligible project costs will be funded with either State or Federal funds, depending on availability. This commitment is subject to the program regulations, in particular as follows:  

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3. The Commitment to Fund does not constitute a binding agreement, and the State's obligation is contingent upon your execution and delivery of a Project Agreement and your compliance with its terms.
Mr. Brian Foley

The next step in the grant process, if this Commitment to Fund is acceptable to the Town, is to sign below and return a copy of this letter within 30 days. A Department representative will contact your Office to schedule a concept meeting to review the program’s procedural requirements.

In order to accurately track the project’s costs, it is recommended that the Town set up a separate budget line item for these projects and make your auditor aware of the projects. Also, the Department now relies heavily on electronic communications. Please ensure that the Department has an up-to-date e-mail address for your designated contact person at all times.

If you have any questions or need any assistance, please contact Mr. Marc P. Byrnes, Program Manager of the Local Bridge Program at (860) 594-3489.

Very truly yours,

Bartholomew P. Sweeney, P.E.
Division Chief of Bridges
Bureau of Engineering and Construction

Accepted by: ________________________________ Date: ______________

Mr. Brian Foley
Town Manager
Town of Tolland

cc: Scott Lappen, Director of Public Works
Mr. Brian Foley  
Town Manager  
Town of Tolland  
21 Tolland Green  
Tolland, Connecticut 06084

Dear Mr. Foley:

Subject: Federal Local Bridge Program  
Commitment to Fund  
Industrial Park Road East over Gages Brook, Bridge No. 06975  
Town of Tolland

The Department of Transportation (Department) has reviewed the Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The Department is pleased to inform the Town of Tolland (Town) that the project qualifies for funding under the Federal Local Bridge Program.

The State of Connecticut (State) hereby commits to fund a minimum of eighty percent (80%) of the eligible project costs under the Federal Off-System Bridge Program. If the Town elects to pursue the Design Managed by State (DMS) program, the remaining twenty percent (20%) of eligible project costs will be funded with either State or Federal funds, depending on availability. This commitment is subject to the program regulations, in particular as follows:

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2. This Commitment to Fund will lapse if your final cost estimate exceeds your Preliminary Application and sufficient monies are not available.
3. The Commitment to Fund does not constitute a binding agreement, and the State's obligation is contingent upon your execution and delivery of a Project Agreement and your compliance with its terms.
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In order to accurately track the project’s costs, it is recommended that the Town set up a separate budget line item for these projects and make your auditor aware of the projects. Also, the Department now relies heavily on electronic communications. Please ensure that the Department has an up-to-date e-mail address for your designated contact person at all times.

If you have any questions or need any assistance, please contact Mr. Marc P. Byrnes, Program Manager of the Local Bridge Program at (860) 594-3489.

Very truly yours,

Bartholomew P. Sweeney, P.E.
Division Chief of Bridges
Bureau of Engineering and Construction

Accepted by: _______________________________ Date: _______________

Mr. Brian Foley
Town Manager
Town of Tolland

cc: Scott Lappen, Director of Public Works
Agenda Item #6.1

Consideration of a resolution for supplemental appropriations for 3 - bridge improvement projects (#06977 - $4,210,000; #06976 - $3,570,000; #06975 - $3,570,000) to be funded 100% by State and Federal Funds.

The following resolution has been introduced and set down for a Public Hearing on December 13, 2022 at 7:00 p.m. via a Hybrid Meeting in the Tolland Town Council Chambers on the 6th Floor.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes as follows:

Resolution appropriating $4,210,000 for Bridge #06977, $3,570,000 for Bridge #06976 and $3,570,000 for Bridge #06975, to be funded by State and Federal Bridge Improvement Grants for 100% of the cost as documented in the State of CT Award Letters dated October 17, 2022 to finance the appropriation and for the Town Manager to sign for acceptance of the grants and all associated project documents.

Approved by the Tolland Town Council on , 2022.
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to declare various equipment obsolete from the Board of Education.

FOR COUNCIL MEETING OF: December 13, 2022

ITEM SUMMARY: The Board of Education has equipment that is obsolete. The list of equipment is attached. The equipment will be disposed of by the Board of Education.

FINANCIAL SUMMARY: The equipment is recommended for disposal in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
- November 22, 2022 Board of Education Memo including list of equipment
- Draft Resolution
November 22, 2022

Town of Tolland
Brian Foley
21 Tolland Green
Tolland, CT 06084

RE: Obsolete and Surplus Equipment

Dear Brian,

At the November 17, 2022, special Board of Education meeting the board made the following motion on obsolete and surplus equipment.

Mr. Marie motioned to declare the attached items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040.

Mr. Regisford seconded the motion.

Discussion: none

All were in favor. Motion passed unanimously

Sincerely,

Walter Willett
Superintendent of Schools

WW:jp
## Items from AT Closet Proposed for Disposal

<table>
<thead>
<tr>
<th>Number of Item</th>
<th>Item Description</th>
<th>Rationale for Disposal</th>
<th>Proposed Upgrade?</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Keyboards</td>
<td>These are all older keyboards, and connected via USB 2.0 or PS/2. Should be replaced (if needed) by keyboards with modern connections such as Bluetooth. Possibly un-needed due to students have 1:1 laptop/chromebook access.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Laptop Bags</td>
<td>Most students carry laptops/chromebooks in their backpacks. These bags are large, cumbersome, and not likely to be used.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Kurzweil 3000 Software</td>
<td>Outdated. Easily replaceable with chrome extensions.</td>
<td>New Chrome Extension</td>
</tr>
<tr>
<td>1</td>
<td>Switchit Maker 2</td>
<td>Outdated.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cloze Pro</td>
<td>Outdated.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Clicker Paint</td>
<td>Outdated. No longer compatible with current versions of Clicker</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Write-Out Loud</td>
<td>Outdated.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CGfL Clicker Grids</td>
<td>Outdated. No longer compatible with current versions of Clicker</td>
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</tr>
<tr>
<td>1</td>
<td>Clicker Paint Manuals</td>
<td>Outdated.</td>
<td>Outdated.</td>
</tr>
<tr>
<td>2</td>
<td>Boardmaker Version 6</td>
<td>Outdated. Replaceable by Boardmaker Online</td>
<td>Boardmaker Online</td>
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<tr>
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<td>Boardmaker V6 with SDP</td>
<td>Outdated. Replaceable by Boardmaker Online</td>
<td>Boardmaker Online</td>
</tr>
<tr>
<td>3</td>
<td>Boardmaker with SDP</td>
<td>Outdated.</td>
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<td>Boardmaker</td>
<td>Outdated.</td>
<td></td>
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<tr>
<td>1</td>
<td>Tobii Dynavox Manuals</td>
<td>Outdated/Obsolete</td>
<td></td>
</tr>
<tr>
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<td>Clicker Training Info</td>
<td>Outdated/Obsolete</td>
<td></td>
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<td>Clicker how-to guides</td>
<td>Outdated/Obsolete</td>
<td></td>
</tr>
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<td>Dragon Speech 10.3</td>
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<td>online speech-to-text</td>
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<td>Dragon Speech Premium</td>
<td>Outdated/Obsolete</td>
<td>online speech-to-text</td>
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<td>Dragon Speech home</td>
<td>Outdated/Obsolete</td>
<td>online speech-to-text</td>
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<tr>
<td>4</td>
<td>Alphasmart</td>
<td>Obsolete. Easily replaceable with chromebooks/laptops already in use.</td>
<td>Chromebooks/laptops</td>
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<tr>
<td>4</td>
<td>FusionWriters</td>
<td>Obsolete. Easily replaceable with chromebooks/laptops already in use.</td>
<td>Chromebooks/laptops</td>
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<td>Alphasmart 3000</td>
<td>Obsolete. Easily replaceable with chromebooks/laptops already in use.</td>
<td>Chromebooks/laptops</td>
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<tr>
<td>n/a</td>
<td>Misc. FM hearing aid boots.</td>
<td>Outdated, used with no exited or upgraded students. These boots will not be used with any other students, and should be disposed of. Will not regain use, as newer models of hearing aids are not compatible.</td>
<td></td>
</tr>
<tr>
<td>n/a</td>
<td>Misc Cords</td>
<td>Outdated. For use with older generation of technology not in use.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>speaker sets</td>
<td>Outdated. Not likely to be used with modern computer and speaker technology</td>
<td>Bluetooth speaker</td>
</tr>
<tr>
<td>5</td>
<td>Digital Voice Recorders</td>
<td>Outdated.</td>
<td>Phones/Laptops</td>
</tr>
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<td>n/a</td>
<td>Keyboard Covers</td>
<td>Obsolete. Wouldn't fit laptops/chromebooks</td>
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</tr>
<tr>
<td>1</td>
<td>Colby MP3 Player</td>
<td>Outdated.</td>
<td>phones/laptops</td>
</tr>
</tbody>
</table>
Agenda Item #8.1

Consideration of a resolution to declare various equipment obsolete from the Board of Education.

DRAFT RESOLUTION

**BE IT RESOLVED** that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

Approved by the Tolland Town Council on , 2022.
ITEM: Consideration of a resolution for the 2022 STEAP Grant Award for the Renovation and Replacement of Community Tennis Courts in the amount of $500,000.

FOR COUNCIL MEETING: December 13, 2022

ITEM SUMMARY: The Town has received notification from the Office of Policy and Management that the Town’s $500,000 grant through the 2022 Small Town Economic Assistance Program (STEAP) for the Renovation and Replacement of Community Tennis Courts has been approved. The Department of Economic and Community Development (DECD) will administer the award. In order to process the Assistance Agreement the attached Resolution must be approved by the Town Council which will allow the Town Manager to sign all documents pertaining to this grant funding.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:
  o Draft Resolution
DRAFT RESOLUTION

Consideration of a resolution for the 2022 STEAP Grant Award for the Renovation and Replacement of Community Tennis Courts in the amount of $500,000.

WHEREAS, pursuant to CGS Section 4-66g, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and whereas, it is desirable and in the public interest that the Town of Tolland make an application to the State for $500,000 in order to undertake the Renovation and Replacement of Community Tennis Courts and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by CGS Section 4-66g.

2. That the filing of an application for State financial assistance by the Town of Tolland in an amount not to exceed $500,000 is hereby approved and that Brian J. Foley, Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Tolland.

