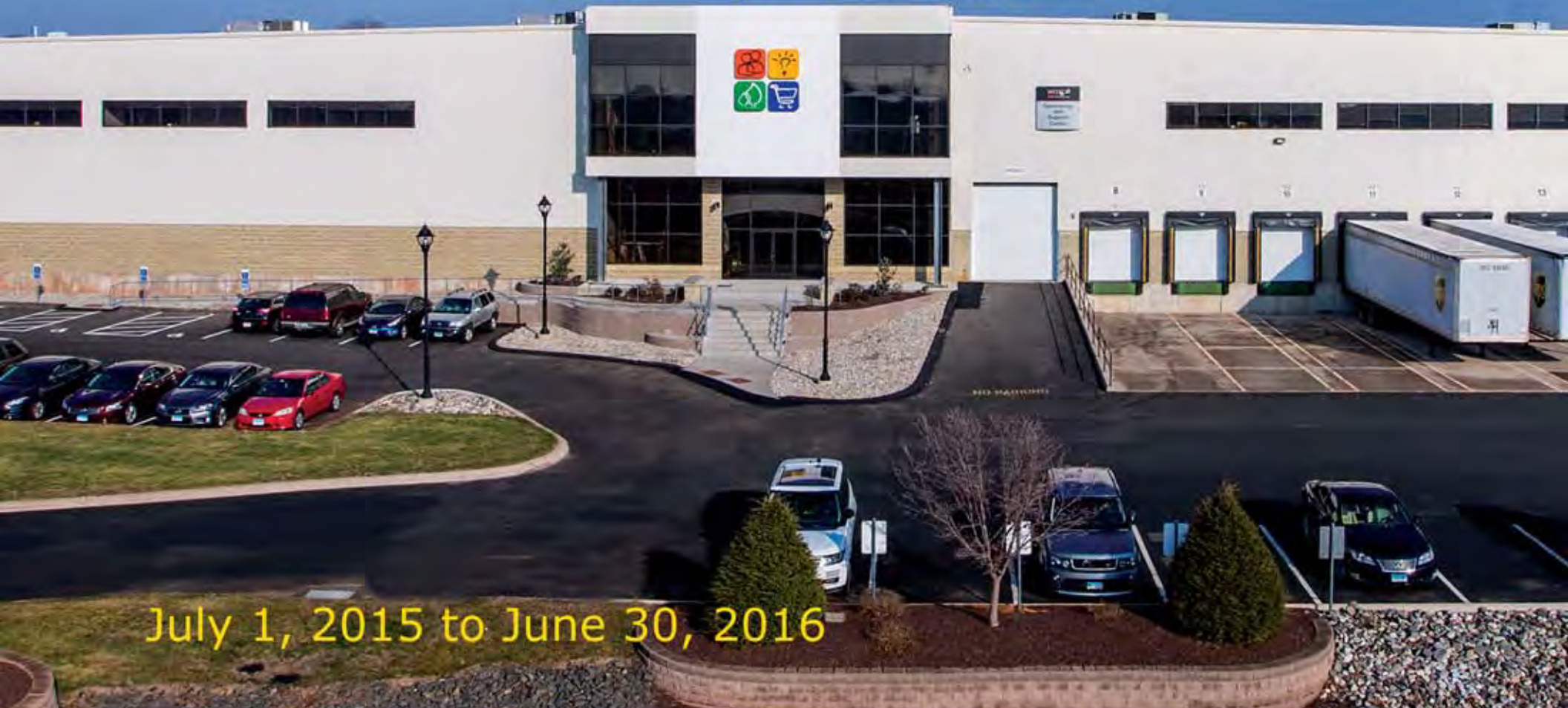


Town of Suffield Annual Report

SUFFIELD, CONNECTICUT



First Selectman
Melissa M. Mack
(860) 668-3838

Suffield Town Hall
83 Mountain Road
Suffield, CT 06078
www.suffieldct.gov

Suffield Public Schools
350 Mountain Road
Suffield, CT 06078
www.suffield.org

Superintendent of Schools
Karen M. Berasi
(860) 668-3800

Index

Administration	1
Town Meetings	7
Planning and Development	8
Public Safety	13
Public Works	17
Library	19
Parks & Recreation	20
Social Services	22
Education	24
Finance	26
Financial Statements	28
Town Officials	33

Administration

BOARD OF SELECTMEN

*submitted by
Melissa M. Mack, First Selectman*

Fiscal year 2015-16 was underscored by a continued focus on infrastructure while advancing strong governance practices. Highlights of the early portion of FY 2015-16 included preparation for infrastructure efforts with appropriation and bonding resolutions sent to referendum for road improvements (\$9.1 million), Town Hall renovations (\$5.1) and the Bridge Street School conversion to a community center (\$8.4). All three measures were approved by margins of 1,509, 679 and 100 votes, respectively.

The Town continued to tackle ongoing environmental issues with the library renovation project, transferring an additional \$500,000 from the unassigned fund balance to cover hazardous material removal costs.

The November elections marked not only the arrival of new First Selectwoman, Melissa M. Mack, but changes to the Town Charter as recommended by the Charter Revision Commission. Notable revisions gave greater executive authority over Town employees to the First Selectman and eliminated the Public Works Commission.

A whirlwind of activity characterized the second half of the year. A number of grants were pursued and awarded, affording the Town opportunities in excess of, or leveraging, taxpayer receipts. Awarded projects include a paved multi-use path linking the schools; energy efficiency and sustainability programs; on-line public records at the Office of the Town Clerk; on-line survey of Suffield's historic structures; and a capital needs study of the Windsor Locks Canal. The Town's expenditures were critically reviewed for efficiencies, uncovering a number of savings opportunities. Insurance coverages were streamlined by working directly with insurance carriers and joining a member-owned, stop loss captive. The Town transitioned to the free Everbridge emergency alert system. The Emergency Management Office, Animal Control and Minibus Departments were restructured to provide better internal controls and cost savings. The Town ended FY 2015-16 on budget.

Among Mack's goals upon taking office was improving Suffield's gover-

*Melissa Mack is sworn in
as First Selectwoman by
Town Clerk Kathy Dunai following the
November 2015 Municipal Elections.*

nance practices. To that end, substantive gains were made by seeking candidates for boards and commissions who possessed the best skill sets needed to provide sound recommendations and direction, regardless of political affiliation.

For greater transparency, board secretaries were empowered with training and resources to help boards and commissions adhere to the Freedom of Information Act standards and parliamentary procedures, implement streaming capabilities, and issue more comprehensive and thorough meeting minutes. The Technology Committee was reconstituted and charged with improving the Town's use of technology.

Under the guidance of Police Chief Riello, the Police Department was revitalized ensuring stable prospects under the new leadership of Captain Rick Brown and Lieutenant Ryan Burrell.

In addition to sound governance, efforts on behalf of the Town resulted in tangible results as well. Over 180 acres of Suffield's greatest treasure – its farmland – were preserved. A total of 18 miles of roadway paving was completed. On the economic development front, Suffield welcomed Windsor Federal Savings and applauded the expansion of Windsor Marketing Group, CS Landscape Design and Chic & Antique.

The Board of Selectmen looks forward to building on this year's success and an equally productive 2016-17. We thank all of the volunteers who serve on our boards and commissions for their service to the Town of Suffield.



HUMAN RESOURCES

submitted by

Karin Ziemba, Director

The Human Resources Department serves as a point of contact for the public, employees, retirees and management seeking information and guidance on a variety of topics related to employment and benefits, training, contracts and policies. Topics include recruitment, health, dental and vision insurance; life insurance, short term and long term disability; workers' compensation; family medical leave; wages; vacation; sick and personal leave; discipline and performance coaching; unemployment; deferred compensation; employee assistance program; wellness; classification; contract interpretation and negotiations; proactive guidance to minimize and/or mitigate liabilities to Town for employment related matters.

During the FY 2015-16, there was a transition to a new Human Resources Director. Katherine Christopher began working one day per week in February, 2016. Karin Ziemba was hired and will become the new full time Human Resources Director, effective July 18, 2016. Thus, it is unknown what specific Human Resources projects were undertaken during the FY 2015-16.

GOALS FOR FY 2016-17

- Meet with Town executives and update job descriptions.
- Institute performance appraisals for Town employees with goals and objectives focused on improving efficiencies.

- Participate in union contract negotiations for the Town Hall, Dispatchers, Police, Fire and Library employees.
- Improve on-boarding process for new hires.
- Partner with Town executives to improve employee performance and engagement.
- Provide active involvement in recruitment and retention.
- Create uniform policies for requesting paid and unpaid time off, use of Town-owned vehicles, use of corporate credit cards, document retention, driver checks and random drug screening programs.
- Create employee handbook.
- Update executive/professionals manual.
- Improve communication and interaction within departments.
- Work with the IT Department to update Human Resources web page for Town employees and applicants.

TOWN CLERK

submitted by

Kathy Dunai, Town Clerk

At the beginning of this fiscal year, the Town Clerk's Office began the long range plan of vacating Town Hall to enable the Permanent Building Commission to proceed with the Town Hall Renovation Plans enacted by a recent bonding project. This task, which included plans to double the size of the Town Clerk's vault, has been a topic of controversy for the past several administrations. With the major undertaking to physically move, great effort is being

TOWN CLERK STATISTICS

	FY 2013-14	FY 2014-15	FY 2015-16
Documents Recorded	2,948	2,615	2,753
Local Conveyance Tax	\$166,148	\$189,676	\$196,017
Dog Licenses	1,311	1,385	1,538
Marriages	60	61	63
Births	68	81	58
Deaths	163	160	148
Electronic Payments*	\$3,609	\$5,527	\$8,880

*Electronic payments started in FY 2013-14

made to not inconvenience residents. A strong working relationship with the State of Connecticut on how to proceed has been ongoing for several months. It's an exciting journey that the office is looking forward to take on.

In November, Kathy Dunai was honored to be elected to a four-year term as Town Clerk, a position she has taken on since 2014. Michele Urch and Raven Reid, Assistant Town Clerks, continue to serve the Town providing professionalism, service and efficiency for documents being processed at Town Hall.

The Office continues to move forward in the advancement of technology. Online accessibility to recorded documents has further enhanced our online presence. The goal continues to be to provide a more open government, increase automation, and improve service to the residents with respect to the guidelines set

Front and Back Covers

Pictured on the front cover is the Windsor Marketing Group building on Marketing Way, which provides marketing services to over 3000 businesses and organizations nationwide. During the fiscal year an 88,000 sq. ft. addition was completed on the building, which expanded its manufacturing area and service capacity. Pictures of the interior of this addition are on the back cover.

by the State of Connecticut. With Land Recordings up from last year, the department continues to provide near real time information for Town Meetings, board and commission meetings, agendas, land and other records. Additionally, the public can also continue to access and search for the information more easily and efficiently. To office takes pride in continuing to offer updated email distribution for town information. Users can sign up to receive updates on ALL boards and commissions, or simply opt in to specific lists they wish to receive.

The Town Clerks will continue to retain hard copies in the office of various documents as required by Connecticut Statute while posting the information online as well. The focus has been to seek out and utilize available Historical Grant funds in conjunction with the State of Connecticut. The Office continues to improve efficiency by digitizing Birth Certificates, Death Certificates and Marriage Licenses. Most importantly the goal is to continue serving the community of Suffield.

The Town Clerk's Office continues to maintain:

- Dog licenses (\$19 or \$8 for altered dogs)
- Hunting and fishing sport licenses
- Marriage licenses (\$30)
- Vital records for Birth, Marriage and Death certificates (\$20)
- All Land records
- Absentee voting applications and ballots.

INFORMATION TECHNOLOGIES

submitted by Daniel Beaudoin, IT Director

The Information Technologies Department (IT) works to ensure the uninterrupted operation of network infrastructure and general function of workstations within the Town. In pursuit of this mission, the Department defends the network against malicious intent, viruses, malware, misclicks and productivity killers. IT strives to ensure the hardware and software implemented is the right fit for its intended purpose, as well as to eradicate outdated equipment in the constantly upgraded world.

During this fiscal year, Christopher Riccitelli was hired as Systems Support and Webmaster.

CHARTER REVISION COMMISSION

submitted by Robert Brooks

A review of a Town's charter is required every five years by Connecticut State law. On January 28, 2015, the Board of Selectmen charged the 2015 Charter Revision Commission (CRC) with the mandated review.

The CRC reviewed a number of technical changes and "typos" in the Charter, primarily because the recommendations of the prior CRC for changes of this nature were not implemented.

Commission members reviewed the suggested Charter changes provided

by the Board of Selectmen as well as some suggested changes recommended at their public hearings and regular meetings by citizens. Suggestions from members of other boards and commissions and from CRC members themselves were evaluated.

Following their January 2015 charge, the Commission met every week, with the exception of a few holidays.

Similar to the prior CRC, the topic of a Town Administrator always seemed to be an important issue on the minds of Commission members and those citizens who came to the meetings to provide public comment. While the CRC was divided on this topic and ultimately decided against pursuing it, it was acknowledged that there was strong sentiment on this topic.

The final recommendations for changes to the Charter were presented to the Board of Selectmen in July 2015. These recommendations were modified followings discussions between the CRC, the Town Attorney and the Board of Selectmen. Finally, fourteen suggested Charter changes were put on the ballot on November 3, 2015. (See the following Registrars report for exact wording of the changes.)

Suffield voters approved all fourteen changes.

REGISTRARS OF VOTERS

*submitted by Darlene Burrell and
Lynn Joyal, Registrars*

As of June 30, 2016, there were 8,157 registered voters in Suffield. Voter record activity was 2,395 voter record additions, changes and removals throughout the FY 2015-16 – an average of 200 per month. Voter registration packets were sent to 269 new Suffield residents.

The mandated annual Canvass of Voters was done using the National Change of Address System (NCOA). 244 electors were canvassed.

