

# **AGENDA**

## **TOLLAND TOWN COUNCIL – ARPA SUBCOMMITTEE ZOOM ONLY MEETING**

**JANUARY 26, 2023 – 4:30 P.M.**

1. CALL TO ORDER
2. PUBLIC COMMENTS
3. APPROVAL OF MINUTES – DECEMBER 28, 2022 SPECIAL MEETING  
<https://ecode360.com/TO1208/documents/Minutes?category=ARPA%20Sub-Committee>
4. OLD BUSINESS - ACTION/DISCUSSION ITEMS
  - 4.1 REPORT FROM TOWN MANAGER ON SOCCER FIELD STATUS
5. NEW BUSINESS - ACTION/DISCUSSION ITEMS
  - 5.1 UPDATE ON PUBLIC WORKS VEHICLES
  - 5.2 UPDATE FROM GRANTS/PROJECTS MANAGER ON THE JAILHOUSE FOR THE ADA RAMP
  - 5.3 DISCUSSION ON A MORE TRANSPARENT WAY OF HOW WE ARE USING THE FUNDS ON THE WEBSITE
  - 5.4 REVIEW OF THE SPREADSHEET AND ANY DISCUSSION OF ADDING OR REMOVING ITEMS
6. ADJOURNMENT

To Join the Zoom Meeting, either click:

<https://us02web.zoom.us/j/83234469033?pwd=Nnc5UktEcnd2ZHBHTzNOMFA1aFkxQT09>

Meeting ID: 832 3446 9033

Passcode: 01262023

One tap mobile

+13126266799,,83234469033#,,,,\*01262023# US (Chicago)

+16468769923,,83234469033#,,,,\*01262023# US (New York)

Or call: 1-646-876-9923 US (New York)

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

**SPECIAL MEETING MINUTES**  
**ARPA SUB-COMMITTEE - ZOOM MEETING**  
**December 28, 2022 – 5:00 P.M.**

**Members Present:** Colleen Yudichak-Chair, Tammy Nuccio-Vice Chair, Lisa Hancock-Director of Finance & Records/Secretary, Brian Foley-Town Manager

**Members Absent:** None.

**Others Present:** Megan Massa, Project/Grants Manager, Beverly Bellody, Human Services Director

1. **CALL TO ORDER:** Colleen Yudichak called the meeting to order at 5 PM.

2. **PUBLIC COMMENTS**

None.

3. **APPROVAL OF MINUTES**

A. October 27, 2022 – Regular Meeting

*L. Hancock motioned to approve the minutes of the October 27, 2022 meeting.*

*VC Nuccio seconded the motion.*

*Discussion: none*

*Motion passed unanimously.*

4. **OLD BUSINESS - ACTION/DISCUSSION ITEMS.**

4.1 B. Foley updated the committee on the status of the soccer fields. L. Hancock advised that Public Works Director has advised that the materials have been purchased and the underdrainage will be installed as weather permits.

5. **NEW BUSINESS - ACTION/DISCUSSION ITEMS.**

5.1 L. Hancock discussed the request spreadsheet for items added for the FY23-24 Capital Improvement Plan requests. The following items are being requested for the Sub-committee to recommend to the Town Council as part of the CIP Plan funding (\$789,000):

a. Two heavy-duty plow/dump trucks for plowing and parks maintenance \$295,000 each - **\$590,000.**

1) L. Hancock discussed the CIP plan and the status of the trucks to be replaced. She shared photos of the two trucks with the extensive undercarriage and body rust. VC Nuccio shared concern for the actual need for these vehicles to be replaced. B. Foley supports the future replacement of the Heavy Duty dump trucks that are used to plow the streets. He does want to hire a consultant to evaluate the Public Works operations and fleet to ensure that the staffing, operations, the replacement schedules and fleet are at the correct levels. VC Nuccio is not comfortable in recommending funding for this until it can be confirmed that it is needed. L. Hancock explained that this process is to provide a recommendation for funding only if it is included in the Capital Improvement Plan and approved by the Town Council and budget referendum process. It is not recommending the purchase at this time. VC Nuccio would prefer to wait to proceed on this until January when the Town Manager can provide additional information.

b. TIS & TMS Seclusion Room Special Education required updates - **\$58,000.**

1) B. Foley explained the needs for the BOE special education seclusion areas and supports the need to provide safety for the children and their needs. VC. Nuccio questioned as to why this is being requested since there were already renovations to the special education areas a couple of years ago. B. Foley was unable to comment on the prior work that was completed but advised that he toured the areas with Dr. Willett and confirmed the need.