Approved by the Tolland Town Council on , 2022.
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution to approve the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2022 through June 30, 2025.

FOR COUNCIL MEETING OF: December 13, 2022

ITEM SUMMARY: Negotiations between the Town of Tolland and CSEA, SEIU Local 2001 began in June 2022 and continued on throughout the summer and fall. The union membership agreed to the tentative agreement in November. Areas of interest in the agreement are as follows: The contract is for three years. The CSEA union agreed to wages of 3%; 3% in year two and 2.5% in year three. 1% of wages is equal to approximately $13,300. The employee cost share for health insurance will remain at 19.5% over the term of the contract. The Health Savings Account deductible contribution will remain at 55% contribution over the term of the contract. Language was added to be in compliance with State law relating to Union security/procedures. The CSEA union agreed to language relating to the change in calculation of sick leave. The CSEA union agreed to language relating to the change in probation periods for new and promotional employees. The parties agreed to new language on vacation flexibility based on prior experience for new employees. Finally, language was added to clarify the leave time for Mechanics when they are on summer hours.

FINANCIAL SUMMARY: N/A.

TOWN ATTORNEY REVIEW: Attorney Patrick McHale of Kainen, Escalera & McHale, P.C. represented the Town in the negotiations.

COUNCIL ACTION DESIRED: Consideration of the resolution and authorization for the Town Manager to execute the agreement.

SUPPORTING MATERIALS:
- Settlement Agreement
- Draft Resolution
SETTLEMENT AGREEMENT

TOWN OF TOLLAND - TOWN HALL EMPLOYEES
OFF-THE-RECORD SETTLEMENT OFFER
OCTOBER 19, 2022

1. **Duration:**
   - July 1, 2022 – June 30, 2025

2. **Wages:**
   - Retroactive to July 1, 2022: 3.0%
   - Effective July 1, 2023: 2.5% – 3.0%
   - Effective July 1, 2024: 2.5%

3. **Union Security:**
   Modify Article 3, Section 1 to provide as follows:
   
   Members of the bargaining unit may or may not become and/or remain members of the Union. The Town will provide notice to the Union President of all employees entering the bargaining unit and said President or designee shall have an opportunity to meet with the member to discuss Union membership consistent with state law. Employees who provide written authorization shall have membership dues deducted from their pay by the Town in accordance with Section 2 below, unless and until they withdraw their deduction authorizations. This require shall become effective thirty (30) days following ratification of this Agreement by both parties or thirty (30) days from the date of the employee’s employment with the Town.

4. **Personal Days:**
   Modify Article 6, Section 6.c. to provide as follows:
   
   Forty (40) hour employees on a four (4) day work week receive ten (10) hours per day;
   
   and

5. **Attendance and Leave:**
   Regarding Article 6, Section 11:
   
   Effective [January 1, 2023]
   
   Employees shall no longer accrue sick leave on a monthly basis but instead will be given credit for the full annual allotment of leave on the employee’s anniversary date. Any employee who leaves employment with the Town after having taken more sick leave than she/he would have earned under the accrual system shall be required to repay the Town by way of a deduction from the employee’s final pay for the extra time taken.
Modify Article 6, Section 11e to provide as follows:

The Department Head or the Town Manager may require proof of illness for authorized sick leave. In the judgment of the Department Head or the Town Manager, proof of sick leave may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. Proof of illness will not normally be needed for absences less than two (2) days. For absences of two (2) days or more, proof of illness may be required. However, the Town may question any absence for which sick leave is requested, regardless of duration, and may require proof of illness in any instance where the Town deems such proof to be necessary.

On the first day of absence from work due to illness, the employee shall report his/her illness to his/her supervisor not later than one (1) hour before his/her scheduled work assignment.

6. **Vacation:**

Modify Article 8, Section 1 to add the following language:

Nothing shall prevent the Town from crediting lateral hires, who have prior, comparable experience, with a number of vacation days that takes into consideration their prior, comparable experience, provided that no lateral hire shall be credited with more than twenty (20) days of vacation annually. Current employees may have their vacation time adjusted on a prospective basis taking into consideration their prior, comparable experience before becoming employed by the Town (if any), as determined by the Town in its discretion, provided that beginning January 1, 2023 every current bargaining unit employee shall earn at least two (2) more days of vacation each year than they are earning as of the date of the signing of this settlement agreement.

7. **Vacation Balances:**

Delete Article 8, Section 11 as employees receive this information on their pay stubs.

8. **Pension:**

Delete reference to "ICMA-RC" in Article 14.

9. **Probationary Period:**

Modify Article 17, Section 1.a. to provide as follows:

Employees shall serve a probationary period of nine (9) months for original appointments.

For purposes of this Section "comparable" shall mean working in a similar field and/or utilizing similar skill sets as compared to the position with the Town.

Agreed on 10/19/22.
10. **Probationary Period:**

    Modify Article 17, Section 1.c. to provide as follows:

    In the case of promotion employees will serve a probationary period of six (6) months in the new position.

11. All proposals of the parties not referenced herein are withdrawn.
Agenda Item #8.3

Consideration of a resolution to approve the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2022 through June 30, 2025.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby approves the necessary funds to ratify CSEA, SEIU Local 2001 Collective Bargaining Agreement for the period dated July 1, 2022 through June 30, 2025 and authorizes Brian Foley, Town Manager, to execute said agreement on behalf of the Town of Tolland.

Approved by the Tolland Town Council on , 2022.
AGENDA ITEM BACKGROUND

ITEM: Consideration of a resolution amending the membership of the Firehouse Sub-Committee.

FOR COUNCIL MEETING OF: December 13, 2022

ITEM SUMMARY: At the August 23, 2022 Town Council meeting, the Council decided on the membership of the Sub-Committee. The Projects/Grants Manager position has been filled by Megan Massa and would like to add her to this Sub-Committee.

FINANCIAL SUMMARY: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Consideration of the resolution.

SUPPORTING MATERIALS:

- Draft Resolution
BE IT RESOLVED, by the Tolland Town Council that it hereby amends the membership of the Firehouse Sub-Committee to include our Projects/Grants Manager.

Amended Membership:

   Brian Foley, Town Manager
   Scott Lappen, Public Works Director
   Bev Bellody, Human Services Director
   Lisa Hancock, Finance Director
   John Littell, Fire Chief/Public Safety Director
   Megan Massa, Projects/Grants Manager
   Up to 2 Town Council members (the Town Council Chair and Councilor Luba as the Vice Chair’s designee)

Approved by the Tolland Town Council on , 2022.
AGENDA ITEM #8.5

AGENDA ITEM BACKGROUND

ITEM:  Review and discussion of Town Council Goals that were set on December 28, 2021.

FOR COUNCIL MEETING OF:  December 13, 2022

ITEM SUMMARY:  The Town Council set goals on December 28, 2021, reviewed the goals in June, 2022 and now again in December, 2022. This will be the second update in accordance with the requirement for review of the accomplishments of the goals.

FINANCIAL SUMMARY:  N/A

TOWN ATTORNEY REVIEW:  N/A

COUNCIL ACTION DESIRED:  Review goals and accomplishments.

SUPPORTING MATERIALS:
  ○ Council Goals Update for December 2022
1. **Provide efficient & high quality services in a fiscally responsible and efficient way.**

   a. **Complete the Town Manager search process. Support new Town Manager and various stakeholders in creating a new strategic plan and consider updating Tolland’s Vision and Mission statements.**

   Town Manager appointed in June of 2022. I have been very active in the community developing an understanding of our residents’ thoughts on what direction Tolland should move towards. I intend to have a clear strategic plan, mission and vision by the end of my first year. I have calendared this process.

   b. **Discuss and review employee succession plan and for employee retention with the Town Manager during the budget process.**

   In August of 2022 my direct reports and non-union staff received an increase in compensation. There were some greater needs that were identified and addressed in the interest of talent retention. Council was informed of all of these. We’ve tried to improve the working environment to foster a positive spirit among staff through leadership. In regards to unions, the CSEA is on the next agenda for approval and the outlook is positive for both sides. The Teamsters are still in ongoing negotiations. I can discuss succession planning with Council when appropriate. We are stronger in some areas, and working to improve others.

   c. **Identify and execute use of ARPA funds for capital infrastructure needs; response and recovery to the Pandemic.**

   The Town received $4,326,205.62 in ARPA funds. Thus far, $1,583,958 of these funds have been expended or committed and are awaiting receipt of the orders. We also anticipate requesting $789,000 as part of the FY 23-24 Capital Improvement Plan. The balance in the proceeds after these two items would be $1,953,247.62.

   The following projects have already been approved by Town Council:

   1. EHHD COVID cost reimbursement $ 5,470
   2. Water Study for Clean Drinking Water Revolving Loan application 50,000
   3. Vacall Truck for Storm Drain Cleaning MS4 Requirement 495,000
   4. Street Sweeper for MS4 Requirement 275,000
   5. Cross Farms ADA Pathway 200,000
   6. TORO Mower 115,488
   7. Tolland Middle School Track Resurface 140,000
8. Mental Health Task Force – Community Survey 10,000
9. Tractor – School use 24,000
10. Floor Machines – School 24,000
11. Dishwasher and sink system – School 45,000
12. Subsidy for Recreation programs 200,000

*The following are potential new requests as part of the FY 23-24 Capital Improvement Budget:

1. Two heavy duty dump trucks used for plowing and park maintenance $ 590,000
2. TIS & TMS Seclusion Room Special Education Required Updates 58,000
3. TIS Nurses Area Addition/Renovation 41,000
4. Jail Museum Repairs/ADA improvements 100,000

**d. Promote fiscal policies that are designed to maintain the Town’s AAA bond rating status.**

On August 22, 2022 the Town Manager, Director of Finance & Records and Town Planner met with the Standard and Poors Global Rating agency to obtain a bond rating for the bond and note issuance on September 15, 2022. The rating report was released on August 29, 2022, which assigned the Town the “AAA/Stable” long-term bond rating. This is the highest rating that a community can receive. Tolland’s rating is rated above the sovereign because Tolland can maintain better credit characteristics than the nation in a stress scenario. The rating reflects their opinion of the Town’s:

- Very strong local economy, primarily residential property tax base, with increasing commercial development;
- Consistent finances, supporting very strong reserves;
- Robust, very strong management with strong financial-management policies and practices under their Financial Management Assessment (FMA) methodology and strong Institutional Framework, which continues to support strong finances. The FMA was one of the highest rated communities within the country; and moderate debt with limited retirement-plan liability due to a lack of a defined-benefit pension plan.