Election Results

SEPTEMBER 16, 2015

DEMOCRATIC PRIMARY

*Thirty-one percent (31%) turnout.
Out of 2,089 eligible voters.
641 electors voted.*

Candidate	Party	Votes
FIRST SELECTMAN		
✓ Melissa Mack	D	461
Tom Frenaye	D	179

Referendum Results

OCTOBER 8, 2015

CAPITAL APPROPRIATIONS

*Turnout of 2,243 registered voters.
21 unregistered
property owners voted.*

THREE QUESTIONS:

Shall the Town of Suffield appropriate \$9,100,000 for road and drainage improvements and authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$9,100,000 to finance said appropriation?

✓ Yes	1,876
No	367

Shall the Town of Suffield appropriate \$5,130,000 for renovations and improvements to Suffield Town Hall and authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$4,385,000 to finance said appropriation?

✓ Yes	1,463
No	784

Shall the Town of Suffield appropriate \$8,400,000 for renovations and improvements to Bridge Street School for conversion to a Town community recreation center and authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$8,400,000 to finance said appropriation?

✓ Yes	1,176
No	1,076

Election Results

NOVEMBER 3, 2015

MUNICIPAL ELECTIONS

*Forty-Eight percent (48%) turnout.
Out of 7,929 eligible voters,
3,830 electors voted.*

First Selectman

✓ Melissa Mack	D	2,204
Edward G. McAnaney	R	1,567

Selectmen

✓ Krystal Holmes	D	2,026
Peter Hill	D	2,021
✓ Mel Chafetz	D	2,191
✓ Joanne Sullivan	R	2,637
✓ Timothy Reynolds	R	2,362

Town Clerk

✓ Kathy Dunai	D	2,340
Lisa Trase	R	1,382

Town Treasurer

✓ Christine Davidson	D	2,682
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Tax Collector

✓ Jill Schechtman	R	2,937
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Board of Finance

Joe Sangiovanni	D	1,981
✓ Ann Huntington Mickelson	D	2,293
✓ Chris Childs	D	2,145
✓ Eric Harrington	R	2,215

Board of Education (Full Term)

Ben Rodriguez Jr.	D	1,874
✓ Lori D'Ostuni	D	2,198
✓ Kendra Wiesel	D	2,158
✓ George Beiter	D	2,207
✓ John Richter	R	2,400
✓ Matthew Service	R	2,364

Board of Education (2-Year Term)

Kim Worthington	D	1,791
✓ Susan Keane	R	2,488
✓ Michael Sepko	R	2,052

Board of Assessment Appeals

Charles J. Roumas	D	1,278
✓ Lisa Anderson	R	2,119

Planning and Zoning Commission

Rob Michalman	D	1,518
✓ Ginny Bromage	D	2,014
Chuck Sheehan	D	1,639
✓ James Henderson	R	1,895
✓ Patrick Keane	R	2,079

Planning and Zoning Commission Alternates

✓ Jeff Peak	D	2,278
✓ Gina Pastula	R	2,592

Police Commission

Jason Trombly	D	1,736
✓ Rick Stromoski	D	1,856
✓ Linda Stevenson	D	1,952
Vic Mathieu	R	1,850
✓ Kenneth Pascoe	R	1,977

Fire Commission

✓ Ed O'Hurley	D 2,280
✓ Jason Caron	D 2,271
✓ Paul Christian	R 2,613

Water Pollution**Control Authority**

Angelo Dimauro	D 1,650
Brooke Depelteau	D 1,672
✓ John P. Murphy	R 2,230
✓ R. Kris Barthelmess	R 1,872
✓ Bruce Remington	R 2,434
✓ Wallace Rodger	R 1,865

Referendum Results**NOVEMBER 3, 2016****CHARTER REVISIONS****FOURTEEN QUESTIONS:**

Shall the Suffield Charter be revised by adopting the technical corrections and (non-substantive) changes recommended by the 2015 Charter Revision Commission?

✓ Yes	2,589
No	484

Shall the Suffield Charter Section 302 be amended to provide that the WPCA Annual Budget must be submitted to the Boards of Finance for review, comment and advice?

✓ Yes	2,751
No	383

Shall the Suffield Charter be amended to provide an addition to Charter Section 502 "Powers and Duties" [The First Selectman], Subsection F, which will give the First Selectman executive authority in consultation with any board or commission over Town employees on matters requiring consistency and coordination across Town Departments and their employees?

✓ Yes	1,787
No	1,288

Shall Section 611 "Director of Finance", Subsection A of the Suffield Charter be amended to add a requirement that the Board of Finance and Board of Selectmen must meet 90 days prior to the expiration of the Director of Finance's appointment to discuss the reappointment of the Director of Finance to a new term?

✓ Yes	2,669
No	388

Shall the Suffield Charter be amended by deleting Charter section 706 "Appointed Boards and Commissions", Subsection P, thereby deleting the reference to the Public Works Commission?

✓ Yes	1,838
No	1,044

Shall the Suffield Charter be amended to change the rules in Section 802 "General Powers and Duties of the Board of Finance" limiting the number of members seated at a meeting to 6 members and to eliminate the different treatment accorded regular member and alternate members of the Board of Finance from Charter sections 804 "Other Financial Matters", Subsections D?

✓ Yes	2,138
No	799

Shall the Suffield Charter Section 1006 "Actions Requiring a Town Meeting", subsection G be amended to provide that real estate leases that are in excess of an aggregate of 5 years would require Town Meeting

approval and that leases of exactly 5 years or less do not require Town Meeting approval?

✓ Yes	2,051
No	913

Shall the Suffield Charter be amended to change Charter Section 1006 "Actions Requiring a Town Meeting", Subsection H to remove the Town's acceptance of roads in new developments from the Town Meeting requirement if they are constructed in accord with plans approved by the Planning and Zoning Commission?

✓ Yes	2,062
No	946

Shall the Suffield Charter Sections 1008 "Limitations Regarding Appropriation" and 1009 "Referendum by Petition," Subsection C, be amended to lower that limits for a petition for a (non-budget) referendum from 10% of registered voters to 6% and to a) add a time limit for the gathering of signatures to 21 days from the date of the action for which the referendum is sought and b) to expressly limit signatures to those obtained after the action for which the referendum is sought?

✓ Yes	1,814
No	1,113

Shall the Suffield Charter be amended to implement the ability for the Board of Selectmen to call a Town Meeting where there would be a guaranteed referendum to follow it by adding new Charter "Section 1010 – Adjourned Town Meeting? Notwithstanding the provisions of Section 1007 and Section 1009A of this Charter, the Board of Selectmen may

present any issue to the Town at an adjourned Town Meeting, as defined by Connecticut law for a vote by ballot”?

✓ Yes	2,039
No	959

Shall the Suffield Charter be amended to change Section 1102 of the Charter to clarify that the code of ethics applies to all Town employees, officers and board and commission members by adding “the Town’s Code of Ethics shall govern the conduct of elected and appointed officers, employees, and board and commission members of the Town”?

✓ Yes	2,887
No	277

Shall the Suffield Charter be amended to allow non-substantive changes to be made to the Town’s charter at a Town Meeting by adding “Section 1212 Non-substantive changes to the Charter. The Town Meeting may make minor and technical revisions of a non-substantive nature to the Charter provided such revisions are deemed minor, technical and non-substantive by a two-thirds majority votes of such Town Meeting”?

✓ Yes	2,046
No	981

Shall the Suffield Charter be amended by eliminating the following references: Section 303 “Elected State Officers” Subsection B a Judge of Probate for the Probate District of Suffield; Section 605 “Superintendent of Public Works”; Section 606 “Tree Warden; Section 607 “Dog Warden”; and Section 610 “Building Inspector?”

✓ Yes	1,913
No	1,009

Shall the Suffield Charter be amended by eliminating the first sentence in Section 609 Assessor: “The Assessor shall serve a term of four years, the term of which shall have commenced on February 1, 1983”?

✓ Yes	2,395
No	616

Election Results

APRIL 26, 2016

REPUBLICAN PRESIDENTIAL PREFERENCE PRIMARY

Fifty-Two percent (52%) turnout.

Out of 2,504 eligible voters,

1,308 electors voted.

Ted Cruz	R	148
Ben Carson	R	7
✓ Donald J. Trump	R	755
John R. Kasich	R	388
Uncommitted	R	10

DEMOCRATIC PRESIDENTIAL PREFERENCE PRIMARY

Fifty-Two percent (52%) turnout.

Out of 2,327 eligible voters,

1,208 electors voted.

Roque “Rocky”		
De La Fuente	D	4
Hillary Clinton	D	563
✓ Bernie Sanders	D	617
Uncommitted	D	19

The Office of the Registrars of Voters is a position governed by the Connecticut General Statutes and financially supported by the municipality in which the Registrars serve. Registrars work closely with the Office of the Secretary of the State to

develop methods and procedures to ensure the voting rights of citizens and administer all elections (National, State, Municipal, Primaries, and Referenda) based on current election laws.

Registrars are responsible for voter education, organizing and conducting the annual canvass of voters, maintaining the accuracy of the registry list, updating voter files, preparing department budgets, training election officials, working Town Meetings when requested, giving absentee ballot assistance for convalescent home residents, ensuring the proper maintenance of voting equipment in preparation for its use at elections, training the head moderator to tally the election results and submit the results to the Secretary of the State and Town Clerk. They also provide training for all election workers.

Registrars attend meetings called by the Secretary of the State in order to keep current on impending and new legislation which impacts their office. Registrars are members of the Registrars of Voters Association of Connecticut.

Office hours vary depending on the workload and sessions mandated by statute. Posted office hours are Tuesdays from 10am to 2pm and by appointment.

Although the Registrar of Voters position is an elected position, politics does not have any place in the Registrar’s office. It is the responsibility of both parties to ensure fair and equitable enactment of all laws.

TOWN MEETING SUMMARIES

These summaries of Town Meetings are furnished for convenient reference. The official minutes are available for inspection in the Town Clerk's office and on the Town's website.

AUGUST 5, 2015

Funds Transferred for Arbitration

Costs The Meeting voted unanimously to transfer \$156,391.50 from the fund balance to the Town Counsel Legal Settlement account to cover Haynes arbitration settlement costs related to the fire pump for the new High School and Large Animal Facility.

Funds Transferred among Town Projects

The Meeting voted unanimously to transfer unspent, authorized funds totaling \$372,491.61 from two completed projects to support completion of road and drainage improvements in the 2012 Pavement Management Project. The completed projects comprised acquiring a fire truck and related equipment and the rehabilitation of the Boston Neck Road Bridge.

Small Tax Refunds Retained The Meeting voted unanimously to pass an ordinance allowing the Tax Collector to retain excess payments of property tax, interest, or lien fees less than \$5.00.

SEPTEMBER 2, 2015

Funding for Road and Drainage Improvements

After a failed motion to table and a failed voice vote, the Meeting voted by paper ballot (300 to 48) to appropriate \$9,100,000 and issue bonds for up to that amount for road and drainage improvements.

Funding for Renovations and Improvements to the Suffield Town Hall The Meeting voted to appropri-

ate \$5,130,000 and issue bonds up to \$4,385,000 for renovations and improvements to Town Hall.

Funding for a proposed Bridge Street School Community Recreation Center By a standing vote of 269 to 60, the Meeting appropriated \$8,400,000 and authorized issuing bonds up to that amount for renovations and improvements to the Bridge Street School for Conversion to a Town Community Recreation Center.

OCTOBER 22, 2015

Additional Funding for the Kent Memorial Library

The Meeting voted to transfer \$500,000 from the Remington Street Bridge Project to cover additional costs of the Kent Memorial Library Combined Renovation and Entrance Project.

Fire Hydrant Winter Maintenance

After an undeterminable voice vote, the Meeting, in a standing vote of 57 to 20, passed an ordinance concerning Fire Hydrant Winter Maintenance.

DECEMBER 29, 2015

Conservation Easement Purchase of Stiles Farm

The Meeting voted unanimously to spend \$39,760 from the Open Space Fund for sharing with the State of Connecticut the purchase of a conservation easement, known as development rights, from the 60.51-acre Stiles Farm at 876 Mapleton Ave.

Conservation Easement Purchase of Bielonko Farm The Meeting voted unanimously to spend \$32,958

from the Open Space Fund for sharing with the State of Connecticut the purchase of a conservation easement, known as development rights, from the 119.32-acre Bielonko Farm at 1043 East Street North (abutting the Stiles Farm, above).

Sale of Town Land on East Street South

The Meeting voted unanimously to sell 2.631 acres at the south-west corner of East Street South and Bennett Road to CS Landscape Design and Construction for \$115,000.

Sale of Development Rights for Gas Pipeline

The Meeting voted unanimously to amend the Town development rights on the Fish Farm east of Taintor Street, selling Tennessee Gas for \$8,000 the right to install a new pipeline in their right of way crossing the farm, contingent on state and federal authorization of the expansion.

FEBRUARY 16, 2016

Utility Easement on Ffyer Place

The Meeting voted unanimously to grant a utility easement to Eversource Energy where their gas pipeline crosses Town property on Ffyer Place.

Funding for School Security Project

The Meeting voted unanimously to authorize spending up to \$500,000 for school security improvements, with half transferred from the Fund Balance and half transferred from the Spaulding School Roof Repair Project. When completed, 50.2% of the cost of the security project was to be reimbursed from a grant received

from the Department of Emergency Management and Homeland Security.

Grant Application for Town Center Enhancement Project – Relocation of Suffield Highway Garage

By a show of hands, the Meeting approved (23-0) applying for a \$2 million Responsible Growth and Transit-Oriented Development Grant from the state to help build a new highway garage on Town land in a light industrial area.

Connecticut River Assembly Reappointment

The Meeting voted unanimously to reappoint Stephen Sorrow for a three-year term as Suffield's member of the Connecticut River Assembly.

