

# Town of Suffield Annual Report

SUFFIELD, CONNECTICUT



July 1, 2016 to June 30, 2017

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

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Front Cover: Police and Fire Departments and Suffield Volunteer Ambulance Association celebrating its 40th Anniversary.

# Administration

## BOARD OF SELECTMEN

*submitted by  
Melissa M. Mack, First Selectman*

FY 2016-17, the second year of First Selectwoman Melissa M. Mack's tenure, included achievements that better positioned the Town of Suffield for future growth. The completion of Phase I of the Route 75 water and sewer main expansion marked a first step toward commercial economic development on 80 acres of buildable land near Bradley International Airport. The project primarily utilized \$980,000 in awarded State grant money. In June 2017, a Town Meeting furthered these efforts with the approval of the subdivision and sale of Town-owned light industrial property on Route 75. At the same meeting, Suffield became the third community in Connecticut to approve the establishment of a Tax Increment Financing (TIF) District within the Town Center along with the associated TIF Master Plan. TIF provides an important financial tool to encourage private sector investment by capturing anticipated future increases in property tax revenues for a specific area and then reinvests those dollars toward current costs associated with development. Businesses welcomed to Suffield this year included Suffield Gymnastics, Bouley Graphics & Embroidery, Champion Container and River View Animal Center.

In addition to priming economic development, the Town looked to new revenues while continuing to maximize tax dollars. At the November

28, 2016 Town Meeting, residents approved the Town's purchase of virtual net metering credits from Lodestar Energy via a solar farm with \$1,500,000 anticipated in savings over the next 20 years. 2016 ended with the excellent news that Suffield maintained its S&P bond rating of AA+ with an improved outlook from stable to positive. The upgrade was attributed to the fiscally responsible approach consistently employed by the Board of Finance and the implementation of the Town's governance improvements and internal controls. The favorable rating facilitated a strong 2.73% rate for the \$9.1 million in bonds for road improvements and a \$377,281 premium to apply toward debt service. The 2017-18 Town budget delivered a modest 0.98% increase, due entirely to increased employee health care costs and the State of Connecticut mandated real property revaluation. In May, in light of uncertainty at the State level, the Board of Selectmen placed a moratorium on non-bonded capital projects pending the State of Connecticut approving a final budget.

Despite the State financial uncertainty and related constraints, the Town still made progress on its infrastructure beginning with a redesign of the Town website to better share information with residents. The Town Center fiber optic extension project was completed allowing for the Suffield Volunteer Ambulance Facility, Kent Memorial Library and the Senior Center to be added to the Town's network. The project upgraded the network overall, but also linked all safety services to effectively provide for communica-

tions in an emergency. In March 2017, residents broadly approved the purchase of three new fire trucks including a rescue, tower ladder and engine/pumper to replace aging equipment. Beyond improved safety, residents enjoyed enhanced amenities at Suffield High School with the installation of two outdoor basketball courts, the renovation of existing tennis courts and the addition of one more tennis court. Through the spring of 2017, over sixteen miles of roadway paving was completed.

Suffield's employees persisted in providing strong infrastructure to the community, strengthened by key hires including Karin Ziemba, Director of Human Resources; Nikki Lengyel, Youth Services Coordinator; and Christopher McKee, Captain Suffield Police Department. Captain Richard Brown was promoted to Chief of the Suffield Police Department. Early in the year, Derek Donnelly was appointed as new Town Counsel. Union contracts for Town Hall, Fire and Police were all negotiated within the year to provide fair employee compensation while reducing unsustainable long-term post-employment benefits. Going forward, union negotiations will be staggered so that these important deliberations are not undertaken and their costs borne by the Town in one year.

The Heritage Committee, which shared responsibilities with a number of other boards/commissions including Conservation, Planning & Zoning, Design Review, Historic District and Economic Development, was dissolved due to the overlap and in effort



to streamline the Town's governance. The Open Space Subcommittee, which provides valuable input and advises the Town Planner on Farmland Preservation on an as needed basis, was maintained but reorganized as an advisory subcommittee of the Conservation Commission. The Town Planner will serve as an ex-officio member from Planning & Zoning to ensure recommendations are consistent with the Town's Plan of Conservation and Development. The Town's Conservation Consultant will also provide an advisory role. In anticipation of Suffield's 350th Anniversary, to be celebrated in 2020, a 350th Anniversary Committee was formed with the following mission: "to regularly meet to plan and coordinate a series of events, learning activities and social and cultural opportunities which will lead to an awareness and appreciation by all about the rich, 350-year history, life experience and growth of the Town of Suffield."