**e. Review community services:**

1. **Explore private, regional or internal partnerships where feasible.**

   The Town already has regional sharing initiatives for IT services, self-health insurance cooperative, shared services with the BOE for grounds maintenance. Our animal control and pound have engaged in profitable regional efforts to benefit the Town of Tolland.

2. **Evaluate Public Safety needs.**

   Public safety needs have been a priority. I’ve taken a granular examination of the needs of our Fire and Ambulance with the benefit of a 2010
consultant report. I’ve examined the policing needs of our Town as best I can through limited State Police data and mapping reporting. I’ve reviewed the 2018 policing consultant report and have some thoughts. I’ve worked closely with our Emergency Management Director to ensure preparedness. Our residents seem satisfied with our first responders, but have expressed a desire for more closely managed spending. I believe a regional approach is something to watch in the coming decade.

2. **Promote sound infrastructure.**

   a. **Advocate to replace equipment and required infrastructure improvements in a timely manner in accordance with Capital Improvement Plan.**

   In my first 6 months I suspected and identified areas in which some blind spending habits had been used to maintain our fleet/equipment/apparatus. This was evidenced by a mothballed consultant report. This has been corrected in regards to Fire/Ambulance Apparatus. I intend to closely examine our needs in DPW in the coming year. Moving forward, a need will be clearly established and justified prior to spending.

   b. **Complete at least 2 fire station improvements within 2 years.**

   I was hired and became involved in the process in July of 2022. As the Town Manager, and also was a taxpayer, I had some immediate concerns as I began to look at this project. First, the economy and supply chain issues had drastically impacted the fiscal likelihood of this project being within the $5mill budget. In short, due to the unforeseen radical changes in our world and in our economy & labor force, there was absolutely no way we could facilitate these three new firehouses for estimated and approved $5,000,000. Secondly, coming from a career in a city with many firehouses near or over hundred years old (occupied working 24/7 hot-cot, lived-in firehouses), I found it difficult to believe that the most fiscally prudent move for the Town of Tolland would be to knock down and replace three firehouses that were built in 1975, 1988 and 1998. Moreover, these firehouses were in distal locations, not occupied by daily staff. These structures main purpose was almost solely that of storage fire apparatus. The kitchens and the offices were rarely occupied and rarely used. No staff, full time or volunteer, were permanently assigned at these houses. In short, nobody sleeps in our houses and the kitchens and offices are rarely used. I visited the locations and spoke with our engineer. In my opinion the entire scope of the project was over ambitious- if not unnecessary, and certainly not fiscally prudent to our tax base and the Town of Tolland. Within my first week of being in office, the Town of Tolland received bids for the fire station at Gehring Rd. The lowest bid ($3.9 Million) came in way over what the expected budget had been. Furthermore, through the due diligence of Town staff and our engineer, it was discovered that the construction materials proposed to be used by the low-bid contractor was substandard to what had been required in our specs. Based on the totality of this information, the staff involved in this project arrived at a consensus to slowdown and pause. This was to reexamine the need for the entire project as well as we reevaluate our position to execute this project within budget. On June 30th, 2022 the Town of Tolland exercised its right to reject all bids as such action was in the best interest of the Town. It was determined that the Plains Road firehouse built in 1988 in no way needed to be knocked down, that refurbishing to include roof replacement would suffice. The Gehring Rd. firehouse, the oldest of the three, would continue to be
considered for replacement. The Crystal Lake Rd. firehouse, in the early stages of a crumbling foundation, having been built in 1998, will be reexamined as we move forward to determine if a complete rebuild is necessary.

On August 23rd of 2022 the Tolland Town Council approved the formation of a firehouse Sub-Committee to oversee these projects moving forward. The town has re-bid the Gehring Rd. house and we are actively examining those bids.

c. **Town Council to advocate at a State level on crumbling foundation issues.**

The Town of Tolland Assessor’s Office has received 20 applications for assessment reductions for the 2022 Grand List. The numbers had been dropping year over year for new applicants, however, this year there is a slight increase due to Tolland Meadows discovering that 4 out of 8 buildings in their condominium complex have the issue. We have received 9 applications to date out of the 40 units that are affected. We also have 22 homes that are coming back onto the list at full value now that they have been corrected. An updated list of actual numbers will be available at the conclusion of the Grand List filing in early February. As of December 1, 2022 the CFSIC (Crumbling Foundation Solutions Indemnity Company) has been able to allocate state funds to 642 homes for replacement of their foundations in the 42 affected towns and 93 of those are in Tolland. Former Town Manager, Steve Werbner remains as President of the CFSIC and is advocating for continued funding at the state level. Representatives for Congressman Joe Courtney’s Office were at a recent Ad-hoc committee meeting at CRCOG in Hartford to give an update on any federal initiatives that are in the works. 3576 applications have been submitted to CRCOG for refunds for testing expenses and 3273 have been paid out so far. Funding is still available for testing and CRCOG reports that they are receiving 5 applications a week. Last legislative session we proposed a change to PA 21-120- AN ACT CONCERNING CRUMBLING CONCRETE FOUNDATIONS under HB 6646. Our Assessor sent in testimony to make legislators aware of an issue where some taxpayers who were receiving assessment reductions due to faulty foundations were still receiving those reductions even though they had settled lawsuits with their insurance companies and had not repaired their foundations years after their settlement. We have been told that this will be part of a bill this coming legislative session.

d. **Town Council to advocate at a State level to address well water concerns within Tolland.**

After a joint meeting with the Town Council and Water Commission on March 7, 2022, the Town Council approved a motion to request the Tolland Water Commission to make an application for a grant/loan program with the Department of Public Health Drinking Water State Revolving (DWSRF) for the possible water lines leading to and including the area of the Town known as “The Vineyard”. The application was submitted on March 29, 2022. The Department of Public Health held a hearing on all of the proposed applications on November 22, 2022. The application is still pending.

Note: On December 28, 2021, the Town Council approved the use of ARPA funds in the amount of $50,000 to engage the CT Water Company to provide a high-level engineering alternatives, costs estimates and if funded by DPH, approved assistance to the Town in submitting a survey to residents in the service area.
e. Continue efforts with the Historic District and People with Disabilities Commissions
to address ADA needs for accessibility in the Historic District.

Several joint meetings have occurred between the Historic District Commission, Town
Council and Commission on People with Disabilities. On June 29, 2022 a report prepared
by TO Design was reviewed. The firm had completed a Historic Stone Walkway Study.
At that meeting there was a request to have a stone mason review the report and walk the
Town Green. Robert Symonds, with Earthworks of Tolland, provided his findings to the
Town Council on September 27, 2022. Since there was some consensus on locating a
potential sidewalk in the Town Green, the Town Manager is continuing to research the
feasibility of such an action. Another suggestion was to make a preliminary financial
commitment by including an amount in the Capital Budget or creating an ARPA request.

f. Review any other areas of potential accessibility concern.

Our commitment to improving accessibility access for all residents is a consistent goal.
We were pleased to participate in the Girl Scout Troop 65137 Tolland Athletic Field
Evaluation. Simultaneously the Town had engaged to CHA to complete a Park
Accessibility Study while the Girl Scouts contacted the Town to work on a Silver Award.
Along with Town staff they all worked together to provide and a meaningful study which
was presented at the Town Council meeting on September 13, 2022. Public Works has
addressed many of the recommendations that were included in the study.

For several years Town staff had worked to correct an accessibility issue at Cross Farms
Park. An engineering design was completed and with the use of ARPA funds and
oversight by the Public Works Department the project was completed this summer.

3. Promote sound recreational opportunities.

a. Collaborate with the Recreation Advisory Board as needed.

There has been a serious drop off in the activity, participation and inertia within the
RAB. I have had meetings with our Parks & Rec Director on ways to reenergize this
Board. In fact, I know of no action taken by the RAB since I have been appointed. There
has been discussion about disbanding. However, I would not consider this until there has
been due diligence on our behalf to correct the inactivity. It is possible this is a
leadership issue. I am working to correct this.

We are actively expediting a new part-time position to the Recreation Department to
provide programming assistance to improve recreational programming.

NOTE: In an effort to get our community more active post-Covid, ARPA funds were
approved to make our Parks & Rec activities more affordable in the coming year.

4. Engage citizenry to be committed to the betterment of the entire community encouraging:

a. Balance among open space, residential and economic development.

1. Review and explore to become more actively involved with the
ongoing partnerships with internal and external organizations that
include, but are not limited to Advance CT, Tolland County Chamber of Commerce, Economic Development Commission, Planning & Zoning, Four-Town Project Committee, Advocacy with the State of CT various agencies for economic development opportunities, Tourism and Agricultural Commission towards community and economic development.

The Town has worked with the Four-Town Economic Vitality Committee to hire a shared intern that is helping with the implementation of the 4-Town Plan and supporting economic development in all four towns. Additionally, the Four Town Committee hired an advertising firm and is in the process of re-branding to “Connecticut’s Countryside.” The Economic Development Commission maintains an active relationship with the Chamber of Commerce and helped promote the Quarry Campground to receive an award from the Chamber. The EDC continues to work to build relationships with area landlords and businesses to help place businesses and market the community. The Planning and Zoning Commission has actively worked to revise zoning regulations over the past year with the goal of supporting and attracting businesses, including drafting new sign regulations, expanded allowable agri-tourism activities, expanding the opportunities for the special Master Plan Overlay Zone, and further adapting drive-thru regulations.

Our Planning Director has worked with Santini Developers and Council to revise sewer regulations to make it more attractive for future development for all developers. There will be future reviews with various planning fees to make it more affordable to developers.

2. Support policies for affordable housing and additional options.

The Planning and Zoning Commission and Town Council have jointly adopted new affordable housing regulations, requiring a minimum of 5% affordable housing for any development of greater than ten units - authorizing a density bonus for developers who wish to exceed this minimum and an option to buy out of the requirements for developers who do not wish to construct affordable housing. Monies received from any buy-out will be placed into an Affordable Housing Trust fund that will support maintaining and expanding Tolland’s affordable housing stock. The Planning and Zoning Commission continues to work on its multi-family housing regulations to attract developers while maintaining Tolland’s quality of life. The Planning and Zoning Commission also modified its regulations to allow for two-family dwelling units by right on lots of at least two acres – providing additional opportunities for affordable housing.

b. Explore avenues to create more community involvement in the Town Budget process.