MAY 11, 2016

Annual Town Budget Approved

Discussion of the motion to approve the \$61,632,624 budget for FY 2016-2017 proposed by the Board of Finance was interrupted by a motion to amend the budget figure to \$57,444,670, the amount of the reduction being the Water Pollution Control Authority budget. That motion failed, by voice vote. The full figure of \$61,632,624 was then considered and approved by voice vote.

MAY 25, 2016

Community Center Grant Application Approved

By a show of hands, the Meeting authorized (60 to 9) submitting a State grant request under the Main Street Investment Fund Program for funding Bridge Street Community Center site enhancements.

Planning and Development

ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission (EDC) has had another busy year working to push many economic and community development projects forward while providing support to other Town commissions and committees.

Windsor Marketing Group completed construction on an 88,000 s.f. addition and successfully applied for Bradley Airport Development Zone benefits. Work continued on a new dog kennel on South Street. The Town sold a lot on Bennett Road to CS Landscape Design for construction of a new facility. The EDC sponsored another successful Suffield Familiarization event.

Cardinal Engineering completed design work for utility improvements for the light industrial zone by Bradley International Airport along Route 75. The project is being funded by a State grant in the amount of \$980,000. The project was bid out and awarded to Spazzarini Construction.

The EDC marketed the availability of a State program called the Small Business Express Program. The EDC also marketed the C-PACE program which provides low-interest financing for energy efficiency improvements for commercial and industrial buildings.

The Town continues to participate in the Bradley Development League (BDL), an economic development partnership with the towns of Windsor, Windsor Locks, and East Granby. The Town worked with the Connecticut

Airport Authority on applications related to the Bradley Airport Development Zone. The BDL continued to update its website highlighted by information on the new Development Zone. The BDL completed a rail link study from the Hartford Line to Bradley International Airport. The return of international service to Dublin, Ireland, was announced by the Airport Authority.

Improvements were made to the Suffield Housing Authority property, including new driveway pavement, doors and windows, and roof replacements. The project was funded through \$800,000 in Small Cities CDBG program funds. The EDC is administering a \$250,000 STEAP Grant for Hilltop Farm to help restore two homes on this National Register Property.

The EDC facilitated a monthly forum called the Suffield Cultural Council bringing together stakeholders from cultural and historical venues and organizations in the community. Joint advertisement among various businesses continued through this initiative, as well as participation in the Daytrips and Destinations trade show.

The EDC continued to focus attention on the Town Center, specifically redevelopment of the former lumber yard on Ffyer Place. A new freestanding CVS Pharmacy was completed. Environmental studies of the highway garage property were conducted. Windsor Federal Savings opened in the Mountain Road Marketplace. A LOTCIP

grant was pursued to install a bike trail from the Middle School to the High School area.

The EDC continued to work closely with the Chamber of Commerce to upgrade its website and their display bulletin boards in businesses throughout the community. The Commission assisted with the Ad Hoc Committee for repurposing Bridge Street School as a community center which was approved at referendum.

The EDC continued to sponsor the Suffield Farmer's Market, which began its sixteenth year of operation. It also continued to publish an e-newsletter called *Suffield Ag News*. The Commission participated in Ag Day at the State Capital and participates in farmland preservation activities. Four Seasons Farm was approved for an 11-acre greenhouse on Poole Road. The EDC hosted a Farm Transfer workshop at the SHS Agriscience facility.

The EDC has worked with the owners of Lincoln Educational Institute located at 1760 Mapleton Avenue, which is a 130,000 s.f. former seminary building, to find an appropriate user for the facility.

In West Suffield, the EDC continued to work with Citizens Restoring Congamond (CRC) to promote the renovation of the historic Babbs skating rink. The EDC also assisted Friends

submitted by Howard Orr, Chair



The house in the foreground, the Herdsman House, and a second house in the background are being restored on this National Register Property, Hilltop Farm.

of the Farm at Hilltop on marketing events at the farm. The Town also pursued grant funding, along with the Town of Windsor Locks, to conduct a capital needs assessment of the Windsor Locks Canal.

The Town continued working with the Regional Housing Rehabilitation Program managed by the Town of Ellington and funded through the Small Cities CDBG program.

In order to welcome visitors to our beautiful community, the EDC has partnered with the Suffield Garden Club and its volunteers, who maintain the planting beds by Suffield's entry-way signs.

The Commission continues to work hard at diversifying the tax base, as well as enhancing the quality of life in the community. Anybody interested in opening a business in Suffield should contact the Director at 668-3849.

This year 18 miles of bond-funded pavement management projects were completed by the Engineering and Highway Departments. Here Remington Street is being repaved.



CONSERVATION COMMISSION

submitted by Keith Morris, Consultant

"Whether it was prompted by the insight that John Muir brought to the American public or the leadership of Theodore Roosevelt, concern for our environment continues to have an impact on how we treat our fragile earth" writes Keith Morris in the opening of his report.

The Conservation Commission has the responsibility to monitor and regulate activities that directly impact Suffield's watercourses, inland wetlands, and aquifers through the process of review and establishment of regulations based on the Clean Water Act (Public Act 155), U.S. Environmental Protection Agency (EPA), and Department of Energy and Environmental Protection (DEEP).

Suffield has a comprehensive guide for local use in its *Regulations of the Suffield Conservation Commission*. This document cites regulations that require applications for any land use activity within a wetland or buffer area. It is the responsibility of any individual whether homeowner, farmer, or developer to review and seek compliance with these regulations prior to making changes to the land. As land use continues to grow in Suffield, what many consider marginal land will invariably come under increased pressure for development.

The Commission experienced some changes in membership during the fiscal year with the departure of Commissioners Brian Cashinghino, Mike DeLorenzo, and Will Hermann and the arrival of new Commissioners Brian Benito and Elizabeth Fanous.

During the past year, the following actions were taken by the Conservation Commission:

Applications acted upon	17
Approval for home(s) construction	8
Recreation activities	2
Wetland map amendments	1
Commercial	3
Other	3

Sunrise and Stony Brooke Parks continue to support a high volume of use by residents and guests. The pavilion at Sunrise Park is booked each weekend from May through October. Early reservations are critical if residents wish to use the facility.

Residents are free to enjoy parks from sunrise to sunset throughout the year by taking advantage of the hiking, fishing, swimming and recreational resources available.

TOWN FOREST COMMISSION

submitted by Joanne Neilson

The sign on the forest entrance reads: *Jesse Fowler Smith Memorial Forest*. Many residents still call it The Town Forest, which was the name used before the dedication to the Reverend Smith in 1959. He was a minister, teacher and naturalist – whose life work continues to be a resource for knowledge and appreciation of much of Suffield's natural beauty.

JFSMF trails are open every day for use by the public. However, the parking lot gates are closed on days when the parking lot is too muddy or when there is excessive snow in the lot.

The forest is thriving with help from many townspeople in big and small ways:

- Neighbors willingly open and close the gate most days.
- Bill Sullivan, a Commission member and Suffield Academy teacher has a group of students from Academy developing a web page, doing research on the forest, and hiking its trails.
- Two local scouts have arranged to do their Eagle Scout projects in the forest. The first project is complete giving the forest pavilion a new roof. The task was handled in a professional manner and the results are outstanding thanks to the efforts of Scout Stone Nadeau, Troop #260. The second scout project will begin in spring 2017.

- Dennis St. Laurent, who lives just over the Suffield line in Feeding Hills, constantly works to repair and maintain all that the forest offers.
- A volunteer couple put metal roofing on the outhouse and painted its interior.
- Many people help to keep the trails picked up.

The Commission thanked each one of them in their report.

JFSMF has become an active spot to hike, walk dogs, and have a picnic. The Boy Scouts also use the forest for camping in the fall. This year, it was 12 degrees on the morning of their camping adventure. They all earned the Blue Nose Badge. Congratulations Boys!

HELENA BAILEY SPENCER TREE FUND AND VAL GALLIVAN FUND

*submitted by
Anita Wardell, Chair*

Warren Packard resigned from the committee after many years of service. His knowledge and expertise will be greatly missed. Todd Mervosh and Sue Mayne were welcomed as new committee members.

In the spring, a Committee member updated a survey of the number of trees cut down on Main Street, the number of new trees already planted and the need for more new trees.

The Committee agreed to look into plantings on Mountain Road as suggested by EDC Director Patrick

McMahon and Town Planner Bill Hawkins. The Committee walked the Mountain Road area noting possible sites and tree species to be used. Site locations and species were sent to Mr. Hawkins for confirmation appropriateness and underground utilities.

TOWN ENGINEER

*submitted by
Gerald J. Turbet, P.E.,
Town Engineer*

Phase I Bond-Funded Pavement Management Projects

- Project 1: 1.7 miles of pavement on Barn Door Hill Road, Barry Place, Branch Road, Douglas Street, High Street, Somerwynd Lane and Thompsonville Road as well as construction of the Branch Road cul-de-sac, which had been delayed by land acquisition processes and the relocation of a telephone pole, was finally completed.
- Project 2: 3.7 miles of pavement including portions of Copper Hill Road, Mapleton Avenue, Suffield Street and Remington Street. Construction was substantially completed by Fall 2015 with most restoration completed during Spring 2016. A few final punch list items remain.
- Project 3: 2.1 miles of pavement on Oak Street, Colson Street, North Stone Street between Oak and Colson, 1,500 feet of Hale Street, and River Boulevard Extension. Construction was substantially completed by the end of 2015. Restoration items were addressed during Spring 2016. A few final punch list items remain.

Payments for the above projects completed all Phase 1 bond spending, totaling approximately \$7 million.

Update of Pavement Management Study

The study, done in 2009, was updated to generate new Pavement-Condition-Index (PCI) numbers for all roads, which were used to develop a new round of bond-funded projects.

Phase II Bond-Funded Pavement Management Projects

Approximately \$9 million was approved in a October 2015 referendum for Phase II projects.

- 1.64 miles in Briarwood Area Mill & Pave Project. Roads include Quail Run Road, Kildeer Drive, Wren Drive and Pheasant Lane. (1.64 miles) This mill-and-pave project was planned for construction in summer 2016 using State VIP low bidders.
- 7.4 miles of overlay projects in West Suffield on portions of Copper Hill Road, North Stone Street, Phelps Road, Ratley Road and South Stone Street were completed using State VIP low bidders.
- 7.07 miles of mill & pave projects on Audubon Drive, Betty Lane, Boston Neck Road, Branch Road, Conservation Road, Crane Hill Road, Ellison Street, Halladay Avenue East, Mather Street, Meadow Wood Drive, Michael Lane, Plantation Drive, Poole Road, River Boulevard, Shadow Pond Lane, Thistledown, Wendover Road and Woodbridge Drive – were planned for summer 2016 using State VIP low bidders.
- The designs for road reconstruction project on portions of Hale and

Taintor Streets, Blossom Street and the first 1,300 feet of Ratley Road north of Mountain Road were substantially competed for bidding and construction in FY 2016-17.

Thrall Avenue Pavement Rehabilitation Project

Design of this \$1.4-million project advanced for bidding and construction in FY 2016-17. The project is 100% funded by a LOTCIP Grant.

STEAP Grant-Funded Projects

Design of Canal Road reconstruction has been completed by an outside consulting firm and bidding was completed for likely construction in Summer/Fall 2016.

Design for Harvey Lane reconstruction has been completed by outside consulting firm for bidding and likely construction in 2017.

Route 75 Sanitary Sewer and Water Main Extension Project

Formerly shown as Utility Extension Project, design for this project has been completed and project bid for construction in Summer 2016.

Bridge Projects

Consultant selection for reconstruction of the Remington Street bridge over Stony Brook has been completed along with preliminary fee negotiations to move toward the start of design in FY 2016-17. This project is under the Federal Local Bridge Program.

Small Drainage Projects

The Town Engineer facilitated the funding of numerous repairs by

outside contractor recommended by Highway Department using off-road drainage and pavement management accounts.

Design and DOT approval of a drainage ditch between 4 Rawlins Brook Drive and 761 Thompsonville Road has been completed. The project was to be bid for construction in FY 2016-17.

A drainage project at 895 Overhill Drive was completed which addressed drainage issues from previous road construction.

Acceptance of Town Roads

No Town roads were accepted during FY 2015-16.

Other Responsibilities

The Town Engineer continues to advise the Planning & Zoning Commission on engineering reviews of subdivisions, site plans, bond release requests and road acceptances and supervision of construction inspections of public facilities on all subdivision roads. He advises the Conservation Commission on drainage impacts on wetlands.

The Department provides technical advice on Public Works projects as requested, responds to drainage complaints and coordinates with Public Works and Highway Department to develop solutions. The Town Engineer also works with outside consultants and contractors for the above mentioned projects, maintains and updates the Pavement Management Program, and maintains Town road lists and maps.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission (PZC) welcomed Gina Pastula, who was appointed to fill the remainder of the term of Jacek Bucior, who resigned in April. Mark Winne was voted as chairman of the commission after longtime chairman Frank Bauchiero resigned in August.

The PZC is an elected group of residents consisting of nine members, six are regular members and three are alternates. Each member is elected to a four-year term unless they have been appointed to fill the remainder of a vacated term. The PZC operates under the duties prescribed to it in Chapters 124 & 126 of the Connecticut General Statutes. Some of the duties the PZC is responsible for include adopting a long range plan and deciding upon applicants' subdivision and resubdivision plans, site plans, special permits, and zone change applications. The PZC also reviews and makes recommendations on municipal improvement projects such as roads and bridges.

The PZC approved twenty-nine (29) new single-family residential lots through the subdivision process. The Commission also approved a large greenhouse facility located off the end of Poole Road on a ninety-four (94) acre property that has historically been farmed for nursery stock. The new building will be approximately 513,000 square feet, with plans to expand the building in the coming years. The greenhouse will produce tomatoes to be sold throughout the winter months when local produce is in short supply.

In all, the PZC reviewed 10 applications with fees totaling \$20,914.80 in the fiscal year.