c. TIS Nurses Area Addition/Renovation - **\$41,000.**

- 1) L. Hancock and B. Foley explained the needs in the nurses area to provide privacy and quarantine areas when evaluating and treating patients.

d. Jail Museum – ADA renovations - **\$100,000.**

- 1) L. Hancock discussed the accessibility and safety needs of the Jail Museum. Town staff and the Town Engineer reviewed the facility to confirm that renovations are needed. The Town has been approved for a \$20,000 SHPO grant to do design work. There isn't an actual cost identified at this time but it was estimated that it could be up to \$100,000, so that amount was being recommended as a placeholder. The Town could apply for a future SHPO grant to perform the work at a 50% cost-share. ARPA funds in that case would not be able to be used to cover the Town's 50% share. If the Town does not receive a SHPO grant then the ARPA funds could be used. VC Nuccio feels that since we do not have an actual cost for this that it should not be recommended at this time.

e. Athletic Turf Field - **\$829,000.**

- 1) L. Hancock advised that this item is currently in the CIP plan under recommended bond and LoCIP funding. She suggested that depending on which direction that the Council wants to proceed, that this could possibly be paid for with ARPA funds rather than Debt and LoCIP. The LoCIP funds could be reallocated to paving since the ARPA and LoCIP grants cannot be used as combined funding. VC Nuccio expressed that she is not confident in the recommendation that it needs to be replaced provided by two vendors who perform the actual type of installation. B. Foley advised that he will meet with Peter Sztaba and the Athletic Director at the School to go look at the turf and discuss it with them.

C. Yudichak summarized that the projects that the committee is approving to go forward with are the special education seclusion area, the nurse's addition/renovation and the Jail Museum. The committee will revisit the trucks and the artificial turf at the next meeting. VC. Nuccio wants to delay inclusion of the Jail Museum funding until an actual cost estimate is determined and push it out to year two in the CIP plan.

VC. Nuccio motioned that the BOE Special Education Seclusion rooms and the Nurses area addition/renovation have ARPA funding allocated for those projects. Seconded by B. Foley. Motion carried unanimously.

The committee would also like an update on the cost for the pickleball courts from Bruce Watt and to also remove the dial a ride additional funding from the list since it has been confirmed by B. Bellody that it is not required.

**6. ADJOURNMENT**

*B.Foley motioned to adjourn the meeting at 6:22 PM.*

*VC Nuccio seconded the motion.*

*Discussion: none*

*Motion passed unanimously.*

Respectfully submitted,

*Lisa P. Hancock*

## ARPA Funds Request List

|           | Request Category  | Details of request  | Request Made By  | Voted to consider | Research Required | Research Complete | Date brought to Council | Council Decision | Estimated Cost | Amount Approved | Expenditures to date | ARPA Fund Balance   |
|-----------|---|---|------------------|-------------------|-------------------|-------------------|-------------------------|------------------|----------------|-----------------|----------------------|---------------------|
|           |   | <b>Beginning Balance</b>  |                  |                   |                   |                   |                         |                  |                |                 |                      | <b>2,163,102.81</b> |
| 7/27/2021 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Funding for EHHD Covid costs  | Rob Miller       | yes               | no                |                   | 7/27/2021               | Yes              | 5,470.00       | 5,470.00        | 5,470.00             | 2,157,632.81        |
| 12/9/2021 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Using \$50,000 of ARPA funds to fund a study for well water concerns for potential application to the Clean Water Revolving Fund. | Tammy Nuccio     | Yes               | Yes               |                   | 12/28/2021              | Yes              | 50,000.00      | 50,000.00       | 14,109.63            | 2,107,632.81        |
| 2/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | VACALL Truck for Storm Drain Cleaning MS4-on order not received yet   | Colleen Yudachik | Yes               | no                |                   | 3/8/2022                | Yes              | 495,000.00     | 495,000.00      | 0.00                 | 1,612,632.81        |
| 2/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Street Sweeper MS4  | Colleen Yudachik | yes               | no                |                   | 3/8/2022                | Yes              | 275,000.00     | 274,500.00      | 274,500.00           | 1,338,132.81        |
| 6/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Cross Farms ADA Pathway in CIP budget DEBT<br>205000072-755851-2205   | Lisa Hancock     | Yes               | No                |                   | 8/9/2022                | Yes              | 200,000.00     | 91,783.00       | 91,783.00            | 1,246,349.81        |
| 7/1/2022  | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | TORO Mower Current CIP DEBT<br>20200072-755505-2197   | Lisa Hancock     | Yes               | no                |                   | 8/9/2022                | Yes              | 115,488.00     | 115,488.00      | 115,488.00           | 1,130,861.81        |
| 7/1/2022  | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | TMS Track Resurface CIP DEBT<br>20100372-755449-2194  | Lisa Hancock     | Yes               | No                |                   | 8/9/2022                | Yes              | 140,000.00     | 140,000.00      |                      | 990,861.81          |