Several budget meetings were advertised through various electronic and other media for public participation. All meetings were held hybrid in order for the public to have easier
access to the meetings. Presentations and budget data were shared on the Town website and through links on social media. The former Interim Town Manager worked with the Vernon Town Administrator on a joint educational series on municipal budgeting and it has been shared with the public via social media and other methods.

I intend on using my communication infrastructure and experience to facilitate a transparent budget process in 2023.

c. **Continue work with the Tolland Mental Health & Substance Use Advisory Task Force and obtain recommendations for addressing mental health community needs.**

The Mental Health & Substance Use Advisory Task Force has been actively engaged in exploring the needs of the community. One of their notable accomplishments is a recent Community Mental Health and Substance Use Survey which received more than 300 responses. The Town Council had unanimously voted to appropriate $10,000 from ARPA funding to conduct the survey. In the next few months the Task Force will hold two meetings to present the findings.

The Task Force working with the Assistant Director of Human Services continues to explore programs and resources that will benefit residents with mental health and substance use issues.

d. **Provide opportunity for increased community engagement and advocate for State Statutes will continue to allow remote meetings in the future.**

The State Legislature approved the Statute to continue the use of remote and hybrid meetings.

**Process Notes:**

1. Achievable, Measurable, Realistic Goals – Metrics, general guidelines
2. Data driven decision making
3. Review timeline will be every six months – June and December
4. Be prepared to support any potential funding/staffing requirements for achieving set goals. Goals must be kept within a reasonable span of control and budget.
The table below illustrates all vacancies as of December 6, 2022 on Town Boards and Commissions appointed by the Town Council:

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Commission - Alternate</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through <strong>07/09/25</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (3), Unf (2)</td>
</tr>
<tr>
<td>Blight Review Committee</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through <strong>01/01/25</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (4), Rep (0), Unf (0)</td>
</tr>
<tr>
<td>Board of Building Appeals</td>
<td>FIVE VACANCIES:</td>
</tr>
<tr>
<td></td>
<td>To fulfill terms through <strong>11/08/23</strong> and <strong>11/05/25</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (0), Unf (0)</td>
</tr>
<tr>
<td>Ethics Commission</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through <strong>12/31/23</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (1), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Housing Authority</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a term through <strong>6/30/27</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (1), Unf (3)</td>
</tr>
<tr>
<td>Inland Wetlands Commission - Alternate</td>
<td>TWO VACANCIES:</td>
</tr>
<tr>
<td></td>
<td>To fulfill terms through <strong>11/08/23</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (1), Unf (3)</td>
</tr>
<tr>
<td>Tolland Mental Health &amp; Substance Use Task Force - Alternate</td>
<td>TWO VACANCIES:</td>
</tr>
<tr>
<td></td>
<td>To fulfill a life term</td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (2), Rep (2), Unf (1)</td>
</tr>
<tr>
<td>Tolland Non-Profit Housing Corporation</td>
<td>ONE VACANCY:</td>
</tr>
<tr>
<td></td>
<td>To fulfill term through <strong>07/01/26</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (5), Rep (1), Unf (0)</td>
</tr>
<tr>
<td>Tolland Water Commission</td>
<td>TWO VACANCIES:</td>
</tr>
<tr>
<td></td>
<td>To fulfill terms through <strong>01/31/24</strong></td>
</tr>
<tr>
<td></td>
<td>Membership currently includes Dem (0), Rep (2), Unf (3)</td>
</tr>
<tr>
<td></td>
<td>Members need to be on the Tolland Water System.</td>
</tr>
</tbody>
</table>
### Current Board & Commission Vacancies

**Agenda Item #8.6**

<table>
<thead>
<tr>
<th>Office</th>
<th>Person Appointed/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Veteran’s Recognition Commission – Alternate</strong></td>
<td>TWO VACANCIES: To fulfill terms through 9/14/24 Membership currently includes Dem (0), Rep (3), Unf (2)</td>
</tr>
<tr>
<td><strong>Water Pollution Control Authority</strong></td>
<td>TWO VACANCIES: To fulfill terms through 08/26/23 and 08/26/24 Membership currently includes Dem (0), Rep (1), Unf (2)</td>
</tr>
<tr>
<td><strong>Water Pollution Control Authority - Alternate</strong></td>
<td>TWO VACANCIES: To fulfill terms through 08/26/24 Membership currently includes Dem (0), Rep (1), Unf (2)</td>
</tr>
<tr>
<td><strong>Zoning Board of Appeals - Alternate</strong></td>
<td>ONE VACANCY: To fulfill a term through 11/14/23 Membership currently includes Dem (1), Rep (4), Unf (1)</td>
</tr>
</tbody>
</table>

**Reappointments:**

**Permanent Celebration Committee:**
Sharon Hiller, 327 Babcock Road, 12/13/22 – 11/09/25

**Ethics Commission:**
Marie Sauve, 71 Cook Road, 12/31/22 – 12/31/25

**Blight Review Committee:**
Cliff Vachon, 44 Julia Road, 01/01/23 – 01/01/26

**Appointment:**

**Tolland Housing Authority:**
Charles H. Miller, 763 Tolland Stage Road, Apt. 3, 12/13/22 – 06/30/27
Charles H. Miller

I am interested in being on the Board of Old Post Village.

I lived at Old Post Village Apts for 2 yrs. 5 months.

I look forward to being the representative for the community at Old Post Village. Helping the board to know the situations on the ground that they should be aware of.

Thank you for your support in my efforts to support the community.

Charles Miller
SarahBeth Nivison

From: Rudy Fiorillo
Sent: Friday, November 18, 2022 6:35 AM
To: SarahBeth Nivison
Subject: [EXTERNAL]RecommendationFor Appointment: Charles Miller

Sarahbeth,

Please forward the following recommendation to the Town Council for consideration. Thank you.

On November 9, 2022, The Tolland Housing Authority Board interviewed two tenants for the Tenant Commissioner Vacancy on the Tolland Housing Authority Board. Of the two candidates interviewed, the THA Board recommends Charles Miller, resident of Old Post Village for said position. The Board believes Mr. Miller has a good understanding of community issues and concerns. We believe he will be able to articulate the issues in the village as well as effectively communicate the actions and decisions of the Board to the residents.

Your favorable consideration of this recommendation will be greatly appreciated.

Rudy Fiorillo
Chairman, Tolland Housing Authority Board

Dr. Rudy Fiorillo
Members Present: Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio (arrived at 7:43PM), Colleen Yudichak (Zoom)
Members Absent: none
Also Present: Brian Foley, Town Manager; Bev Bellody, Director, Human Services; Lisa Hancock, Director, Finance & Records (Zoom); Mike Wilkinson, Director, Administrative Services (Zoom); Peter Sztaba, Facilities Director, Tolland Public Schools (Zoom); Bruce Watt, Director, Recreation (Zoom); David Corcoran, Director, Planning & Development; John Littell, Fire Chief/Director of Public Safety

1. CALL TO ORDER: The Chair called the meeting to order at 7:01PM.

2. PLEDGE OF ALLEGIANCE: Recited

3. MOMENT OF SILENCE: Observed

4. PROCLAMATIONS/PRESENTATIONS: none

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

6. PUBLIC HEARING ITEMS:
   6.1 Consideration of a resolution for the 2022 STEAP Grant Award appropriation for the Tennis Court Renovation and Replacement in the amount of $500,000.
   
   Mr. Foley provided background information on this item.
   This public hearing is required as the amount exceeds the balance for appropriation approvals without a public hearing as required in the Town Charter Section 9-14.

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

   Mr. Luba motioned to close the public hearing.
   Ms. Murray seconded the motion.
   Discussion: none
   A roll call vote was taken. Motion passed unanimously.

Mr. Jones noted that he spoke to a member of the Water Commission who is an avid tennis player and would like lighting to be available at the tennis courts again to allow for nighttime use. Mr. Foley added that he received many letters in support of this project and they are looking at replacing the lights with LEDs. Mr. Watt explained that in terms of the switch for the lights, when the control link was installed, there was a wiring/switch issue. This will need to be addressed by an electrician.
Ms. Murray acknowledged the previous grant manager for finding this grant. It leverages already approved funding and is a great way to have a grant come to town - $500K in improvements to town spaces. Mr. Foley concurred and added that the previous grant manager did a great job.

Ms. Murray motioned:
BE IT RESOLVED that the Town Council appropriate $500,000 to the Capital Improvements fund for the Tennis Court Renovation and Replacement project to be funded with the Small Town Economic Assistance Program (STEAP) grant $500,000. The Town Manager or his designee is authorized to sign all appropriate grant award contracts, agreements and associated project documents.
Mr. Luba seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

6.2 Consideration of a resolution to create an Affordable Trust Fund Ordinance.
Mr. Foley provided background information on this item.
This is in support of the 2019 Plan of Conservation and Development. The Planning & Zoning Commission (PZC) intends to require that at least 5% of any multifamily development over 10 units have 5% affordable housing. Developers would be allowed to have a buyout option. The Council would need to create an administrative affordable housing trust fund for money provided by developers who select the buyout option. The fund has a well-defined list of how the money may be used but Council approval would be needed after receiving recommendations from the Affordable Housing Committee.

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

Ms. Murray motioned to close the public hearing.
Mr. Luba seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

Mr. Luba commented that he is pleased to see the revisions and that this is going forward. He noted that he had significant reservations and was against it from the beginning without the modifications made by the PZC. He feels the revisions are appropriate and will encourage development. He supports what is being presented and asked that the Council do so as well

Mr. Jones concurred. Compromise took place and it is great to see this move forward.

Mr. Luba motioned:
BE IT RESOLVED that the Town Council hereby creates an Affordable Housing Trust Fund Ordinance.
Ms. Murray seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.
6.3 Consideration of a resolution to amend Section A173-9 of the Tolland Town Code related to Planning and Zoning Application Permit Fees.
Mr. Foley provided background information on this item. He explained that the goal is to simplify the development process and make the fees comparable to those in neighboring towns.