Staff approved a total of 232 permits this year, which include – but are not limited to – certificates of occupancy, sign applications, liquor permit, and driveway applications. Of the 232 permits, 176 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new construction, additions, sheds, pools, fences, among other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$8,800 for the year. Other fees collected by the Planning and Zoning Department include fees in lieu of open space, which amounted to \$22,066. A fee in lieu of open space allows the ZPC to accept a fee for each approved lot as opposed to a dedication of open space during the subdivision process. In some circumstances, it is not desirable to take a portion of a property proposed for subdivision as open space. The fee in lieu gives the commission a way of obtaining open space in targeted areas, as the money received from this fee is placed into the Open Space Fund and used to purchase open space that is more desirable.

Farmland Preservation

The Town entered into two agreements to preserve farmland this fiscal year. These two farms are adjacent to each other and total approximately 179 acres in size. Staff has been work-

ing diligently with the property owners to preserve these farms and the residents approved the expenditure of \$72,718 from the Open Space Fund at a December Town Meeting. The town will contribute approximately \$32,958 to preserve the 119 acre Bielanko Farm located on East Street North and \$39,760 to preserve the 60 acre Stiles Farm located on Mapleton Avenue (*shown in the insert below*).

Since the early 1990's, 23 farms have been protected in Suffield, making Suffield one of the farmland preservation leaders in Connecticut. The Town began participating in the program in 2001 and has directly contributed to the preservation of 15 farms totaling nearly 1,150 acres.

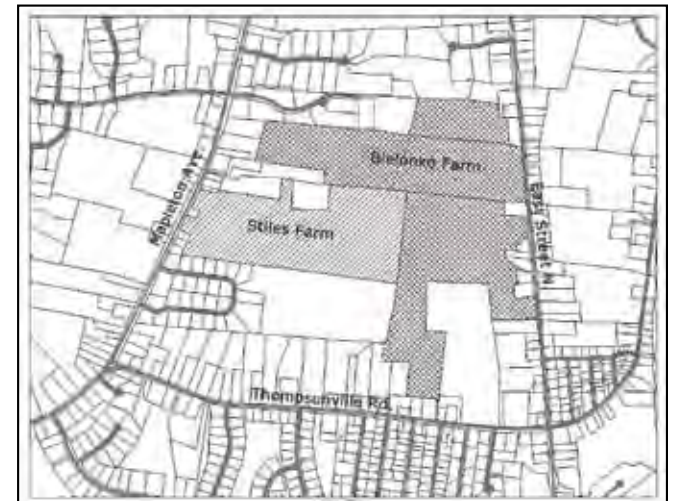
Suffield's success in farmland preservation is due in large part to the annual contributions to the Open Space Fund through the Town budget process. The town allocated \$250,000 to the Open Space Fund this year to help advance our preservation initiatives. We continue to maintain a backlog of landowners who are interested in selling the development rights to their farms. The town has a system of rating and ranking the farms according to a predetermined set of criteria, and the efforts continue as the

submitted by Bill Hawkins, AICP, Town Planner

PZC works to preserve the highest rated and ranked farms. The goal is to preserve a minimum of fifty-five percent of the town's residentially zoned land as open space. This year, two property owners submitted an application to the farmland preservation program.

Zoning Statistics

The PZC decides the manner in which the zoning regulations are to be enforced. The Zoning Enforcement Officer (ZEO) is charged with enforcing the zoning regulations under the direction of the PZC. The ZEO investigated 181 complaints this year. The ZEO also works with residents who want to make an application to the Zoning Board of Appeals (ZBA). The ZEO is the Town staff person who receives and reviews applications to the ZBA to ensure the applications are complete before they are reviewed at a meeting. This year, the ZEO received four applications for the ZBA.



New Interim Police Chief Anthony Riello addresses the public at his first police commission meeting explaining his priorities for the department.



POLICE DEPARTMENT STATISTICS

	FY 2013-14	FY 2014-15	FY 2015-16
Calls for Service	17,118	18,961	21,792
Value Property Stolen	\$99,229	\$179,704	\$370,212
Value Property Recovered	\$8,643	\$13,950	\$99,222
Criminal Arrests:	152	128	152
Motor Vehicle Violations:			
Infraction/Summons Issued	176	309	314
Citations (Verbal/Written)	757	1,212	1,523
Accidents	261	218	199
Fatal Accidents	1	4	0
D.W.I.	15	23	26
Crime Data:			
Auto Theft	2	5	10
Value Loss	\$9,810	\$13,950	\$146,000
Value Recovered	\$5,810	\$10,000	\$67,000
Rapes	1	1	1
Robbery	3	1	0
Assault's (include domestic)	58	34	50
Burglary	19	17	31
Larceny	60	54	73
Arson	0	0	1
Narcotic Arrests	8	9	19

Public Safety

POLICE COMMISSION

submitted by Anthony Riello, Chief

FY 2015-16 was a challenging and, subsequently, a transitional year for the Suffield Police Department and the Police Commission. Rather than dwell on the past and resurrect the issues that plagued the Department, the Chief believes it is more important to report on the Department's significant accomplishments over the past year.

"Since July 2015, we at the Suffield Police Department are proud to announce that we have been re-inventing ourselves, our mission and our commitment to you – the Suffield community," Chief Riello reported.

Vision Statement

We the Suffield Police Department, a modern professional agency, pledge to serve all Suffield residents and visitors with the highest level of professional policing. We will embody and reflect our core values and our mission as we serve and protect "together" with honor and integrity. We will continue to expand this vision through open communication, mutual respect, and receptiveness to new ideas.

Mission Statement

Safeguard life and property in partnership with the community. We strive to do so with honor and integrity, while conducting ourselves with the highest ethical standards.

Core Values Integrity – Honor – Respect – Accountability

"As we move forward, you will see that we are a progressive police agency that has embraced the community policing philosophy to improve our level of service. We believe this can be accomplished by working with you to prevent crime, solve problems, make arrests, and improve the quality of life in our community. Becoming one with our neighborhood(s) improves police service while enhancing crime prevention efforts to ensure a safe community for all. We are your Police Department. We are transparent. We will listen to you. We believe that 'To Serve and Protect – Together' is the key to quality policing," continued Riello.

Other notable news includes the increased directed traffic enforcement as part of a traffic safety initiative in partnership with Town government, town residents and included the State Truck Squad. The areas of focus have been the heavily traveled thoroughways, particularly during the morning and afternoon rush hours. This initiative focused on safety and education of the motoring public. It has been well received by Suffield residents.

BUILDING DEPARTMENT

submitted by Ted Flanders, Building Official

Purpose

The purpose of building regulations is to provide reasonable controls for the design, construction, use and occupancy of buildings and their facilities and various components. Modern technological advances have led to more complex buildings, and the codes regulating their construction have become more involved as well. Our task is to keep pace with these changes and provide smart enforcement that preserves health, safety, property and public welfare in Suffield.

Functions

The process of code enforcement usually begins with an application for a building permit. If the proposed construction plans conform to the building standards set out in the state code and if all the approvals from other regulatory authorities have been obtained the permit will be issued.

Once work begins, the primary method used to verify that the construction complies with code is a visual inspection. If violations are found, then the appropriate corrections need to be made. A second inspection must be made before the next phase of construction can resume.

When a building or project is completed, a final inspection is conducted to certify that the work is in substantial compliance with the Code and a Certificate of Occupancy or Completion is issued to the applicant.

Besides regulating construction projects, the Building Department also responds to fires, explosions, gas leaks, carbon monoxide leaks, vehicle-building collisions, freeze-ups, electrical problems, and all unsafe conditions. It also provides information on hundreds of properties, permits and inspections to owners,

BUILDING DEPARTMENT STATISTICS

	FY 2013-14	FY 2014-15	FY 2015-16
New Single-Family Home Permits	25	33	35
Residential Renovations/Additions	257	245	250
Commercial Renovations/Additions	16	10	20
Total of All Permits Issued	1,219	1,322	1,310
Total Inspections Conducted	3,114	3,486	3,322
Total Certificates of Occupancy	30	24	33
Total Certificates of Use	34	30	36
Total Value of All Construction	\$21,640,491	\$39,438,868	\$25,983,972
Fees Collected	\$291,353	\$456,796	\$310,587

contractors, banks, surveyors, realtors, and attorneys during the year.

Activity

Building activity reached an all-time high in FY 2014-15. The expected return to a more normal pace for FY 2015-16 was felt.

Construction value came in at \$25,359,996 in FY 2015-16 with an additional amount of \$623,976 on Town projects. The number of new home permits rose from 33 to 35, and 250 new additions or renovations started.

Commercial activity rose from 10 renovations in FY 2014-15 to 20 this year.

The Building Department issued 1,310 permits of all types and conducted 3,322 inspections during the year.

Richard Brown's son Patrick pins the Captin badge on his father's uniform as Julie Brown observes. The promotion ceremony was held on December 14, 2015.



FIRE COMMISSION

submitted by Jerry Mahoney, Chair and Chuck Flynn, Fire Chief

The Fire Commission was established in 1945 by the State Legislature to organize and maintain a Town Fire Department. It consists of six resident electors, who serve four-year terms.

The Commission's mission is to assist the Fire Department in ensuring that the citizens of the Town have dependable, efficient fire protection and public education about fire safety. The Commission oversees the administration of Department policies and finances. It seeks to recruit and retain firefighters who display the highest degree of skill, courage, and integrity. It encourages Department programs that enhance the quality of life in our community.

The Commission continues to work with the Chief to produce a budget which balances fiscal responsibility with the need to protect the public and give

our firefighters the tools they need in order to do their work safely.

The Department's mission is to honorably and safely protect our citizens, preserve their property and promote public safety in a professional and caring manner. Department values of courage, integrity, collaboration, commitment, honor, pride, quality and leadership provide the guiding principles for first class service to the community and its visitors.

The Suffield Fire Department is a combination department composed of eight career staff members and 32 paid-on-call volunteers, who commit themselves collectively to protect the citizens and visitors of Suffield.

All members are trained to meet minimum CT OSHA 29 CFR 1910.156 firefighting, 29 CFR 1910.120 Hazardous Materials Operations, 29 CFR 1910.1030 Infectious Disease Control, 29 CFR 1910.120(q)(3)(ii) Incident Command System, 29 CFR 1910.134 Breathing Apparatus and all other applicable standards such as those of the National Fire Protection Association. Members completed over 3,520 hours of combined training and certification on a variety of topics this year.

Currently, the Department has three members assigned to special services, which are non-firefighting administrative duties or members of the cadet program (14-18-year-old youths interested in fire and emergency services). The Department is looking for individuals interested in joining as firefighters,

administrative support personnel or cadets. Residents with proficient skills and talents can assist in a number of non-firefighting roles including public relations, public education, and fire ground support, to name a few.

If you feel you have some time and expertise to assist your fire department, please stop by the Main Station next to Town Hall, call 860-668-3888 or email firechief@SuffieldCT.gov.

In the calendar year 2015, the Department responded to 527 calls. Seventy-two percent of all alarms are between 6 am and 6 pm – when most volunteers are at their place of employment. Monday, Tuesday, and Wednesday are the busiest days of the week accounting, for 48% of all alarms. Property dollar loss for all fire incidents totaled \$650,000, which is less than 0.25% of the Town's Grand List. The Department was recognized with a Life Safety Achievement Award from the National Association of State Fire Marshals and Grinnell Mutual Reinsurance.

Over 600 burning permits were issued. All buildings which require fire and life safety inspections per State statute were inspected as scheduled. Plan reviews for new commercial buildings and renovations were reviewed as required by State statute for life safety code compliance.

Public education in Fire Prevention and Life Safety continues to be a priority of the Department. This includes school visits, public displays, and community outreach programs.

FIRE DEPARTMENT INCIDENT TYPE CATEGORY BREAKDOWN

Incident	Type Category	Occurrences	Percentage
[100-199]	Fire/Explosion	62	11.8%
[200-299]	Overpressure Rupture	1	0.2%
[300-399]	Rescue Call	34	6.5%
[400-499]	Hazardous Condition	90	17.1%
[500-599]	Service Call	95	18.0%
[600-699]	Good Intent Call	61	11.6%
[700-799]	False Call	182	34.5%
[800-899]	Severe Weather/ Natural Disaster	1	0.2%
[900-999]	Special Type/Complaint	1	0.2%
[]	Undetermined	0	0.0%
TOTAL		527	100.0%

**Fire Department statistics are for the calendar year 2015, and not FY 2015-16.*

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

submitted by Art Groux, Chief

The SVAA spearheaded a project to enhance pedestrian and bicyclist visibility and safety. After several pedestrian and bicyclist accidents, the SVAA began distributing bright yellow T-shirts to school children along with safety training.

The Association responded to approximately 1,500 calls for service during the fiscal year. In 114 cases, the service had multiple calls – that is the first ambulance was already on a call when an additional call was received. One ambulance is ready 24-hours-a-day, seven-days-a-week with a dedicated crew; the second and third will roll as soon as a “scramble crew” of members who are able to respond is assembled.

During the FY 2015-16, volunteers provided over 27,827 hours of service on the ambulance, 3,428 of which were at the paramedic level of certification! These hours include only hours spent providing service on the ambulances. They do not include the hundreds of hours volunteered to help keep the service running through fundraising, administrative support, training and program development.

CPR, First Aid and EMT training to residents of Suffield and the surrounding towns continues to be offered on an at-cost rate. Information on these programs can be found on www.suffieldems.org or by calling the SVAA office at 860-668-3881.

EMERGENCY MANAGEMENT

submitted by Art Groux, Director

Suffield Emergency Management had a busy year starting with a revision of plans within the town, training of Town department heads and moving the Town's Emergency Operations Center (EOC).

In the Spring of 2016, Suffield's official EOC was relocated from the lower level Suffield Town Hall to the Suffield Volunteer Ambulance Building on Bridge St. This move was carried out to allow for the upcoming renovation of Town Hall.