## ARPA Funds Request List

|           |   |  |   |     |     |     |            |     |            |              |            |              |
|-----------|---|--|---|-----|-----|-----|------------|-----|------------|--------------|------------|--------------|
| 1/11/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Mental Health Task force - discussion continued-Amount could change (currently requesting only 10000 for community survey) | Tolland Mental Health and Substance Use Advisory Task Force | Yes | yes | Yes | 8/9/2022   | Yes | 60,000.00  | 10,000.00    | 193.50     | 980,861.81   |
| 4/13/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>Tractor</b> (School Use)<br>20100472-755346-2190  | Colleen   | Yes | no  |     | 8/9/2022   | Yes | 24,000.00  | 24,000.00    | 24,000.00  | 956,861.81   |
| 4/14/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>Floor Machines</b> (Building Use)<br>20100572-755345-2191   | Colleen   | Yes | no  |     | 8/9/2022   | Yes | 24,000.00  | 24,000.00    | 0.00       | 932,861.81   |
| 4/15/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>Dishwasher &amp; sink station</b> (School Use)<br>20100272-755344-2192  | Colleen   | Yes | no  |     | 8/9/2022   | Yes | 45,000.00  | 45,000.00    | 0.00       | 887,861.81   |
| 8/10/2022 |   | <b>Addition appropriation received</b>   |   |     |     |     |            |     |            | 743,415.26   | 525,544.13 | 1,631,277.07 |
| 1/31/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | free sports for kids/summer camp - Bruce Watt<br>33010072-790004-ARPA  | Tammy Nuccio  | Yes | Yes | Yes | 10/11/2022 | Yes | 200,000.00 | 200,000.00   | 1,282.50   | 1,431,277.07 |
| 10/4/2022 |   | <b>Addition appropriation received</b>   |   |     |     |     |            |     |            | 1,419,687.55 | 1,282.50   | 2,850,964.62 |
|           | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | FY 23-24 CIP for BOE - TIS & TMS Seclusion Room Special Education Updates required   | Lisa Hancock  | Yes | no  |     | 23-24 CIP  |     | 58,000.00  | 58,000.00    |            | 2,792,964.62 |
|           | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | FY 23-24 CIP for BOE - TIS Nurses Area Addition/Renovation   | Lisa Hancock  | Yes | no  |     | 23-24 CIP  |     | 41,000.00  | 41,000.00    |            | 2,751,964.62 |

## ARPA Funds Request List

|           |   |   |                                    |         |     |     |            |    |              |  |  |              |
|-----------|---|---|------------------------------------|---------|-----|-----|------------|----|--------------|--|--|--------------|
| 4/16/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>Heavy duty trucks</b> – Used for Plowing and Park Maintenance - 23-24 CIP Request  | Colleen                            | No Vote | Yes |     | 23-24 CIP  |    | 590,000.00   |  |  | 2,751,964.62 |
|           | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | FY 23-24 CIP for Jail Museum/ADA needs-Going to try to determine if there are any historic grants. Need actual cost after design phase  | Lisa Hancock                       | No Vote | Yes |     |            |    | 100,000.00   |  |  | 2,751,964.62 |
| 3/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Fire Engine - Budget for CIP has \$750,000 but pricing has increased. Debt will not be issued this year. Bid results are received. Being advised that the budget is insufficient. Town Manager wants to hold off for this purchase for one year. Price will increase probably around \$300,000 to \$1.3 million in FY 23-24 (ARPA approved at \$1 Million to go to Council) | ARPA Committee                     | Yes     | No  |     | 11/22/2022 | No | 1,300,000.00 |  |  | 2,751,964.62 |
| 1/17/2023 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Veterans Memorial - Waiting for actual cost estimate  | Steve Jones                        |         |     |     |            |    | 10,000.00    |  |  |              |
|           | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Water extension/installation various areas of need (would need to be part of a CIP project)   | Tammy Nuccio                       | No Vote |     |     |            |    |              |  |  |              |
| 1/3/2022  | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>\$20000</b> towards cost of study for forest management plan.-initial stage managed in general fund 2021-22 and hopes of timber sales to fund stage 2 (Hold for now)   | Conservation Commission/Jim Hutton | No Vote | no  | yes |            |    | 20,000.00    |  |  |              |
| 3/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | replenish funds for free bulky waste program  | Mike Wilkinson                     | No Vote | no  |     |            |    | 100,000.00   |  |  |              |