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

Mr. Luba motioned to close the public hearing.
Ms. Murray seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

Ms. Murray thanked the PZC and the Office of Planning & Development. Making the town more business friendly as they look at development is important.

Ms. Murray motioned: 
BE IT RESOLVED that the Town Council hereby amends Section A173-9 of the Tolland Town Code related to Planning and Zoning Application Permit Fees.
Mr. Luba seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.

6.4 Resolution appropriating $1,500,000 for the installation of HVAC system improvements at Tolland Middle School and Tolland Intermediate School and authorizing the issuance of up to $900,000 bonds and notes to finance the appropriation.
Mr. Foley provided background information on this item.
This project was recently included in the Board of Education's (BOE) capital improvement plan for the upcoming process.

Mr. Luba confirmed that this item is unrelated to the discussion regarding the repair or replacement of the boilers.

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

Ms. Murray motioned to close the public hearing.
Mr. Luba seconded the motion.
Discussion: none
All were in favor. Motion passed unanimously.
Ms. Murray thanked the BOE staff for responding to the questions that were submitted. She noted the question/answer document is attached to the minutes. Her greatest concern is that $5M is not sufficient for the project. She understands that the informal pricing comes to $1.2M leaving $245K to cover engineering and design costs, permits, environmental abatement, electrical upgrades, potential structural modifications, and the contingency. A 20% contingency for $1.255M would be $251K. Ms. Hancock responded that she reviewed this with Mr. Sztaba who believed the funds would be sufficient. Mr. Sztaba explained that they are leaving 20% of extra cost based on pricing that included roofing and all of the equipment including control systems. He anticipates engineering to be 2-4% of the project and noted that only the state permit fees will be needed. Further, they are going to try not to conduct any environmental abatement. In terms of electrical upgrades, they will only be needed if there is an issue with space in the panel, but he does not anticipate this. Structural modifications should not be a major concern given the buildings' construction and needs. Thus, he believes $245K will be ample and sufficient. The state only allows 5% contingency in this project. Ms. Murray commented that knowing that this is a competitive grant for something the school system may want to do and having 49% reimbursement seems like a good deal.

Mr. Luba asked if this was previously included in the BOE's capital plan. Mr. Foley responded that it was not, but it is in the forthcoming capital improvement plan. Mr. Sztaba confirmed that it is a new addition and provided a timeline. Initially it was 3-4 years out (FY25/26), but the bill was approved in September and training on the grant took place in October. Thus, the timeline was modified since the Office of School Construction Grants requires the project to be completed within 2 years of the commitment letter (March/April expected) if approved. Mr. Luba asked if the resolution is approved tonight, but the grant is not awarded, if the school system will go forward with this project. Mr. Sztaba responded that the project could remain in the capital improvement plan. It is being presented this evening because the grant application is due December 1st. A brief discussion took place regarding this evening's minutes being certified in time for the application. Mr. Sztaba explained that stamped minutes will be accepted, and he will submit once the minutes are certified. Mr. Luba commented that the Council approved funding for the boiler at the last meeting. This is the second time in 2-3 meetings where they are going out for significant funding and asked how this effects the bonding rate. Ms. Hancock explained that the funds for the boiler were not part of the bonding debt management program. Bonding for this project, if approved, will need to be factored into the debt management plan. Debt would be issued for the difference between the cost and the grant funding. In terms of liquidity, the bonding would provide the cash flow. Ms. Hancock noted that this project could increase the cost of debt depending on what else is pushed out and they are in the process of finalizing the capital plan to determine where everything fits. If the grant is not awarded, the debt management plan would be more greatly impacted if they move forward with the project. Mr. Luba confirmed that they are looking at the possibility of bonding out in the next 2 years for $1.5M if the grant is not approved. Ms. Hancock explained that if the grant is not approved, she would work with Mr. Sztaba and the BOE and return to the Council regarding the project moving forward and its timing. If the project does not have to be done now, she would prefer to see it addressed later as more debt falls off the books. She asked Mr. Sztaba if the town would be mandated to do the project as part of the legislation. Mr. Sztaba explained that there will be temperature setpoint maximums and humidity controls in teaching space areas that includes gyms and cafeterias. A management plan would be needed for students with 504s and IEPs and there would be restrictions on the use of areas when temperatures reach certain levels. Mr. Sztaba noted there may be other funding
opportunities, but this is the only one available now. Ms. Hancock noted that if the grant is not awarded, they may be able to use ARPA funds for the project rather than issuing debt. If the grant is awarded, because it is a state grant, it cannot be offset with ARPA funds. Mr. Luba commented that in the project description it notes that the school system is contemplating a solar project that would help offset the greater need for electricity for A/C in the proposed areas. He asked how this would be funded and when the Council would see it as it seems to be something that would be tied into this project. Mr. Foley explained that the CT Council of Municipalities (CCM) offers a program for towns to get involved with a solar program at no cost unless the solar panels are purchased and maintained by the town. He is looking at the program for a number of town properties. Other municipalities have had success with the CCM program. Mr. Sztaba explained that solar has been part of the school system’s grand plan. Mr. Luba confirmed that if the resolution is approved and the grant is not awarded, that the project can be reconsidered for funding at a later time. Ms. Hancock noted that the bond resolution could be rescinded, or other funding sources could be used. Mr. Sztaba explained they are only looking at this this evening because a promise of local authorized funding is required by the Office of School Construction and Grants.

Mr. Jones asked if the grant is not awarded, if another may be available in the future. Mr. Foley, Ms. Hancock, and Mr. Sztaba were not aware of what may be available at a later time.

Ms. Murray motioned:

BE IT RESOLVED, by the Tolland Town Council that it hereby authorizes as follows:
Resolution appropriating $1,500,000 for the installation of HVAC system improvements at Tolland Middle School and Tolland Intermediate School and authorizing the issuance of up to $900,000 bonds and notes to finance the appropriation and the setting of a Public Hearing thereon for November 22, 2022. A copy of the full text of the resolution is recorded following these meeting minutes.

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

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL
• Fire House Subcommittee – Bids are about the close for the project. Ms. Bellody noted that CHA (engineering firm) will review the bid packets. A subcommittee meeting will be scheduled to approve the award.

7b. REPORTS OF TOWN COUNCIL LIAISONS
• Veteran Recognition Commission – Mr. Luba provided an update of last week’s meeting.
• Eastern Highland Health District – Ms. Nuccio provided an update.
• Permanent Celebration Committee – Ms. Nuccio provided an update.
• Water Commission – Mr. Jones provided an update.
• Tolland Public Library Foundation – Mr. Jones provided an update.
• Planning & Zoning Commission – Mr. Reagan provided an update and referred to the minutes of the November 14th meeting.
• Water Pollution Control Authority – Mr. Reagan provided an update.
Town of Tolland
Town Council Meeting

- Blight Committee – Ms. Murray read an email into the record from the Blight Committee Chair to the Town’s Building Official:
  - Once again, I would like to thank you for handling many of the complaints on an informal basis. I believe that this approach is far more effective than the iron fist approach and it supports the notion that the Town of Tolland government works with the residents to improve our community. You have shown a great deal of compassion for many who struggle with hoarding and/or maintaining property while they do not live in the homes they own.
  - Thank you, Jim.
  - Jan Rubino
- Historic District Commission – Ms. Murray provided an update from the November 16th meeting.
- Board of Education – Ms. Murray provided updates from the November 9th and November 17th meetings.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):
   8.1 Consideration of a resolution to approve the establishment of a School Building Committee for the Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria located at 1 Falcon Way, Tolland, CT via the Indoor Air Quality Grant as implemented by the CT Office of School Construction Grants & Review (OSCR).
   - Mr. Foley provided background information on this item.
   - Ms. Murray asked if each project would have discrete budgets. Mr. Sztaba responded that they would set aside $1.1M for TMS and $400K for TIS.
     
     Ms. Nuccio motioned:
     - BE IT RESOLVED that the Town Council shall establish a School Building Committee in preparation of conducting school capital projects.
     
     - BE IT RESOLVED that the building committee be hereby established as the building committee with regard to the Tolland Middle School addition of air conditioning in the gym and cafeteria at Tolland Middle School.
     
     - BE IT RESOLVED that the Town Council hereby authorize at least the preparation of schematic drawings and outlined specifications for the Tolland Middle School gym and cafeteria air conditioning project at Tolland Middle School.
     
     - BE IT RESOLVED the Town Council authorizes the Tolland Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the gym and cafeteria air conditioning project at Tolland Middle School.
     
     Such Building Committee is established as the building committee with regard to the gym and cafeteria air conditioning project at Tolland Middle School. The Council shall appoint the members of the Committee, designate an initial temporary chairperson, and fill any vacancies on the Committee, and approve any contracts, schematics, and specifications with architects, engineers, contractors, and others for the Tolland Middle School gym and cafeteria air conditioning project. The committee will be comprised of Peter Sztaba – District Facilities Director, Scott Lappen – Town Director of Public Works, Beverly Bellody – Town Human Services Director, Megan Massa – Projects/Grants Manager.
BE IT RESOLVED that Committee members shall not receive any compensation for their services. Necessary expenses of the Committee shall be included in the cost of the project. The records of the Committee shall be filed with the Town Clerk and open to public inspection during normal business hours. Upon completion of the project, the Committee shall make a complete report and accounting to the Council and the Town.

BE IT FURTHER RESOLVED that the Committee is vested with the following powers and duties:

(i) to approve a design (which considers all methods of construction) which is consistent with BOE-approved educational specifications (the “Project”);
(ii) to approve contracts, schematics, and specifications with architects, engineers, clerk of the works, contractors, and others, with items requiring signature to be signed by both the Committee Chair and the Town Manager to complete the project;
(iii) to approve design, construction and other expenditures related to the Project consistent with the Project definition;
(iv) to choose the officers of the Committee;
(v) to provide quarterly reports in person to the Town Council on the status of the Project timeline/schedule and financing; and
(vi) The Committee shall comply with the neutrality provisions as outlined in CGS 9-369b relating to all aspects of the project.

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

8.2 Consideration of a resolution to approve the establishment of a School Building Committee for the Tolland Intermediate School Addition of Air Conditioning to the Gym located at 96 Old Post Road, Tolland, CT via the Indoor Air Quality Grant as implemented by the CT Office of School Construction Grants & Review (OSCGR).