The Town's Emergency Operations Plan is in the process of a complete review and update. This plan involves Suffield's response to all types of incidents. It is hoped that over the next two years, this plan in paper form will evolve into a day-to-day model of operation and preparedness for all departments. The process of regular EOC training with Town departments has begun and will continue on a regular basis to accomplish this transition.

The Town has already transitioned to a statewide resident notification tool for incidents in and around the community. The system allows the Emergency Management team to notify residents and visitors (who have signed up for the system) to be notified of significant issues in town. The Emergency Management group is looking to expand notifications to residents in the coming year to include road closures for both con-



struction and emergencies, as well as significant events. To sign up for the notification system please visit www.CT.gov/Alert/ and look for the “sign up” link.

While the Emergency Management team expressed gratitude that it didn't have to deal with any town-wide emergencies this past year, no one has forgotten the need for preparedness. In their report, the members encouraged all residents to have an emergency plan of their own and be prepared when the time comes to put it to use.

More information on how you and your family can prepare for an emergency can be found at www.GetReadyCapitalRegion.org.

Be safe during the upcoming year.

During an emergency the monitors in the Emergency Operations Center (EOC), pictured here, are connected to federal, state and local data sources allowing local officials to coordinate their responses. The Town's EOC is located in the Suffield Volunteer Ambulance Facility and is equipped to allow for backup communications and power systems in the event of normal system failures.

Public Works

WATER POLLUTION CONTROL AUTHORITY

submitted by

Julie Nigro, Business Administrator

Shane McCannon, Chief Operator

Achievements

FY 2015-16 was one of many successes and achievements for the Water Pollution Control Authority (WPCA).

First from a financial standpoint, the Authority was able to operate with the same fee schedule for residential customers. The Commercial/Industrial rate per 1,000 gallons of discharge was increased by one penny. A continued effort to collect all delinquent accounts helps to control cost.

Because of the excellence in performance, the WPCA received \$11,389 from the DEP in nitrogen credits. This is a benefit of the implementation of many new control strategies by the operations staff.

In addition further negotiations with MDC decreased sludge hauling costs. The WPCA pays \$235 per dry ton now, compared to \$300 per dry ton just two years ago. The facility produces approximately 5,500 dry tons annually.

The facility, which operates at two million gallons a day of wastewater treatment, maintained nearly perfect wastewater treatment standards throughout the year. Only one permit-related issue was incurred during the year, which was quickly resolved.

All core process equipment, including nine pumps, was updated to more energy-efficient equipment. A new database program was implemented to improve statistical analysis of processes, while a capital repair and replacement list was created for asset management purposes.

No safety-related issues occurred in FY 2015-16. Potable water use was substantially reduced again this year. It is now about one quarter of what it used to be – with an ultimate goal of about 10% of 2014 numbers!

The result of all these positive steps and outcomes was the naming of Shane McCannon, Chief Operator, as Treatment Plant Operator of the Year by the New England Water Environment Association.

Statistics

The WPCA maintains the treatment plant, 70+ miles of sewer line and the underground treatment system at Kent Farms. Contracts are maintained for the wastewater treatment from H.P.Hood and the Connecticut Department of Corrections.

The total number of pumping stations remains at 19. However, three new low-pressure systems projects were approved, which should reduce the long-term cost of collection system operations.

Implementation of a new management for the collection system uses preventative and predictive maintenance. The staff now cameras the sewer lines for defects, especially in problem areas.

Temporary repairs made at the Stony Brook interceptor will be addressed with improvements and erosion control projects started this past Spring.

Staff resolved a major sanitary sewer overflow issue on Cross Street. This legacy problem area was a repeat occurrence, which caused in excess of \$100,000 of damage to two homes. Two state-of-the-art sewage overflow detectors have been installed to prevent re-occurrence. The pipe defect, which caused this event, was corrected.

DEPARTMENT OF PUBLIC WORKS

submitted by

John Cloonan, Director

Building Maintenance and Construction Projects

The Department of Public Works continues to follow a comprehensive maintenance plan for the 17 Town-owned, non-school buildings. The plan focuses on roofs, HVAC, plumbing, electrical systems, and site work. New construction, renovation projects and roof replacements that take place at school buildings are also its responsibility.

Roofing projects in FY 2015-16 included replacing the roof on the Town Hall Annex and installing lightning protection on the Middle School roof. Underground oil tanks were excavated at Spaulding, McAlister and the Middle School. The vacant portable classroom behind the McAlister School was demolished and asbestos tiles were removed from the Middle School. Electrical work

was upgraded at the High School to accommodate a new generator at the emergency shelter. Lighting was set up around the track area, and new water fountains were installed. All of the school vestibules were upgraded to improve security with the addition of bollards and planters, as well as new doors and entry systems.

New sidewalks on Sheldon Street now connect to the Vo-Ag path behind Bruce Park to the High School. The old windows at the Police Department were replaced with energy efficient windows. Remediation work continued at the Kent Memorial Library addition and renovation project to bring the airborne PCB level in line with EPA standards.

In preparation for the Town Hall renovation, the offices of the First Selectman, Finance and Human Resources were moved into their temporary quarters at 230-C Mountain Road.

The mini-bus was moved to the Senior Center and Parks & Recreation was moved to the Annex Building.

Grounds & Road Maintenance

The Highway Department is responsible for maintaining approximately 80 miles of Town roads and 7 miles of private roads in the Congamond Lakes area. The Department responded to 22 callouts during the winter snowplowing season. There is a ten-person crew and, for large storms, they are assisted by plowing contractors. The Town used approximately 2,000 tons of salt for the roads this past winter.

The Highway Department works together with the School Superintendent to determine late openings and school closings.

It responded to pothole patching on Town roads as well as maintaining small drainage projects. The Department also assists with major events taking place in town, like *Suffield on the Green* and *Relay for Life*.

The Highway Department crew maintains the lawns and fields of all Town-owned properties which total approximately 150 acres, as well as all roadside mowing. The majority of the work – including mowing, field marking and trash pickup – is completed by the staff. Two seasonal workers have been assisting with the field mowing.

Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield continues to provide a significant cost saving to the Town. Under the supervision of two part-time coordinators, the inmates assisted the Department with a variety of park maintenance projects, including weeding and trimming around Town-owned buildings.

The inmates also performed many building maintenance tasks, and they are responsible for the periodic cleaning of the mini buses.

Landfill

The landfill has the capacity to open five more two-acre cells which will extend its life for 40 years. Residents can now dispose of their old

FY 2015-16 LANDFILL STATISTICS

Waste Oil	3,830 gallons
Antifreeze	230 gallons
Scrap Metal	202.8 tons
Newspaper & Cardboard & Mixed Paper	220 tons
Bottles/Cans/Junk Mail, Single Stream	7,875 tons
Auto Batteries	1,100 pounds
Electronics	47.17 tons
Rechargeable Batteries	796 pounds
Mattresses and Box Springs	505 units
Stuffed Furniture,	
Carpets and oversized Plastics	195.63 tons
Bulky Waste buried at the Landfill	707.07 tons
Tires removed	274 tires
Freon-Containing Appliances	245 units
Propane tanks	106 tanks
Households receiving Curb Side Pickup	4,262 households
Households signed up for Transfer Station	158 households
Trash area add-on Stickers issued	189 stickers
Fees collected for Bulky Waste Pickup	\$2,717

April 2015

Household Hazardous Waste Collection Day

Households participating	240 cars
Disposal Cost	\$13,960

fluorescent or CFL light bulbs at our collection bin. Electronic waste (e-waste) like old computers, televisions or video game systems can also be dropped off at our collection trailer at no extra charge.

The landfill is open to the public on Tuesdays, Thursdays and Saturdays from 8 a.m. to 4 p.m. and is located at 2715 Mountain Rd.

Library, Parks & Recreation

LIBRARY COMMISSION

The Kent Memorial Library's temporary home, 61 Ffyer Place, has served the library well. The circulation statistics show a resurgence in the Spring of 2016, following a decline due to the move out of 50 North Main Street.

Complications with the renovation of the library and remediation of the toxin polychlorinated biphenyl (PCB) have delayed our return. The Town is looking into grants to cover increasing costs. A town meeting will potentially be held to approve additional funds.

There are additional issues that need to be resolved with the historical room and the auditorium which we hope will be resolved prior to the eventual reopening of the library.

After 44 years, the Kent Memorial Library will have new furniture when it re-opens. New tables, study chairs, comfortable seating and additions to the Children's Department will be

submitted by Jackie Hemond, Director

added. The furniture purchase was made with generous donations from Michael Zak, the Library Endowment, the Library Foundation and the Friends of the Kent Memorial Library.

The library staff, knowledgeable and courteous, often receives compliments from patrons. The staff regularly attends meetings updating their skills. The following are courses the staff has attended:

New Technology in Bibliomation Libraries

Dropbox: Getting the Most from Cloud Storage

EBSCO Databases

Teaching Technology to Patrons

Basic Reference Skills for

Non-Reference Librarians

Using *researchIT CT One Search*

Bibliomation Circulation meetings

Certificate Courses in Technical Services

Dorian Taylor, the long-time Head of Technical Services, retired in June 2015. Sabine Schneider, a nine-year employee, became the new Head of Technical Services in February 2016. Susan Mack retired in August 2015. Her position as Reference/Interlibrary Loan Librarian will remain unfilled.

Three new substitute librarians started this year: Sandra Chmiel, Pinki Shah and Barbara Conibear. A new library page, 10th grader Anna Mervosh, also began employment. The total staff now numbers 17, of whom 12 are part-time.

The library is open 56 hours a week, except during July and August when it is open 52 hours per week.

Beverly Sikes manages the Home-bound Service to those who would like library materials but are home-bound. The library's website was greatly improved by Diane Morse, enabling it to be more useful and up-to-date.

New features have been added to Children's Services. In a corner of the Children's Room is the *Krayon Kiosk*, a three iPad sit-down station filled with fun, educational software for young readers. Available on the library's website is *Bookflix*, a Scholastic e-book database for children in Pre-K through 3rd grade. This features picture books in video format.

In addition to *Ancestry.com*, *Consumer Reports*, and *Newsbank's Historical Newspaper* databases, the library offers *Lynda.com*. This database features online courses on technical and business skills.

E-books are provided on two different platforms: *OneClick Digital* and *OverDrive*. *Zinio* is the library's e-magazine platform.

All are free to Suffield patrons with a library card.

Despite the small programming rooms at 61 Ffyer Place, the library continued to show movies (with popcorn) and provided book discussions and many other programs for young and old. Some of our programs were held at 61 Ffyer Place, others were off-site.

LIBRARY STATISTICS

	FY 2014-15	FY 2015-16
Total Circulation	84,662	83,406
Total Patrons	12,300	12,640
Door Count	50,155	48,047
Total Programs	506	482
Total Program Attendance	6,542	7,846
Volunteer Hours		
including Community Service Hours	344	517
Computer Users	n/a	2,163
Facebook Visits	32,033	29,930
Website Visits	34,247	33,736

Notable programs include perennial favorites: Polar Express, Fancy Nancy Soiree, and story times, a Writers' Group, and contests for young and old.

The library also hosts a Photography Club, Socrates Club, and Suffield Chamber of Commerce programs for their members. The Suffield Players provided play readings throughout the year, and the Suffield Youth Theater presented an original murder mystery play. Programs also included talks on Nepal, Korean culture, Meditation, Islam, Antarctica and baseball and an 8-week *Great Decisions* discussion group on world affairs.

Moving to a smaller space, without many of the library's books, we have relied on the interlibrary loan service provided by the State of Connecticut. Unfortunately, due to Connecticut's budgetary woes, the State's funding issues have affected the interlibrary service, causing it to be less robust and timely. Improvements in this area are expected.

All in all, the library has had a successful year. Despite the temporary location, the library statistics demonstrate the library remains viable.

The library staff looks forward to serving our patrons in the new fiscal year.



Bricks suspected of being contaminated with PCB are being removed from the library. PCB contamination, as stated in the report, has delayed the return to the Main Street library. During the coming year a plan to remove contaminants and grant applications for the project will be made.

PARKS & RECREATION

submitted by

*Wendy LaMontagne, Dept. Director
Lou Casinghino, Commission Chair*

The Parks & Recreation Department continues to provide well rounded programs for residents. The youth benefit the most, participating in a variety of activities throughout the year. Sport programs are the most popular with children, while arts and crafts and specialized activities have good attendance and continue to be successful. The following highlights some of the leisure activities provided by the Department. In the summer, Suffield youth were offered 47 different activities. The variety of summer camps, clinics and programs allowed over 550 children the opportunity to share part of their summer vacation meeting new friends, learning new skills and overall socializing and having good old-fashioned fun.

The Family Recreation Complex continues to be a popular place for exercise enthusiasts. The tennis and basketball courts are in continuous use nightly during the warmer months. The lights add extra play time for all involved. Tennis lessons and basketball leagues are held at this complex throughout the summer. A new youth pick-up basketball program was introduced during the summer. Thirty children played pick-up games all summer long under the lights.

In an effort to include new and progressive programs, the Department offered a series of gardening, landscaping and home decorating programs. Additionally, programs in-

Introducing children to recycling were popular, especially with the younger age and special needs individuals.

Babysitter safety classes were extremely successful during the year with 30 local youth becoming trained in basic first aid and safety skills to work as babysitters.

A community concert was held on the Town Green in July, where over 300 people enjoyed picnic dinners and were entertained by local talent, *Around Town Singers*. This community event was made possible by a grant from the Friends of Suffield.

Developmental sports programs offer children the chance to learn a new skill in a friendly, non-competitive atmosphere.

The Fall soccer program continues to have the highest attendance, with 313 children participating. After careful evaluation and a collaborative effort by dedicated volunteers, enhancements were made to this program with new team jerseys, scheduling flexibility and team placement. Visit any of the 17 soccer fields in Suffield during the autumn and experience a community event. Parent volunteer coaches, families and friends line the fields, cheering on their favorite athletes.