## ARPA Funds Request List

|           |   |   |                                 |         |     |  |  |  |            |  |  |  |
|-----------|---|---|---------------------------------|---------|-----|--|--|--|------------|--|--|--|
| 5/27/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | ADA improvements on Town recreational fields and parks and Town-wide needs-Need study results for a better cost analysis - \$200,000 placeholder  | Susan Lucek                     | No Vote | Yes |  |  |  | 200,000.00 |  |  |  |
| 6/1/2022  | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | New Pickleball Fields at Heron Cove - Bruce is trying to get a better cost estimate   | Bruce Watt                      | No Vote | Yes |  |  |  | 256,000.00 |  |  |  |
| 5/20/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Tolland Soccer League field issues at Cross Farms - The materials have been delivered and as weather permits we are installing the under drainage as discussed  | David Garritt                   | No Vote | Yes |  |  |  |            |  |  |  |
| 8/10/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Splash Pad, music structure, etc at Crandall Park-additional comments: Their swimming pond had an awesome dock and raft, there was a splash pad for younger kids, and they had a very nice structure to host music events. Some of these things seem possible for our park, if there was interest from our town officials and the willingness to fund the improvements. | Art Jones-<br>ajone@comcast.net | No Vote | Yes |  |  |  |            |  |  |  |

### NO LONGER UNDER CONSIDERATION

|           |   |                                |                  |         |    |  |           |  |            |  |  |  |
|-----------|---|--------------------------------|------------------|---------|----|--|-----------|--|------------|--|--|--|
| 5/17/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Miracle Field Site Preparation | Tammy Nuccio     | Yes     | No |  | 5/24/2022 |  | 200,000.00 |  |  |  |
| 3/15/2022 | Respond to the pandemic and its negative economic impacts (includes Public Health)                  | Ambulance purchase             | Colleen Yudachik |         |    |  |           |  | 370,000.00 |  |  |  |
| 3/23/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Engine 240 Refurb              | ARPA Committee   | No Vote | no |  |           |  | 180,000.00 |  |  |  |

## ARPA Funds Request List

|           |   |  |   |         |     |     |  |  |            |  |  |  |
|-----------|---|--|---|---------|-----|-----|--|--|------------|--|--|--|
|           | Respond to the pandemic and its negative economic impacts (includes Public Health)                  | I'm contacting you as advised by the CT. SBA. I have been working with them for launching an new Tolland-based business and our launch plans have been derailed due to the extreme changes in costs for manufacturing, packaging and card stock as a result of all covid related changes, including the supply chain back-ups. Therefore, I'd like to inquire about what Tolland funds might be available for Tolland based businesses this year or early next year based upon the municipal \$ provided by the ARP in 2021, 2022. | Hollie Barnas<br>holliebarnas@gmail.com | No Vote | Yes | yes | No does not fall under revenue loss rule |  | 25,000.00  |  |  |  |
|           | Invest in water, sewer, or broadband infrastructure   | Fiber Network-not feasible   | Lisa Hancock                            | No Vote |     |     |  |  | Depends    |  |  |  |
| 4/17/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | <b>Crack repair /resurface tennis courts</b> (Old Cathole) - Currently funded by CIP (Rec fund 42,000 and 40,000 CNRE)   | Colleen/Bruce                           | No Vote | Yes | Yes | no                                       |  | 82,000.00  |  |  |  |
| 6/13/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Crandall Park Tennis Courts - The Town has applied for a STEAP grant. If it is was awarded. No need for ARPA.  | Bruce Watt                              | No Vote | Yes | Yes |  |  | 500,000.00 |  |  |  |
|           | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Additional hours for Senior Dial a ride - Beverly said not needed now  | Tammy Nuccio                            | No Vote |     |     |  |  |            |  |  |  |
| 5/24/2022 | Restore cuts in public services caused by pandemic-induced revenue losses and avoid additional cuts | Tolland Little League request - Tim is no longer with Little League. Brian Foley worked with new leadership and they state that Mr. Griffin's list is not their needs  | Tim Griffin                             | No Vote | Yes |     |  |  | 125,000.00 |  |  |  |
|           |   |  |   |         |     |     |  |  |            |  |  |  |
|           |   |  |   |         |     |     |  |  |            |  |  |  |
|           |   |  |   |         |     |     |  |  |            |  |  |  |
|           |   |  |   |         |     |     |  |  |            |  |  |  |