A discussion took place regarding adding Ms. Massa to the committee.
The draft resolutions in items 8.2 and 8.3 were amended to include Ms. Massa.

Mr. Luba motioned:
BE IT RESOLVED that the Town Council shall establish a School Building Committee in preparation of conducting school capital projects.

BE IT RESOLVED that the building committee be hereby established as the building committee with regarding to the Tolland Intermediate School addition of air conditioning in the gym at Tolland Intermediate School.

BE IT RESOLVED that the Town Council hereby authorize at least the preparation of schematic drawings and outlined specifications for the Tolland Intermediate School gym air conditioning project at Tolland Intermediate School.
BE IT RESOLVED the Town Council authorizes the Tolland Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the gym air conditioning project at Tolland Intermediate School.

Such Building Committee is established as the building committee with regard to the gym air conditioning project at Tolland Intermediate School. The Council shall appoint the members of the Committee, designate an initial temporary chairperson, and fill any vacancies on the Committee, and approve any contracts, schematics, and specifications with architects, engineers, contractors, and others for the Tolland Intermediate School gym air conditioning project. The committee will be comprised of Peter Sztaba – District Facilities Director, Scott Lappen – Town Director of Public Works, Beverly Bellody – Town Human Services Director, Megan Massa – Projects/Grants Manager.

BE IT RESOLVED that Committee members shall not receive any compensation for their services. Necessary expenses of the Committee shall be included in the cost of the project. The records of the Committee shall be filed with the Town Clerk and open to public inspection during normal business hours. Upon completion of the project, the Committee shall make a complete report and accounting to the Council and the Town.

BE IT FURTHER RESOLVED that the Committee is vested with the following powers and duties:

(i) to approve a design (which considers all methods of construction) which is consistent with BOE-approved educational specifications (the “Project”);
(ii) to approve contracts, schematics, and specifications with architects, engineers, clerk of the works, contractors, and others, with items requiring signature to be signed by both the Committee Chair and the Town Manager to complete the project;
(iii) to approve design, construction and other expenditures related to the Project consistent with the Project definition;
(iv) to choose the officers of the Committee;
(v) to provide quarterly reports in person to the Town Council on the status of the Project timeline/schedule and financing; and
(vi) The Committee shall comply with the neutrality provisions as outlined in CGS 9-369b relating to all aspects of the project.

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

8.3 Consideration of a resolution for supplemental appropriations for 3 bridge improvement projects (#06977 - $4,210,000; #06976 - $3,570,000; #06975 - $3,570,000) to be funded 100% by State and Federal Funds and setting of a public hearing on December 13, 2022.

Mr. Foley provided background information on this item.

Ms. Nuccio,
MOTION that the following resolution be introduced and set down for a Public Hearing on December 13, 2022 at 7 p.m. via Hybrid Meeting in the Tolland Town Council Chambers on the 6th Floor.

DRAFT RESOLUTION

BE IT RESOLVED by the Tolland Town Council that it hereby authorizes as follows:

Resolution appropriating $4,210,000 for Bridge #06977, $3,570,000 for Bridge #06976 and $3,570,000 for Bridge #06975, to be funded by State and Federal Bridge Improvement Grants for 100% of the cost as documented in the State of CT Award Letters dated October 17, 2022 to finance the appropriation and for the Town Manager to sign for acceptance of the grants and all associated project documents.

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

8.4 Consideration of a resolution to declare Engine Tank 540, a 1987 Engine Tank as surplus property within the town.
Mr. Foley provided background information on this item.

Ms. Nuccio asked for a resale estimate and if the money would go into the ambulance reserve fund. Chief Littell estimated they would get $8K-$20K and would be deposited at where the Council recommends. Ms. Hancock explained that had the vehicle been purchased through the ambulance reserve fund, this is where the resale funds would return. She strongly recommended that the Council direct that the funds go there for the offset of future equipment and is unsure where the funds came from for the original purchase. The ambulance reserve fund is strongly controlled by the Council for capital items. She recommended that the resolution be amended to reflect that the proceeds received be deposited into the ambulance reserve fund for future capital needs.

Ms. Murray cited Policy A176-4 D. It states that all proceeds shall be deposited into the capital account of the town. She asked if a change in the motion is sufficient. Ms. Hancock noted that this is also a capital fund.

The draft resolution was amended.

Mr. Luba motioned,
BE IT RESOLVED that the following Fire apparatus is hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property and to direct the proceed funds be directed to the Ambulance Reserve Fund.
Ms. Murray seconded the motion.
Discussion: none
A roll call vote was taken. Motion passed unanimously.
8.5 Appointments to vacancies on various municipal board and commissions.

8.5a Appointment to Commission on People with Disabilities

Ms. Nuccio motioned to approve the appointment in item 8.5a. Ms. Murray seconded the motion.

Discussion: Ms. Nuccio asked if they have anyone on the Board of Building Appeals. Mr. Jones explained that this board is in the process of being written out of state statutes and is no longer necessary. Ms. Nuccio asked that Mr. Foley send an e-blast regarding vacancies. Mr. Foley will do so and post on social media.

A roll call vote was taken. Motion passed unanimously.

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

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE FIRST MEETING OF THE MONTH ONLY) - none

11. ADOPTION OF MINUTES

11.1 Regular Meeting Minutes 11.08.22

Mr. Luba motioned to accept the minutes as laid out in 11.1. Ms. Murray seconded the motion.

Edits: none

All were in favor. Motion passed unanimously.

12. CORRESPONDENCE TO COUNCIL

[Received since November 8th]

- E-mail regarding the Town Green
- E-mail regarding school buses
- E-mail regarding a community shred event

13. CHAIRPERSON’S REPORT

- Chair Hour – 1 person attended
- Mr. Jones relayed information about bringing the Farmers Market back to the Green to Mr. Reagan, Ms. Murray, and the Town Manager’s Office.
- Capital Region of Governments – Mr. Jones attended the meeting last week.
- Ad hoc Crumbling Foundations Meeting – Mr. Jones attended the meeting.

Mr. Foley noted that the town is in the exploratory phase of getting information about holding a shredding event. Additionally, he met with a member of the Agriculture Commission who will speak with the Market Master about moving the Farmers Market back to the Green.
14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS
   - Ms. Murray thanked Mr. Jones for running this evening’s meeting so well and making everything so clear.
   - Ms. Nuccio commented that as a State Representative she will be meeting with all of her towns to discuss priorities, what towns would like to accomplish, and ways she can help facilitate with this. A brief discussion took place. Mr. Jones recommended having her as well as other representatives present to provide a general introduction and update to the Council and the community. Ms. Nuccio noted that she will work on setting up the meeting. Mr. Jones noted that pending items for the state include crumbling foundations and well water concerns. Ms. Nuccio highlighted a meeting that took place today regarding contaminated water issues.
   - Ms. Yudichak wished a Happy Thanksgiving to all on the Council, town staff, the BOE, and the recording clerk. She hopes everyone enjoys time with their families.
   - Mr. Jones concurred and wished everyone safe travels if going anywhere and a great Thanksgiving holiday.

15. PUBLIC LISTED PARTICIPATION (on any subject within the jurisdiction of the Town Council) (3-minute limit)
   - none

16. ADJOURNMENT
   Mr. Luba motioned to adjourn the meeting at 8:31 PM.
   Ms. Nuccio seconded the motion.
   Discussion: none
   All were in favor. Motion passed.

Respectfully submitted,

[Signature]

Lisa Pascuzzi
Town Council Clerk

[Signature]

Town Council Chair
TOWN OF TOLLAND

TOWN COUNCIL

RESOLUTION APPROPRIATING $1,500,000 FOR THE INSTALLATION OF HVAC SYSTEM IMPROVEMENTS AT TOLLAND MIDDLE SCHOOL AND TOLLAND INTERMEDIATE SCHOOL AND AUTHORIZING THE ISSUANCE OF UP TO $900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION AND THE SETTING OF A PUBLIC HEARING THEREON FOR NOVEMBER 22, 2022

RESOLVED, (1) That the Town of Tolland (the “Town”) appropriate the sum of $1,500,000 for costs related to the purchase, installation, remediation, repair and/or replacement of heating, ventilation and air conditioning (HVAC) system equipment and improvements at Tolland Middle School (“TMS”) and Tolland Intermediate School (“TIS”) (the “Project”). The appropriation may be spent for design, manufacture, installation, replacement and construction costs, equipment, materials, electrical costs, roof work, duct work, the preparation of bid documents, grant applications, cost estimate reports and studies, informational materials and other preliminary materials, studies and reports, the preparation of schematic drawings, plans and specifications, site work, architects’ fees, engineer/designer fees, architectural fees, legal fees, net interest on borrowings, costs of issuance and other financing costs, and other expenses related to the Project or its financing. The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project if funds are insufficient to complete the Project, and the appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed $900,000. The bonds or notes shall be issued pursuant to the Charter of the Town, Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the “Connecticut General Statutes”), and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed $900,000. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the “Officials”) be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all
other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That each of the Town Manager and the Tolland Board of Education is authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriation for the Project, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut related to such grants.

(9) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.
Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Jones, Reagan, Khan, Luba, Murray, Nuccio, Yudichak

Opposed: none

I, Lisa A. Pascuzzi, the duly appointed and qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on November 22, 2022 authorizing an appropriation of $1,500,000 for the installation of HVAC system improvements at Tolland Middle School and Tolland Intermediate School, and to finance such appropriation authorizing the issuance of bonds or notes in an aggregate principal amount not to exceed $900,000; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; seven members were present at said meeting; a roll call vote was taken and seven members voted in favor of said Resolution and zero members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 22nd day of November, 2022.

Lisa A. Pascuzzi
Clerk
Town Council
Tolland, Connecticut
### Question

1. **Will there be a Building Committee for this Project? If so, who will the members be?**

   Yes. If the Town Council approves resolution 6.6.4 in the November 22, 2022 meeting a building committee will be established for both the Tolland Intermediate School and Tolland Middle School projects. The committee will include Scott Lappin (Public Works Director), Peter Sztaba BOE Facilities Director, Beverly Bellody Director of Human Services.