Over 620 children participated in tee-ball, softball, field hockey, gymnastics, basketball, tennis, golf, swimming and horseback-riding instruction. *Fitness Challenges* was a new innovative series that completed the health and fitness lineup.

Arts, theater and fitness activities are available throughout the year for children who prefer an alternative to team sports.

The annual 5K and 10K road races, held in September, kicked off the *Suffield on the Green* weekend. 162 runners – ranging from age 6 to 70 plus – participated. The Department extends special thanks to the First National Bank of Suffield, who sponsored this event.

During FY 2015-16, 2,500 people were served in a variety of programs and services that the Parks and Recreation Department provides. 195 scheduled programs were offered. In addition to youth programs, the adult sector had a diverse range of programs and over 425 participated in volleyball, basketball, golf, tennis, yoga, walking, and various specialty fitness classes.

A new bowling league was popular with Town employees, promoting good comradery between departments. Programs for individuals with special needs continue to increase. The Department actively seeks additional volunteers to assist with these activities.

A successful online registration program has been in place for a full year now. This allows customers the flexibility and convenience of registering for programs anytime via the internet and with a credit card.

The Department and Commission continued to be actively involved with the Bridge Street School Community

Center project. Research, reports and presentations at public meetings and hearings resulted in a bonding referendum in October. Town voters passed a referendum for \$8.4 Million to convert the former Bridge Street School into a community center.

Upon approval, the Department and Commission created a subcommittee that focused on continued research of local community centers as well as beginning development of policies and procedures. Considerable groundwork was done to share with architects about building needs.

The Department remains involved in the community by their participation on the Juvenile Review Board, Cultural Council and other community committees that evolve throughout the year.

Earth Day was celebrated at the Kent Memorial Library in partnership with the local business, Praxair Inc. The donation of two trees and landscaping occurred on the southeast lawn. The Suffield Fire Department was instrumental in the first stages of watering these plantings.

The re-birth of Babb's beach and park was evident with a massive, volunteer, spring cleanup effort. Over 50 residents and neighboring Southwick friends began the revival process. This transformation into a future recreation destination is ongoing with the continuing physical improvements made possible by a successful partnership with Citizens Restoring Congamond and the neighboring community of Southwick.

The Commission is actively involved in evaluating and gaining customer feedback. If you would like to be a part of the process, you are invited to join them the second Wednesday of each month at 7:00 p.m. in the conference room located in the lower level of Town Hall, 83 Mountain Road.

The Commission and the Department thanked the volunteers, parents, sponsors and civic groups in their report. The dedication and support by these individuals build a stronger community and make Suffield a great place to reside, the report concluded.

Social Services

EMERGENCY AID ASSOCIATION

submitted by Janet Frechette, M.S.W., Director

Mission

The Emergency Aid Association (EAA) provides supportive health and social services that positively affect the well-being of Suffield residents during periods of need.

The EAA is a private, non-profit 501(c)3 social service agency. Incorporated in 1903, the EAA has existed for the sole benefit of those in our community struggling with health and financial hardships. It strives to enhance the full potential of all residents, and thereby, improve the overall quality of life in our community.

Highlights

Listed below is a partial list of the health and social service programs provided by the Association to Suffield residents during FY 2015-16.

- **Medical Subsidy** The EAA subsidized essential medical services totaling \$17,129 for residents without medical coverage, directly or through a contract with Masonicare Partners, Home Health & Hospice.

- **Fiore Food Pantry** The Food Pantry was accessed 479 times by 140 different Suffield families comprised of 356 persons.
- **Fuel Assistance** \$24,664 in critical fuel assistance was distributed to 80 Suffield families from various EAA administered funds. An additional 178 energy applications were submitted to the State of CT on behalf of our residents, resulting in \$90,156 in fuel aid to 164 eligible Suffield households.
- **Social Service Consultations** Staff responded to over 2,100 requests for information and provided comprehensive case assessment and networking to 356 Suffield households.
- **Meals-On-Wheels** The EAA coordinated volunteers who distributed 10,441 meals last year.
- **Holiday Basket Program** The EAA coordinated the distribution of 291 donated holiday and other seasonal baskets to low-income households.
- **Camperships** Thirty camp subsidies (\$3,492) were given to children in low-income homes.

- **Blood Pressure Screenings** 23 EAA-sponsored clinics were offered providing 446 free screenings at the Suffield Senior Center.
 - **Meal Subsidies** 1,125 meal subsidies were distributed, at a cost of \$3,940, making it possible for low-income seniors and disabled persons to participate in the lunch program at the Suffield Senior Center two days a week.
 - **School Supplies Collection** The EAA distributed 127 filled backpacks to school-age children in low-income homes.
 - **Chair Exercise Program** The EAA sponsored this on-going program at the Suffield Senior Center, in an effort to help participants reduce the risk of falls through exercises that promote better balance.
 - **North Central Opioid Addiction Task Force** In conjunction with other area stakeholders, the EAA participated in educational presentations to address local response to opioid prevention, treatment and enforcement.
 - **Resident At-Risk List** The EAA partnered with the Town's Emergency Preparedness team to update tracking methods to identify vulnerable residents.
 - **After-Hour SPD Support Plan & Town Emergency Responder Assistance** The EAA developed a support plan to ensure resident safety and well-being if a fuel, food or housing crisis should occur during non-EAA work hours.
- For a more complete listing of the Emergency Aid Association accomplishments during FY 2015-16, please visit www.suffieldeaa.org.

MINI BUS STATISTICS

77,735 miles traveled
15,138 transports
255 days of operation
30 passengers per day average
3 handicapped-accessible buses
3 cars in service

MINI BUS & SENIOR CENTER

submitted by Paula Pascoe, Director

The Suffield Senior Center's Mission is to provide information, programs, and activities designed to promote the health, independence, and well-being of our aging population.

Senior Center Statistics

20,683 duplicated sign-ins
representing 963 individuals
263 people for recreation
197 people for educational programs
171 people for meals
152 people for exercise
109 people for meetings and public service events
71 people for other
1,004 guests over the age of 60
127 new members

As Medicare is a hot topic and always changing, the Center focused on providing a range of workshops designed to assist everyone to make right choices for themselves during open enrollment in the fall.

It enjoyed another successful winter season offering soup and crackers for lunch on Mondays, Tuesdays, and Fridays allowing members access to a hot meal five days per week. The purchase of a convection oven allowed expansion of the choices and combinations for meals.

December was a fun-filled month. The Center hosted the 7th Annual Police Department-sponsored holiday party. *Jack & His Guitar* held their first performance at the Center. His

music was so well received that he returned by popular demand in June. Previously Cameron Sutphin had been enjoyed by the members, but he bid the Center farewell in August 2015 before moving on for a chance at a singing career in Nashville.

The dynamic Mini Bus staff joined the Senior Center team in February. This proved to be a perfect fit as both departments can work together, cohesively assisting much of the same clientele.

The Suffield Mini Bus provides transportation for Suffield residents 60 years of age or older and permanently disabled adults to adult day care programs, the Senior Center, medical appointments, grocery/retail shopping, pharmacies, area banks, and special trips.

YOUTH SERVICES

*submitted by
Leslie Offenbach, Director*

During FY 2015-16, Youth Services continued to support Town programs which focus on positive youth development and health choices. These programs included MILD and PROM-ISE at Suffield Middle School and the Juvenile Review Board. Youth Services had a large display in the Town Hall booth at Suffield on the Green, which included informational brochures and giveaways focusing on the promotion of positive choices and education with regard to current issues facing youth and families.

At McAlister and Suffield High School, Youth Services facilitated groups

for students who were identified to benefit from some additional support and opportunities to develop healthy coping skills and social skills.

Youth Services also continued to work on increasing the programs and information available to youth, families, and people who work with youth. These programs include evidenced-based group programs for boys and girls of various ages, groups promoting healthy relationships, preventing problem gambling and training adults to quickly identify concerns of suicidal thoughts and substance abuse.

This year, Youth Services became more involved in substance abuse education and prevention from a community and regional perspective. It became a consistent member of the North Central Opioid Addiction Task Force and has been working with other members of the Suffield community to create Suffield's own Local Prevention Council (LPC).

The LPC has been meeting on a regular basis and sponsored a presentation in May 2016 which focused on educating the community on what drugs are today and how social media plays in to drug use.

Additionally, Youth Services partnered with Suffield High School's Safe Grad committee in order to help support/sponsor a safe, drug-and-alcohol-free celebration for graduating seniors. It also sponsored an informational packet regarding youth and drugs which was mailed to each family of a high school student.

Education

BOARD OF EDUCATION

*submitted by Karen Berasi,
Superintendent of Schools
Jeanne Gee,
Board of Education Chair*

*The Mission of the Suffield Public
Schools is to prepare all students
with the knowledge, skills and
attributes required for success in a
rapidly changing world.*

This year marked the fourth year of
implementing the district's Five-Year
Strategic Plan (2012-17).

Strategic Goals

1. Complete the policy, practice
and cultural shifts needed to
transition to a digital learning
environment.
2. Design and implement a systemic
plan for professional learning
aligned with district needs.
3. Systematically use data to drive
and improve practice.
4. Create an aligned and accessible
curriculum that embeds 21st-
Century skills and is aligned with
Common Core Standards.

Based on the Mission of the Suffield
Public Schools and the Five-Year
Strategic Plan, the Superintendent's
Plan for Continuous Improvement
and Outcomes was developed
so that ALL students will acquire
academic knowledge, thinking,
learning and social-emotional skills
to meet the challenges of being a
global citizen in the future.

English Language Arts: Percent of Students by Grade

Grade	Level 1	Level 2	Level 3	Level 4
3	12%	20%	29%	39%
4	16%	25%	25%	34%
5	12%	14%	36%	38%
6	9%	14%	36%	38%
7	13%	16%	37%	34%
8	12%	19%	47%	16%

Mathematics: Percent of Students by Grade

Grade	Level 1	Level 2	Level 3	Level 4
3	16%	26%	40%	17%
4	18%	36%	33%	13%
5	26%	37%	22%	14%
6	17%	30%	24%	29%
7	14%	30%	33%	23%
8	23%	28%	21%	28%

Districtwide Assessment Participation Rate by School

	Total Participation Rate	Total Participation Rate
	ELA	Math
McAlister Middle School	98%	98%
Suffield Middle School	97%	97%
Suffield High School	Suffield CAPT Grade Ten	99%
District Participate Rate		98%

Suffield Compared to District Reference Group Percent of Students Meeting or Exceeding Level 3 and 4

District	ELA	Math
Simsbury (B)	81%	68%
Farmington (B)	79%	73%
Granby (B)	78%	64%
Canton (C)	74%	67%
Bolton (C)	78%	66%
Ellington (C)	74%	65%
Tolland (C)	71%	67%
Suffield (C)	68%	50%
Somers (C)	68%	53%
Hebron (C)	64%	59%

2015-16 CMT/CAPT Science Performance

Grade	% at or above Goal	% at or above Proficiency
5 CMT (196 tested)	68%	89%
8 CMT (210 tested)	74%	88%
10 CAPT (187 tested)	72%	94%

LEGEND FOR CHART

shown at the left

Level 1

Does not meet the
achievement level

Level 2

Approaching the
achievement level
expected

Level 3

Meet the achievement
level expected

Level 4

Exceeds the achievement
level expected

NOTE: These achievement
levels have absolutely no
relationship to CMT/CAPT
achievement levels used.

DISTRICTWIDE ASSESSMENT PARTICIPATION RATE BY SCHOOL

Total	Participation Rate	English Language Arts	Math
McAlister Intermediate School	97.4%	97.0%	
Suffield Middle School	97.5%	97.2%	
Suffield High School	93.6%	93.1%	
District Participation Rate	96.8%	96.4%	

ACT College Readiness Testing

123 (63%) of Suffield students sat for the exam.

Suffield 2016	*National 2015	*State 2015
ACT Score English		
23.1	20.1	24.4
ACT Score Math		
23.7	20.6	24.1
ACT Score Reading		
24.1	20.6	25
ACT Score Science		
23.2	20.8	24.1
ACT Score Composite		
23.7	20.8	24.5

*2016 National and State averages have not yet been made public.

ADVANCED PLACEMENT RESULTS

170 students sat
for 348 total exams.
89% scored a 3 or better.

This plan focuses on the development of the following skills:

- Demonstrate critical thinking and reasoning
- Communicate and collaborate effectively with others
- Problem solve and innovate
- Demonstrate self-direction and resourcefulness

Accomplishments

The following goals were achieved:

- The transition to a new Superintendent for the 2015-16 school year
- Recruited and hired a new Assistant Superintendent of Curriculum and Instruction
- Re-established, recruited and hired a Director of Special Services
- Development of organizational norms:
 - Be present
 - Speak your truth
 - Assume good intent
 - Risk for growth
 - Do what you say
 - Let go and move forward
- Approval and completion of security measures at all four schools
- Implementation of a document exchange program to enhance

security at all schools

- FFA State Convention held at Suffield High School
- Expansion of the SHS Media Technology Department curriculum and production of a live "Morning Update" show
- Expansion of Professional Development & Evaluation Committee and revised Teacher Growth and Evaluation Plan approved by the BOE
- Curriculum Newsletter
- Adoption of new math curriculum *Investigations* for K through 5 and *Big Ideas* for Grades 6 through 8
- Numeracy Nights
- Naming of the Suffield track in honor of Joe Sinicrope
- Established the Superintendent's Community Advisory Board to include diverse community members
- Teaching & Learning and Climate survey of all students, families and teachers in October and May
- Spring Special Education survey of all special education families
- Expansion of 1:1 technology instructional devices Grades 2 through 5 with class sets of Chromebooks
- Hired curriculum leaders for elementary math and English Language Arts as well as secondary leaders for math and English Language Arts
- Suffield Middle School transitioned to a district-provided 1:1 Chromebook learning environment.