2. **Could a detailed budget be provided for this project, including contingency and costs associated with the need for an engineer/designer? Could this budget please indicate any costs which are not anticipated to be eligible for grant reimbursement?**

   The 1,255,000 will be utilized for equipment, and integration of the installed equipment into the building management computer system. Funds appropriated beyond that are important to set aside in a situation like this so they are available for:
   - Engineer/Designer
   - Permits
   - Environmental abatement
   - Electrical upgrades/changes that are not known at the outset
   - Potential structural modifications for equipment not known at the outset
   - Contingency conditions

   Such an action is advisable in any project(s) of this nature so that the project does not encounter delays that can cause financial and logistical challenges. This is particularly important because an objective in this endeavor is to achieve the IAQ grant potentially providing 49.64% reimbursement. Due to the nature of the expenses, these cannot be itemized specifically at the outset, but funds will not be utilized or financed if unneeded. $900,000 are being issued to begin.

3. **Is the State Grant a limited and set amount, or will the State Grant cover 49.64% of all allowed costs associated with the project?**

   The information provided from the State: https://portal.ct.gov/hvacgrants?language=en_US indicates a reimbursement rate of 49.64% for Tolland. The district’s involvement in the Choice program and Pre-School readiness efforts may provide additional opportunities for reimbursement. If additional opportunities are available and the district qualifies we will pursue, additionally offsetting the cost to the Town. What is clearly available right now if we are approved for the grant, is 49.64% reimbursement on allowed costs.

4. **What is the timeline for this project?**

   Project(s) must be completed within 2 years of Grant Commitment Letter if awarded by OSCGR(Office of School Construction Grants and Review)

5. **Asbestos information:**
   - Where is asbestos known to be located (TMS cafe, TMS gym, TIS gym)?
   - How will staff & students be kept safe if asbestos is found and needs to be disturbed?

   The ceiling tiles in the TMS gym are of an age and style that are known to contain asbestos. Asbestos removal may not be necessary in the scope of the project, but if it is, it will need to be done by a approved abatement contract following DEEP rules and regulations such as:
* Will the known asbestos need to be abated during this project and how would that impact cost and timeline?  
* Will there be testing done ahead of time for asbestos at all 3 locations and how will that impact cost and timeline?  
* If asbestos is found and need to be abated, will students have to be removed from the school during the abatement process?  
* Are asbestos abatement costs eligible for grant reimbursement?

- abatement needs to be conducted when school is not in session  
- nobody under the age of 18 can be in the building during the abatement phase

Timelines should not be affected by the presence of asbestos based upon when the work would be conducted.  
Asbestos or any other environmental abatement costs are eligible for reimbursement if they prevent the installation and implementation of the HVAC systems.

Testing for asbestos generally occurs after the selection of the engineer but before bidding for installation contractors. It is part of the scope of the project. Tolland's procurement policy classifies abatement, environmental services, as a Professional Service which does not require a multi-bid scenario. The same applies to OSCGR as they defer to local policies with the environmental piece as school districts typically already have a professional relationship with an environmental contractor that has an awareness of our buildings (such as Fuss & O'Neill in our case). This can allow for a more accurate and potentially cheaper approach to abatement or avoidance/non-disturbance.

6. Could you please provide more information about retiring equipment in place, including a summary of the equipment, where it will be located, and any safety concerns the retired equipment might pose?

We endeavor to use existing equipment to the greatest extent possible, hoping to add to existing equipment in this project in a way that does not adversely impact air quality and/or safety. This equipment is not in an educational space.

TMS has (2) AHU’s (air handler units) that are heat only units with fresh air intakes located in the loft between the gym and the cafeteria that is accessible via a door from the roof and a drop down ladder in the custodial office. The TIS HRU’s (Heat Recovery units) are located in the catwalk at the ceiling level within the gym.

7. The 10/25 Town Council packet included budget estimates from New England Mechanical Services, Inc. for each of the 3 areas. Will this be the vendor who will do the work? Will there be a public bid process or is New England Mechanical Services, Inc. a vendor from the State Bid list? If so, why was this firm selected?

NEMS was used to help create a budget for work. They are not guaranteed any work with this project. Contractors for the project will be publicly bid and the Building Committee would be involved with bid documents, review and selection along with the engineer selected for the project. NEMS could bid on the project like any other contractors but they would be considered for work no different than any other qualified vendors.

8. Who will be doing the engineering and design services? How will this vendor be selected?

This service should be publicly bid as part of the project. The Building Committee would be responsible for reviewing applicants and preparing bid documents.

9. Who will be doing the BMS system integration? If we bring a vendor in for this

ABS (Automated Building Systems) owns the Alerton product (BMS) the district uses on all facilities. As this
<table>
<thead>
<tr>
<th>Service, how will that vendor be selected? If BOE facilities staff will be doing this work, how will this impact the workload of the BOE facilities staff?</th>
<th>System is completely integrated, it is a matter of bringing new areas into the existing system vs. seeking a new vendor for all systems. It would not be cost effective to seek a new/different management platform for the integration of these three spaces. Work for this project will be mostly outsourced. Any work done by TPS Facilities staff is not reimbursable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. The draft resolution from the 10/25 Town Council meeting packet says that &quot;The Town Council is authorized to determine the scope and particulars of the Project.&quot; Could we please be provided with a specific scope and particular of this project for our consideration?</td>
<td>Please see the Educational Specifications submitted to and approved by the Board of Education (item B4 in the November 17, 2022 meeting): <a href="https://drive.google.com/file/d/1vZ5BQAKCSQaCYrUz1cgoZhzN7aXoTlXH/view?usp=share_link">https://drive.google.com/file/d/1vZ5BQAKCSQaCYrUz1cgoZhzN7aXoTlXH/view?usp=share_link</a></td>
</tr>
<tr>
<td>11. How will this project impact the roofs of TMS and TIS, especially any applicable roof warranties and/or plans for roof replacement?</td>
<td>The TIS roof is five years old, and the TMS roof is three years old, both have a thirty year warranty. The Indoor Air Quality work should not have an effect on warranty length or conditions of coverage. We will consult the roofing contractor Silktown and SR products who provide the manufacturer warranty in the process to make sure of this.</td>
</tr>
<tr>
<td>12. What is the anticipated cost impact on maintenance and energy by adding these units?</td>
<td>Heating could be less expensive without the electrical coils, but more expensive with A/C compressors so it is hard to predict with high accuracy. Pursuing a solar project at this time can help offset the generally increasing consumption costs.</td>
</tr>
</tbody>
</table>
SUPERINTENDENT’S AGENDA ITEM BACKGROUND

ITEM: Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria  
      Tolland Intermediate School Addition of Air Conditioning to the Gym

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

FOR BOE MEETING: 11-17-2022

ITEM SUMMARY:

Please see the Ed Specs for the following projects:
  • Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria  
  • Tolland Intermediate School Addition of Air Conditioning to the Gym

These Ed Specs are provided to the BOE for approval, allowing us to proceed with the grant application to the state for 49.64% reimbursement.

FINANCIAL SUMMARY:

Potential 49.64% reimbursement on the 1.5-million-dollar projects (total):
  • Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria  
  • Tolland Intermediate School Addition of Air Conditioning to the Gym

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Proposed Motion #1: motion to approve the Educational Specifications for the Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria and to accept and authorize this project to be executed.

Proposed Motion #2: motion to approve the Educational Specifications for the Tolland Intermediate School Addition of Air Conditioning to the Gym and to accept and authorize this project to be executed.

SUPPORTING MATERIALS ATTACHED:
  • Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria  
  • Tolland Intermediate School Addition of Air Conditioning to the Gym
Educational Specifications

Tolland Middle School Addition of Air Conditioning to the Gym and Cafeteria

November 9, 2022
Built in 1966, Tolland Middle School offers a grades 6-8 education to students of diverse cultures. We emphasize the social, emotional, physical, intellectual development of each child and strive to instill high standards for academic integrity, and leadership in our students. Through our programs, students are given the technology, skills and knowledge to be effective members of our school community and a global society.

Our campus includes state-of-the-art, student-friendly technology, and a great faculty of ambitious teachers ready to give Tolland Middle School the best school experience. At Tolland Middle School, we strive to create a school community in which all students feel a strong sense of belongingness and involvement. Our ultimate goal is for every student to walk through our front doors and feel as if T.M.S. is their home away from home.

PROJECT RATIONALE

Long range planning for the Tolland Middle calls for a safe and respectful learning environment for all individuals, which will be accomplished through long-term facility upgrades. The school underwent an ESCO project back in 2013 and 2014 through Honeywell and much of the school was retrofitted with geothermal heat pumps for almost all the classrooms, main office, guidance, nurse, and the auditorium. The project allowed for more control over indoor air quality and standard of comforts as we could have both heat and air conditioning in these spaces, and it also provided energy savings and future cost avoidance. What was not retrofitted were the air handlers that supply the cafeteria and the gym. These units have electric coils that do have damper controls with Co2, outdoor air temp and enthalpy sensors, but we have no capacity to provide air conditioning or dehumidification to these areas. Even before the adoption of the recent Indoor Air quality Bill by the State of CT, we had issues during warmer and more humid conditions regulating the comfort of these spaces. Propping doors creates security issues with the building, fans help a bit, but they don’t really lower the temperature or the humidity. We’ve had a handful of instances when the wooden gym floor has buckled and crowned creating humps in the floor due to excessive humidity making portions of the floor unusable. Graduations, dances, lunch-waves, gym classes and after-school events are tricky as the congestion of occupants quickly drives up the temperatures in these spaces. Furthermore, students that have 504 plans and/or IEP’s that require regulated temperature cannot occupy these areas during periods of high temperatures and humidity. Lack of air conditioning in these spaces also detracts from building use or outside groups that may want to rent or utilize this space as well. The gym area currently compromises about 11,600 square feet of building space and the cafeteria area and adjacent food preparation area about 6,500 square feet. Therefore, we have about 18,000 square feet between these two areas with no air conditioning or dehumidification which comprises about 12.5% of total building area and is in the same section of the building. This makes the center of the building rather uncomfortable and separates the building as it is surrounded by areas that have air conditioning on both sides (the main academic side on one side and the music, art, and auditorium on the other).
The Town of Tolland Operating and Capital Budget set a goal to "Enrich the quality of life of our residents and all those we serve by providing cost-effective municipal services while optimizing resources." The adoption of the Indoor Air Quality Bill by the State of CT creates a necessary action by the Town of Tolland’s Board of Education to consider upgrading its current HVAC system to include air conditioning and humidity control in the cafeteria and gym areas to meet such regulations and to match systems that we already currently have in place throughout the other parts of the building as a result of the ESCO that was conducted back in 2013 and 2014. The current Indoor Air Quality Bill also created roughly $150 million in competitive grant money available for Towns to assist in upgrading their school HVAC systems to improve indoor air quality.

The Town of Tolland’s plan is to continue to utilize the Tolland Middle School in its current capacity, for a minimum of 20 years. Student enrollment is expected to be stable and has begun to increase at
the Pre-k thru 2 level, so forecasts lean towards continued use of the Middle School, development of Middle School programs and conducting projects that enhance the functionality, value, and the educational prowess of the building.

THE PROJECT

Preliminary investigation by mechanical contractors and school staff is to utilize roof-top HVAC units to supply the cafeteria and gym areas. Based upon the space within the current air handlers and the exclusivity of the electric coils some of the current equipment may need to be abandoned. Attempts will be made through the design and bidding process to utilize as much of the current systems as possible.

PROPOSED SCOPE OF WORK:
Apply for the Indoor Air Quality Grant via OSCGR (Office of School Construction Grants and Review) with a total project cost of $1.5 million for both Tolland Middle School and Tolland Intermediate School with the Tolland Middle School portion being $1,100,00.00 on the application. Tolland’s current reimbursement with the State of CT is 49.64%

Include all necessary information with the grant application- maintenance plans on current equipment, facility survey of equipment, operational history of equipment being replaced, etc.

Bid and procure engineering and design- investigate structural integrity of the roof, address environmental concerns as they arise such as presence of asbestos in gym ceiling tiles or other, address management control integration into current Alerton system

Bid and procure mechanical contractors for project

Complete project within 2 years of Grant Commitment Letter- either the summer of 2023 or 2024

BUILDING SYSTEMS

Security:  Not applicable
Public Address:  Not applicable
Technology:  Not applicable
Phone System:  Not applicable
Clocks:  Not applicable
Security camera:  Not applicable

INTERIOR BUILDING ENVIRONMENT

Acoustics:  Not applicable
Lighting:  Not applicable
HVAC:  See current pics of AHU’s looking to be replaced and/or upgraded
Plumbing:  Not applicable but will meet current codes for condensate drainage and HVAC associated plumbing
Windows/Doors: Not applicable

SITE DEVELOPMENT
Site Acquisition: Not applicable
Parking: Not applicable
Drives: Not applicable
Walkways: Not applicable
Outdoor Athletic Facilities: Not applicable
Landscaping: Not applicable
Site Improvements: Not applicable

CONSTRUCTION BONUS REQUEST Tolland Middle School does not house any of the special programs eligible for a school construction bonus which can be designated for this project.
### School Readiness:

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Applicability</th>
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<tbody>
<tr>
<td>Lighthouse Schools:</td>
<td>C.G.S. 10-285a(e)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>CHOICE:</td>
<td>C.G.S. 10-285a(f)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Full-day Kindergarten:</td>
<td>C.G.S. 10-285a(g), as amended</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Reduced Class Size:</td>
<td>C.G.S. 10-285a(h)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Regional Vo-Ag Center:</td>
<td>C.G.S. 10-65</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Interdistrict Magnet School:</td>
<td>C.G.S. 10-264h</td>
<td>Not applicable</td>
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<tr>
<td>Interdistrict Cooperative School:</td>
<td>C.G.S. 10-158a</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Regional Special Education Center:</td>
<td>C.G.S. 10-76e</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

### COMMUNITY USES

The Tolland Middle School is utilized to provide the full range of activities typical of a Middle school before, during and after school hours and throughout the calendar year.

Additionally, various organizations will use the facilities within the building (i.e., Gymnasium, Cafeteria, Auditorium, etc.) when it is not being used by the students, in accordance with Board of Education policy.
Educational Specifications

Tolland Intermediate School Addition of Air Conditioning to the Gym

November 9, 2022
TOLLAND INTERMEDIATE SCHOOL

Established in 2008, Tolland Intermediate School offers a grades 3-5 education to students of diverse cultures. We emphasize the social, emotional, physical, intellectual development of each child and strive to instill high standards for academic integrity, and leadership in our students. Through our programs, students are given the technology, skills and knowledge to be effective members of our school community and a global society.

Our campus includes state-of-the-art, student-friendly technology, and a great faculty of ambitious teachers ready to give Tolland Intermediate School the best school experience.

At Tolland Intermediate School, we strive to create a school community in which all students feel a strong sense of belongingness and involvement. Our ultimate goal is for every student to walk through our front doors and feel as if T.I.S. is their home away from home.

PROJECT RATIONALE

Long range planning for the Tolland Intermediate School calls for a safe and respectful learning environment for all individuals, which will be accomplished through long-term facility upgrades. The school underwent an ESCO project back in 2013 and 2014 through Honeywell and much of the school was retrofitted with geothermal heat pumps for almost all the classrooms, main office, guidance, nurse, media center, and cafeteria (APR). The project allowed for more control over indoor air quality and standard of comforts as we could have both heat and air conditioning in these spaces, and it also provided energy savings and future cost avoidance. What was not retrofitted were HRU’s (Heat Recovery units) #1 and #2 that supply the gym area. These units have electric coils with an energy wheel that do have damper controls with Co2, outdoor air temp and enthalpy sensors, but we have no capacity to provide air conditioning or dehumidification to these areas. Even before the adoption of the recent Indoor Air quality Bill by the State of CT, we had issues during warmer and more humid conditions regulating the comfort of this space. Propping doors creates security issues with the building, fans help a bit, but they don’t really lower the temperature or the humidity. We’ve had a handful of instances when the rubberized gym floor has become slippery due to condensation on the floor. Graduations (promotions ceremonies), school assemblies, dances, gym classes and after-school events are tricky as the congestion of occupants quickly drives up the temperature in this space. At times during the summer, the Town of Tolland Parks and Recreation Department will use our gym on rainy days as their own gym isn’t big enough to house all the campers. On warmer and more humid days, this use by the camps have resulted in complaints about the area being excessively hot and humid. Furthermore, students that have 504 plans and/or IEP’s that require regulated temperature cannot occupy this area during periods of high temperatures and humidity. Lack of air conditioning in this space also detracts from building use or outside groups that may want to rent or utilize this space as well. The gym area currently comprises about 7,500 square feet of building space. This amounts to a little more than 7% of total building area.
LONG RANGE PLANS

The Town of Tolland Operating and Capital Budget set a goal to “Enrich the quality of life of our residents and all those we serve by providing cost-effective municipal services while optimizing resources.” The adoption of the Indoor Air Quality Bill by the State of CT creates a necessary action by the Town of Tolland’s Board of Education to consider upgrading its current HVAC system to include air conditioning and humidity control in the gym area to meet such regulations and to match systems that we already currently have in place throughout the other parts of the building as a result of the ESCO that was conducted back in 2013 and 2014. The current Indoor Air Quality Bill also created roughly $150 million in competitive grant money available for Towns to assist in upgrading their school HVAC systems to improve indoor air quality.

The Town of Tolland’s plan is to continue to utilize the Tolland Intermediate School in its current capacity, for a minimum of 20 years. Student enrollment is expected to be stable and has begun to increase at the Pre-k thru 2 level, so forecasts lean towards continued use of the Intermediate School, development of Intermediate School programs and conducting projects that enhance the functionality, value, and the educational prowess of the building.
THE PROJECT

Preliminary investigation by mechanical contractors and school staff is to utilize roof-top HVAC units to supply the gym. Based upon the space within the current air HRU’s, the use of electric heating coils and an energy wheel, some of the current equipment may need to be abandoned. Attempts will be made through the design and bidding process to utilize as much of the current systems as possible.

PROPOSED SCOPE OF WORK:
Apply for the Indoor Air Quality Grant via OSCGR (Office of School Construction Grants and Review) with a total project cost of $1.5 million for both Tolland Middle School and Tolland Intermediate School with the Tolland Intermediate School portion being $400,000.00 on the application. Tolland’s current reimbursement with the State of CT is 49.64%

Include all necessary information with the grant application- maintenance plans on current equipment, facility survey of equipment, operational history of equipment being replaced, etc.

Bid and procure engineering and design- investigate structural integrity of the roof, address environmental concerns as they arise or other, address management control integration into current Alerton system

Bid and procure mechanical contractors for project

Complete project within 2 years of Grant Commitment Letter- either the summer of 2023 or 2024

BUILDING SYSTEMS

Security: Not applicable
Public Address: Not applicable
Technology: Not applicable
Phone System: Not applicable
Clocks: Not applicable
Security camera: Not applicable

INTERIOR BUILDING ENVIRONMENT

Acoustics: Not applicable
Lighting: Not applicable
HVAC: See current pic of HRU’s looking to be replaced and/or upgraded
Plumbing: Not applicable but will meet current codes for condensate drainage and HVAC associated plumbing
Windows/Doors: Not applicable
SITE DEVELOPMENT

Site Acquisition: Not applicable
Parking: Not applicable
Drives: Not applicable
Walkways: Not applicable
Outdoor Athletic Facilities: Not applicable
Landscaping: Not applicable
Site Improvements: Not applicable

CONSTRUCTION BONUS REQUEST Tolland Intermediate School does not house any of the special programs eligible for a school construction bonus which can be designated for this project.

School Readiness: C.G.S. 10-285a(e) – Yes, Family Resource Center
Lighthouse Schools: C.G.S. 10-285a(f) – Not applicable
CHOICE: C.G.S. 10-285a(g), as amended – Yes, CHOICE students
enrolled
Full-day Kindergarten: C.G.S. 10-285a(h) – Not applicable
Reduced Class Size: C.G.S. 10-285a(h) – Not applicable
Regional Vo-Ag Center: C.G.S. 10-65 – Not applicable
Interdistrict Magnet School: C.G.S. 10-264h – Not applicable
Interdistrict Cooperative School: C.G.S. 10-158a – Not applicable
Regional Special Education Center: C.G.S. 10-76e – Not applicable

COMMUNITY USES

The Tolland Intermediate School is utilized to provide the full range of activities typical of an Intermediate school before, during and after school hours and throughout the calendar year.

Additionally, various organizations will use the facilities within the building (i.e. Gymnasium, Cafeteria (APR)), when it is not being used by the students, in accordance with Board of Education policy.