SCHOOL ENROLLMENT

October 1, 2015

PreK	61
Kindergarten	140
Gr. 1	156
Gr. 2	141
Gr. 3	152
Gr. 4	171
Gr. 5	143
Gr. 6	193
Gr. 7	184
Gr. 8	184
Gr. 9	232
Gr. 10	204
Gr. 11	193
Gr. 12	197
Special Ed	260
Outplaced students	14
Total Enrollment	2,365

COLLEGE AND CAREER READINESS

Exams taken during
FY 2015-16

CLASS OF 2016 STATISTICS

Graduating Class Size	194
Number of students taking SAT's (87%)	168
Mean SAT Score Reading	536
Mean SAT Score Math	554
Mean SAT Score Writing	529

CLASS OF 2017 STATISTICS

Number of students taking SAT's (94%)	171
Mean SAT Score	
Reading & Writing	566
Mean SAT Score Math	550

Finance

FINANCE DEPARTMENT *submitted by Deborah J. Cerrato, Director*

The payroll and accounts payable functions for Town departments are processed through the Finance Department. The Water Pollution Control Authority (WPCA) is responsible for their accounts payable and revenue, and the Board of Education is responsible for the processing of the payroll and accounts payable for their employees and activity.

The Finance Department makes the deposits for the Town departments, except for the Town Clerk and Tax Collector Departments. During FY 2015-16, the processing of online tax payments was implemented. The departmental revenue is recorded into the Financial Management System by the Finance Department. The general ledger – which is used to create various reports and financial statements for the audit – is maintained by the Finance Department. The Town is required to have an audit performed annually. A copy of the Audited Financial Statements is available to be reviewed on the Town's website www.suffieldct.gov under Public Documents, which is located under the Town Hall page.

The Board of Finance is responsible for the budget that is presented to the public for approval. This process is a coordination of efforts of the Finance Department and the First Selectman's Office. The request for the budget information is sent to all Town departments in December for completion. The departments send their budget requests to the Finance Department. The budgets are reviewed by the First Selectman and Director of Finance. Meetings are then held with all departments to finalize a budget to be presented to the Board of Finance for their review. The Board of Selectmen submits a budget for the Town departments (excluding the BOE and WPCA) to the Board of Finance by March 1st in accordance with the Town Charter.

The Board of Finance meets weekly to review the budget presented to them by the Board of Selectmen. These meetings are open to the public, and an agenda is posted for them with the Town Clerk. The Board of Education submits their budget for review no later than the last Monday in March.

The capital needs of the Town and BOE are reviewed and prioritized by the Advisory Commission on Capital Expenditures (ACCE). ACCE makes their recommendation to the Board of Finance for inclusion in the budget. In addition to this list, a total of over \$46,000,000 has been presented to ACCE for future years

The budget is presented to the public at the Public Hearing which is held two weeks before the Town Meeting to adopt the budget. The Town Meeting must be held on or before the second Wednesday of May. The Town's process is usually completed before the State of Connecticut has finalized the State Budget. The Board of Finance is responsible to present a budget that meets the needs of the town and school system and also can be supported by the residents. The Town receives approximately 26% of our revenue from the State of Connecticut. The majority of revenue is from property taxes.

Director Deborah Cerrato ended her report with thanks to Katie Martin and Marie Bourque for their help in the Finance Department tasks and their service to the Town of Suffield.

ACCE PROJECT LIST

FY 2016-17 Adopted Budget Expenditures

Paving/concrete work/crack sealing	\$500,000
Replace '94 6-Wheel Truck (136K/5 yrs)	\$33,852
Replace '98 6-Wheel Truck (136K/5 yrs)	\$33,852
Replace '98 Payloader	\$35,635
Swing Rental Spaces	\$43,320
Town Hall Digitize Records	\$20,000
Townwide Telephone System Replacement	\$65,000
Mini Bus	\$64,000
ADA Access to Nurse's Office (Spaulding)	\$35,000
Remediate ADA Findings by Public Works	\$50,000
Tough Book Laptops for Cruisers	\$28,837
Door Locks and Cameras	\$18,000
Patrol Rifles	\$11,400
Radar Units	\$20,760
Fiber Optic Connection Library/Ambulance	\$185,000
FIT Testing Apparatus	\$10,000
Spaulding School- East Wing	\$300,000
Spaulding School- West Wing	\$475,000
Spaulding School- Gym/multi	\$450,000
Mini-excavator for the Highway Dept	\$52,000
District-wide AC for Tech Satellite 11 srv rooms	\$27,500
4 Dumpsters at Landfill	\$20,000
Firehouse 4 Roof	\$18,000
Main Firehouse replacement parapets	\$25,000
Public Works Two 1-Ton Trucks with Plows	\$60,000
Dredging of Congamond Lake in partnership with the Town of Southwick	\$20,000
Babbs Beach Access Road/Gates/Storage	\$30,000
Firehouse Oil Separators	\$50,000
Facility Dude Project Mgmt Software	\$3,500
Drainage/Catch Basin/DPW-Town Engineer	\$400,000
Ram for 4 ESX Servers with VMWare	\$8,000
SHS Tennis Court Renovation (year 2 of 2)	\$180,000
ADA Access to Pre-K Bathroom (Spaulding)	\$40,000
SHS School Bleachers	\$115,000
Auditorium Renovation - Spaulding	\$16,000
Tennis Court and Turf Field Management	\$25,000
Multi-Use Trail	\$355,200
Landfill Scale improvements	\$20,000
Extend Recess Blacktop Area	\$45,000
Transfer to Utility Expansion Fund	\$188,000
Transfer to Farmland Preservation	\$250,000
Transfer to CNRE Fund	\$350,000
Total Capital Expenditures	\$4,077,856

ASSESSOR

submitted by Helen Totz, Assessor

The Assessor's Office is responsible for discovering, listing and valuing all real estate and taxable motor vehicles and personal property in Suffield. The goal of Assessor Helen Totz and Deputy Assessor Erin Pascale is to insure that the assessed value of individual taxpayers is proper so that each taxpayer pays no more than his fair share of the property tax.

In order to accomplish this, the assessors review information regarding all three classes of property for accuracy. This process includes conducting random audits of Personal Property business accounts, inspecting and listing new construction (as well as verifying any demolition of property), reviewing and updating tax maps, and maintaining current title information for all real estate parcels.

The Department of Motor Vehicles provides lists of all motor vehicles registered within the Town, and once each vehicle has been valued, these lists comprise the Motor Vehicle and Supplemental Motor Vehicle Grand Lists. All Personal Property and Motor Vehicles are assessed at 70% of the current fair market value, as of October 1 of each year.

Real Estate assessments in the past fiscal year were based on values set for the 2013 revaluation, as provided by state statute.

The next revaluation will be for the 2018 Grand List.

In addition, all State and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by the Assessor's Office. The exemptions are applied to the assessed value of eligible property.

All this information results in a "Grand List" which is an accurate list of all taxable property in Suffield and its assessed value.

This information is the basis for the Tax Collector's tax bills. In addition, all tax exempt real estate is valued and declared in a separate Grand List, the value of which is reported to the State for various grants and reimbursements.

The total taxable 2014 Grand List for the FY 2015-16 was \$1,367,017,452, which was used to develop a mill rate of 27.78 mills. The exempt real estate property in Suffield was valued at \$478,117,130.

Various annual reports based on the Grand List are compiled and provided in a timely manner to the Office of Policy and Management, as mandated by the State of Connecticut, in order to ensure a proper Equalized Net Grand List that affects State grants and reimbursements.

TAX COLLECTOR

submitted by Jill F. Schechtman

The Tax Collector's function is to collect taxes in two installments. The Tax office is responsible for billing and collecting of Real Estate, Personal Property and Motor Vehicle bills. The Tax office also processes Sewer and Sewer Assessment payments on behalf of the Water Pollution Control Authority.

As an elected official in Town, the Tax Collector is certified by the State of Connecticut and elected to serve a four-year term. Our current Tax Collector, Jill Schechtman, has served in the position since August 2009. Her duties include:

- completing all State reports on a timely basis;
- downloading electronic files;
- balancing all deposited Batch reports within the Town system;
- reporting and removing delinquent taxpayers from DMV's database;
- putting on real estate liens and releasing them;
- processing refunds;
- balancing the records of the Tax Office with the Finance Department in regard to the General Fund;
- preparing the budget for the Tax Office;
- preparing for the annual audit;
- corresponding to taxpayers as needed and managing the office.

The Suffield Tax Office includes two part-time Assistant Tax Collectors. Robin Lutwinas, also State certified, has been effectively serving the Town since December 1998. Her duties

include preparing and collecting delinquencies, processing mail, preparing the Suspense Report, sending out Demand notices, corresponding with delinquent Taxpayers, handling bankruptcy accounts, keeping up with the retention schedule as outlined by the State, filing quarterly Federal reports, making necessary transfers, processing NSF payments and training.

In October of 2015, Tara Mathews began work as an Assistant Tax Collector, replacing Kathie Bond who held that position until September 2015. Her duties include phone communications, processing payments at the counter, processing mail, updating transfer records for new real estate owners, maintaining and updating escrow accounts, processing electronic files and making deposits. She is currently working towards certification.

This is the first full year with the database online at www.suffieldct.gov for viewing and making tax payments. The website also allows people to print out what they have paid in taxes for Federal income tax purposes. It appears that people are becoming aware of the fact that they are able to pay their bills online and are utilizing the service.

Jill Schechtman reported that with the help of the entire Tax office, she is happy to claim a collection rate of 99.15% this year. "This collection rate is the highest percentage since I have been in office. I attribute this rate to my co-workers who work extremely hard throughout the entire year. We look forward to working with everyone in the year ahead."

FIVE-YEAR SUMMARY

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Budget 2016-17
REVENUES						
Property Taxes	34,156,785	35,158,618	36,225,744	36,687,209	38,381,113	39,426,691
Licenses, Permits & Fines	246,670	338,624	331,282	497,643	381,233	432,710
Revenues from Use of Money & Property	32,940	34,911	34,293	30,916	31,058	30,000
Revenues from Other Agencies	911,482	962,936	39,158	731,741	729,451	714,909
State Grants	6,563,458	6,678,950	6,518,799	6,257,351	6,140,449	7,299,567
Federal Grants	1,016,374	42,539	685	0	137	0
Education-Related Revenue	6,453,549	6,483,166	7,502,955	7,678,458	7,604,067	7,454,744
Charges for Current Services	225,183	362,563	299,477	325,359	344,655	368,490
Landfill	94,126	59,906	105,980	82,446	72,414	82,850
Recreation	119,235	122,816	89,230	119,462	141,895	137,590
Miscellaneous	1,551,263	719,779	1,045,097	526,237	690,147	515,045
Transfers in	410,000	1,093,000	436,185	2,116,169	274,006	620,074
Fund Balance - Bond Premium	0	520,793	0	0	0	0
Fund Balance	0	0	0	0	0	363,000
Total Revenues	51,781,065	52,578,601	52,628,885	55,052,991	54,790,625	57,445,670
EXPENDITURES						
Administrative	4,870,918	5,176,626	5,001,933	4,967,375	4,888,425	4,972,362
Planning & Development	371,937	366,835	373,878	408,683	399,463	413,436
Public Safety	3,314,681	3,515,608	3,600,994	3,704,366	3,991,441	3,886,905
Public Works	4,184,269	3,205,530	3,585,560	3,864,028	3,758,267	3,833,400
Health & Social Services	683,981	692,965	704,202	714,414	715,344	733,707
Library, Recreation & Parks	847,861	851,315	782,862	789,300	895,753	935,254
Other	3,346,524	3,329,131	4,761,543	5,267,310	4,486,913	4,493,494
Debt Service	2,248,430	2,184,530	2,406,951	2,780,436	2,678,775	2,678,775
Board of Education	30,407,419	31,214,874	31,856,219	32,588,748	33,704,273	33,704,325
Total Expenditures	50,276,020	50,537,414	53,074,142	55,084,660	55,518,654	55,651,658
Excess of revenues over (under) expenditures	1,505,045	2,041,187	(445,257)	(31,669)	(728,029)	
Adjustments for Budget to GAAP Reporting	27,673	58,790	(79,055)	(111,204)	176,570	
Total Fund Balance (GAAP)	9,430,246	11,530,223	11,005,911	10,863,038	10,311,579	
Committed & Assigned Fund Balance (GAAP)	1,074,901	3,777,082	1,459,048	1,162,017	998,557	
Unassigned Fund Balance (GAAP)	8,355,345	7,753,141	9,546,863	9,701,021	9,313,022	
Unassigned Fund Balance as % of Total Expenditures (GAAP)	16.6%	15.3%	18.0%	17.6%	16.8%	

GAAP - Generally Accepted Accounting Principles

Revenues

	FY 1015-16 Adjusted Budget	FY 2015-16 Actual	FY 2015-16 Variance <i>Favorable (Unfavorable)</i>
Property Taxes			
Current List	37,626,864	37,416,878	(209,986)
Supplemental MV tax	275,000	364,169	89,169
Interest & Fees	150,000	217,677	67,677
Prior Years	280,000	382,389	102,389
Total Property Tax	38,331,864	38,381,113	49,249
Licenses, Permits & Fines			
Building Dept.	400,000	310,587	(89,413)
Zoning & Planning	18,000	31,394	13,394
Zoning Board of Appeals	3,410	620	(2,790)
Police Permits	4,000	14,484	10,484
Conservation	4,000	23,698	19,698
Historic District Fees	800	450	(350)
Total	430,210	381,233	(48,977)
Revenue from Use of Money & Property			
Fund Balance Utilization	650,000	0	(650,000)
Investment Income	30,000	31,058	1,058
Total	680,000	31,058	(648,942)
Revenues from Other Agencies			
Telecommunications Grant	22,000	21,542	(458)
PILOT, CT Airport Authority	693,909	693,909	0
Town of East Granby - Animal Control	16,000	14,000	(2,000)
Total	731,909	729,451	(2,458)
State Grants			
PILOT, State Property	2,519,103	2,441,296	(77,807)
Mashantucket Pequot	2,990,087	3,003,392	13,305
PILOT, Disabled Tax Relief	1,090	957	(133)
Veterans Exemption	9,500	9,907	407
Elderly Tax Relief	91,000	88,107	(2,893)
LOCIP Reimbursement	91,360	0	(91,360)
Youth Services	14,000	14,000	0
Municipal Projects Grant	180,663	180,663	0
Miscellaneous	32,419	44,869	12,450
Town Aid Road	291,302	290,413	(889)
Total	6,220,524	6,073,604	(146,920)
Federal Grants	0	137	137
Total	0	0	137

	FY 2015-16 Adjusted Budget	FY 2015-16 Actual	FY 2015-16 Variance <i>Favorable</i> <i>(Unfavorable)</i>
Education-Related Revenues			
Tuition, Agriscience Center	525,371	522,410	(2,961)
Tuition, Other	111,076	349,439	238,363
Education Cost Sharing	6,267,018	6,322,013	54,995
Agriscience Center Grant	365,102	320,412	(44,690)
Other Educational Grants	7,797	8,242	445
Pupil Transportation	93,651	81,551	(12,100)
Total	7,370,015	7,604,067	234,052
Charges for Current Services			
Assessor's Map Sales	800	222	(578)
Bulky Waste	2,000	2,717	717
Real Estate Conveyance Tax	160,000	196,017	36,017
Social Service, Mini-Bus	5,500	5,165	(335)
Animal Control Fees	14,200	9,561	(4,639)
Town Clerk Historic Document Fees	3,600	2,055	(1,545)
Town Clerk Recording Fees	160,800	128,918	(31,882)
Total	346,900	344,655	(2,245)
Landfill			
Landfill Operation	40,000	32,212	(7,788)
Recycling Rebates	30,000	32,667	2,667
Sale of Scrap Metal	5,000	0	(5,000)
Permits	7,850	7,535	(315)
Total Landfill	82,850	72,414	(10,436)
Recreation			
Recreation Summer Programs	42,020	39,108	(2,912)
Recreation Activity	80,000	102,787	22,787
Total Recreation	122,020	141,895	19,875
Miscellaneous			
Miscellaneous Town Income	758,360	491,734	(266,626)
Cell Towers	156,000	166,565	10,565
Rental of Town Property	106,000	98,693	(7,307)
Total Miscellaneous	1,020,360	756,992	(263,368)
Transfers In			
CNR Fund	89,379	89,379	0
Resource Officer	58,123	58,123	0
Off Duty Fund	41,150	41,150	0
Sewer Assessment Payments	126,354	85,354	(41,000)
Total Transfers	315,006	274,006	(41,000)
Total All Revenues	55,651,658	54,790,625	(861,033)

Expenditures

	FY 2015-16 Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
Administrative			
Selectmen	248,244	248,244	0
Human Resources	86,743	72,065	14,678
Probate Court	5,995	5,995	0
Election	57,445	57,271	174
Board of Finance	61,759	10,018	51,741
Assessor	165,792	148,525	17,267
Board of Assessment Appeals	1,450	492	958
Tax Collector	172,393	163,739	8,654
Tax Rebates	65,000	49,471	15,529
Finance	296,546	285,934	10,612
Information Technology	311,892	311,892	0
Town Counsel	107,174	107,174	0
Town Clerk	197,722	192,728	4,994
Town Hall	158,501	147,722	10,779
Charter Revision	5,000	954	4,046
Insurance & Benefits	3,086,201	3,086,201	0
Total Administrative	5,027,857	4,888,425	139,432
Planning & Development			
Zoning & Planning	187,624	180,652	6,972
Zoning Board of Appeals	5,797	651	5,146
Economic Development	160,875	159,810	1,065
Historic District Commission	885	312	573
Conservation Commission	58,255	58,038	217
Total Planning & Development	413,436	399,463	13,973
Public Safety			
Fire	993,433	993,433	0
Police	2,559,728	2,559,728	0
Civil Preparedness	37,113	17,001	20,112
Building Department	229,927	229,610	317
Town Engineer	122,520	121,616	904
Dog Account	87,521	70,053	17,468
Total Public Safety	4,030,242	3,991,441	38,801
Public Works			
Public Works	599,039	592,904	6,135
Highways	1,182,381	1,156,175	26,206
State Aid Road	290,658	289,026	1,632
Public Utilities	527,000	509,250	17,750
Landfill	1,234,322	1,210,912	23,410
Total Public Works	3,833,400	3,758,267	75,133
Health & Social Services			
Health & Social Services	206,044	201,544	4,500
Social Services Commission	1,658	1,497	161
Senior Center	108,340	106,712	1,628
Minibus	213,497	190,984	22,513
EMS / SVAA	214,607	214,607	0
Total Health & Social Services	744,146	715,344	28,802

	FY 2015-16 Adjusted Budget	Actual	Variance Favorable (Unfavorable)
Library, Recreation & Parks			
Library	490,601	490,601	0
Recreation	262,840	249,654	13,186
Recreation Activity	111,654	86,518	25,136
Youth Services	70,956	68,980	1,976
Tree Warden	17,000	17,000	0
Total			
Library, Recreation & Parks	953,051	912,753	40,298
Other			
Capital Expenditures	3,547,154	3,547,154	0
Cemeteries	36,290	36,290	0
Contingencies	149,937	103,424	46,513
Transfer to Cafeteria Fund	20,000	20,000	0
Transfer to Open Space Fund	100,000	100,000	0
Transfer to OPEB (other post employment benefits)	683,045	683,045	0
Total Other	4,536,426	4,489,913	46,513
Debt Service	2,678,775	2,678,775	0
Board of Education	33,684,325	33,684,273	52
Total General Fund Expenditures	55,901,658	55,518,654	383,004
	* (other post employment benefits)		

OUTSTANDING DEBT

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Notes	0	0	0	0	0
Bonds	12,864,895	20,315,834	18,815,210	16,750,000	14,700,000
	12,864,895	20,315,834	18,815,210	16,750,000	14,700,000
For Fiscal Year Ended June 30,	2012	2013	2014	2015	2016
Total Expenditures	50,276,020	50,659,605	53,074,142	55,084,660	55,518,654
Debt Service	2,248,430	2,184,530	2,406,951	2,780,436	2,780,436
Percentage	4.47%	4.31%	4.54%	5.05%	5.01%

TOWN OFFICIALS

ADMINISTRATION

Selectmen

Melissa Mack, First Selectman
Mel Chafetz
Krystal Holmes
Timothy Reynolds
Joanne Sullivan

Town Clerk

Kathy Dunai, Town Clerk
Raven Reid, Ass't Town Clerk
Michele Urch, Ass't Town Clerk

Registrars

Darlene Burrell
Lynn Fahey Joyal
Cathy McKeen, Deputy Registrar
Judy Kelly, Deputy Registrar
Maria Capella, Ass't Registrar
Lisa Shelanskas, Ass't Registrar
Bobbie Kling, Ass't Registrar

Treasurer

Christine Davidson

Town Counsel

Derek Donnelly

Human Resources

Karen Ziemba, Director

Technology Committee

Michael Stevens, Chair
Matthew Service, Vice Chair
Dab Burnham
Larry Grigley
Will Hermann
Kathy Shea Mormino
Rick Niepp
Daniel Beaudoin, Technology Director
Rebecca Osleger,
Board of Education Technology Dir.
Christopher Riccitelli,
System Support and Webmaster

Charter Revision Commission

Robert Brooks
Brian Dudack
Brian Fitzgerald
Jeff Kew
Bobbie Kling
Robert Parks
Charles Watras

Town Historian

Lester Smith

Ethics Commission

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George R. Dalrymple, Jr.
Dennis Kreps
Carol Martin
Ellen S. Taylor-Stearns
Heather Lee, Alt.
Rev. Michael Devito, Alt.

Board of Assessment Appeals

Christopher W. Burke, Chairman
Lisa Anderson
George J. Roebelen, Jr.

CATV Advisory Commission

Alex Fraser

Connecticut River Assembly

Steven Sorrow

North Central Region Mental Health Board

Kathleen Power

PLANNING & DEVELOPMENT

Conservation Commission

Arthur Christian, Chair
Glen Neilson, Vice Chair
Norman John Noble, Secretary
Andrew Krar
Patrick Reilly
Raymond Wilcox
Brian Benito, Alt.
Elizabeth Fanous, Alt.
Keith Morris, Consultant

Town Forest Commission

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William Sullivan

Economic Development Commission

Howard W. Orr, Jr., Chair
Kathleen Rietberg
Gloria Smith
Susan M. Thorner
Roger F. Tracy
Brian R. Banak, Alt.
Patrick J. McMahon, Director

Planning and Zoning Commission

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Patrick Keane, Vice Chair
Ginny Bromage, Secretary
James Henderson
Mark O'Hara
Gina Pastula
Brendan Malone, Alt.
Jeff Peak, Alternate
William Hawkins, AICP, Town Planner
James R. Taylor,
Zoning Enforcement Office
Eleanor Binns,
Administrative Secretary

Zoning Board of Appeals

William Edward Arendt, Chair
Mark Blackaby, Vice Chair
Susan A. Hastings, Secretary
Rubina Addona
Derek Donnelly
Marie-Renee Pacewicz
John Schwemmer

Town Engineer

Gerald J. Turbet

Permanent Building Commission

Joseph J. Sangiovanni, Chair
Glenn Neilson, Vice Chair
Catherine Ellithorpe
Kevin W. Goff
William Gozzo
Heather Van Deusen
Brian Baril, Alt.
Martin Page, Alt.

Central Regional Tourism District

Lorraine Erickson

Historic District Commission

Douglas Mayne, Chair
Scott MacClintic
Margery Warren
John Schwemmer
Brendan Begley
Bill Moryto, Alt.
Lisa Sabbatino, Alt.
Camella Beiter

Helena Bailey Spencer Tree & Val Gallivan Fund Committee

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Dale A. Baker
Judy Hanmer
Michele Holcombe
Sue Mayne
Todd Mervosh
Gloria Clark, Garden Club, Pres.
Melissa Mack, First Selectman
Christine Davidson, Town Treasurer

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Janet Davis
Rodger Ives, Jr.
John Murphy
Wallace Rodger
Charles Roumas
Shane McCannon, Chief Operator
Julie Nigro, Business Administrator

Department of Public Works

John Cloonan, Director
Julie Oakes, Facilities Manager
Linda Zaffetti, Exec. Asst
Mark Cervione, Highway Dept. Foreman

PUBLIC SAFETY

Fire Commission

Jeremiah Mahoney, Chair
Paul Christian, Secretary
Jason Caron
Richard Gemme
Ed O'Hurley
Andrew Parrish
Charles Flynn, Chief

Police Commission

Kevin Armata, Chair
Kenneth Pascoe, Vice Chair
Linda Carol Stevenson, Clerk
Jeffrey Davis
Joseph J. Quinn, Jr.
Rick Stromoski
Anthony Riello, Police Chief
Angelo DiMauro, Animal Control Officer

Emergency Management & Homeland Security

Art Croux, Director
Anthony Riello, Police Chief
Charles Flynn, Fire Chief
Melissa Mack, First Selectman
Tom Frenaye
Dan Vindigni

Building Department

Edward F. Flanders, Building Official
Lionel Mailloux, Assistant
Debra Lefcheck, Admin. Assistant

Suffield Volunteer

Ambulance Association
Art Groux, Chief

Building Code Board of Appeals

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Catherine Ellithorpe
Kevin W. Goff
William Gonzo
Joseph J. Sangiovanni

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Ruth E. Clark
Marcia Dufore
MaryEllen Tunskey
Sharon Kozacka
Faith Roebelen
Janet Frachette, Social Worker
Patricia Beeman,
Municipal Agent for the Elderly
Paula Pascoe, Senior Center Director
Leslie Offenbach, Youth Services Dir.

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Viola C. Carney, Vice Chair
Kimberly Emmons, Secretary
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Ralph Bump, Tenant Representative
Debra S. Krut, Executive Director

North Central District Health Department, Board of Directors

Vic Mathieu
Ben Rodriguez

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Student Resource Officer
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Ashley Molden, Vice Principal, SMS
Gina Olearczk, Vice Principal, SHS
Rob St. Amand, Guidance, SHS
Lori O'Neil, Social Worker,
Spaulding and McAlister
Janet Frechette, EAA Director
Wendy LaMontagne, P&R Director
Leslie Offenbach,
Youth Services Director
Rev. Bridget Fidler
Brian Casinghino

LIBRARY, PARKS & RECREATION

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Cindy Nicholson, Vice Chair
Kerri Milne, Clerk
Jay Bombard
Leeayn Burke
Brian Casinghino
Amy Egan
David Rusnock
Scott Tobey
Wendy LaMontagne, Director

Library Commission

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Michael Alexopoulos, Vice Chair
Bruce Rietberg, Secretary
Claire Kawalac, Treasurer
Muriel P. "Sam" Coatti
Benito "JoJo" Cuevo
Rebecca Fuller
Joan Greenfield
Joseph Grimard
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Robert W. White
Jacqueline Hemond, Director

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D. George Beiter, Vice Chair
Lori D'Ostuni, Secretary
Susi Keane
John Richter
Natalie Semyanko
Michael Sepko
Kendra Wiesell
Matt Service
Karen Berasi, Superintendent

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Assessor

Helen Totz

Tax Collector

Jill F. Schechtman
Robin Lutwinas, Ass't
Tara Mathews, Ass't

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Brian Kost
Ann Huntington Mickelson
Eric Harrington
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Tracy Eccles, Alt.
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Kathleen Harrington
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Kate Daly Rietberg
Melissa M. Mack
First Selectman
Christopher Childs,
Board of Finance Representative
Christine Davidson, Treasurer
Ryan Burrell,
Police Union Representative
Daniel Sheridan, ad hoc



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