Work for the pending major capital improvements (Town Hall and Bridge Street School Community Center [BSSCC]) progressed with a focus on heavy pre-construction due diligence to ensure the best possible delivery. Much of the work over the course of the year included a space-needs study for Town Hall and environmental studies for the BSSCC. By June 2017, building estimates for both projects were underway. Environmental issues at Kent Memorial Library including contaminant identification, abatement methods and approval from the Federal Environment Protection Agency (EPA) hindered the re-opening of the building in FY

2016-17. The new source of the contaminants has been isolated to the waffle ceilings and pilots for remediation are underway.

The Town maintained a steadfast commitment to its beautiful natural resources with the preservation of both the Stiles Farm (56+/- acres) and Lefcheck Farm (31+/-acres). In September, Babb's Beach was reopened after nearly 20 years out of service. The beach possesses access and views of Lake Congamond and is once again open to the public for swimming and general enjoyment. The Board of Selectmen is proud of its accomplishments over the last year, grateful for the ongoing support of the community, and indebted to the tireless service of the volunteers who serve the Town on its boards and commissions.

## HUMAN RESOURCES

*submitted by  
Karin Ziemba, Director*

The FY 2016-17 was a transition year for the Human Resources Department. The former HR Director began working one day per week from February 2016 to July 2016. At that time, five of the seven collective bargaining agreements were up for negotiations, departments were understaffed, a discrimination claim filed with CHRO was pending, three grievances were scheduled for arbitration as well as neglected performance matters to guide department heads through. The priorities were to gain knowledge of the union contracts, recruitment, and orienta-

tion to the Town's operating procedures. Simultaneously, the new Director worked to earn the trust of Town employees and gain the credibility as Director.

The Department serves in multiple capacities and is a resource for employees and managers. The Director seeks to maintain an open-door policy to be accessible to the employees when needed. HR serves as a point of contact for Town employees, retirees and management seeking information and guidance on a variety of topics: 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, job coaching, unemployment, deferred compensation, employee assistance program, wellness, employee recognition, contract interpretation and negotiations, policies and standard HR operating practices.

### Recruitment

Nineteen positions within the Town government were filled during this fiscal year: Assistant Director of Finance, Maintainer at the WPCA, Youth Services Coordinator, a paramedic for the Ambulance, two Minibus drivers, two firefighters, an Assistant/Youth Coordinator and a



Karin Ziemba was hired as the Director of Human Resources in July of 2016.

Back Cover: All of Suffield's emergency services are involved in multiple community outreach activities and educational programs. Pictured here are *Shop With A Cop*, *Coffee With A Cop*, Senior Holiday Party, car seat installation, community, day care, school and department visits.

sub at the Library, four Gate Attendants for Sunrise Park, and finally two Dispatchers, a Police Officer, a Police Captain and a Records Clerks for the Police Department.

HR began utilizing electronic recruitment tools for advertising open positions through Facebook, police and fire app.com. This increased the applicant pool and saved advertisement dollars. After participating on several oral boards to ensure consistency in hiring practices, the HR Director standardized postings and developed a matrix to ensure proper vetting before hiring. Additionally, an orientation program was developed to advise new hires of Town policies, procedures and benefits. One-on-one sessions of this program were held on the first day on the job.

**Employee/Labor Relations**

In partnership with the First Selectman and Finance Director, the Director negotiated contracts for the Town Hall, Police, Fire, Dispatch, and WPCA union employees. Successful agreements were signed for the Town Hall

and Police unions. In a continued partnership with the First Selectman, the Animal Control Department, the IT Department and the Youth Services Department were reorganized.

The Director assisted department heads on serious disciplinary matters, which resulted in terminations, as well as defended the Town on an open CHRO claim that resulted in a minimum settlement to the claimant. During the year, the Family Medical Leave Policy was revised, and the tracking tool to analyze the Town’s CBA was updated. The latter will aid in providing consistency in insurance premium cost share, deductibles, HSA contributions, holidays, retiree benefits and general contract language.

**Benefits/Compensation**

The Executive/Professional Group was transitioned to increase PCS and \$2000/\$4000 deductible.

HR partnered with Finance Department to process retroactive payments for Police union back to 2014.

**Employee Recognition**

Seasonal events were planned to promote team building and provide opportunities for employee recognition.

**Goals for FY 2017-18**

Union contracts for the WPCA, the Highway Department and the Library will continue.

The Director plans to meet with Town Executives to update job descriptions, as well as institute perfor-

mance appraisals focusing on improving performance, efficiency and controlling costs. Tools to obtain employee feedback and options for HR tracking tools will be explored to improve employee performance and engagement. She also anticipates updating the Executive/Professional Group Manual, the creation of a Town employee handbook and a Safety Committee.

**TOWN CLERK**

*submitted by  
Kathy Dunai, Town Clerk*

The Town Clerk’s Office continues to prepare for the long range plans to vacate and renovate Town Hall. In FY 2016-17, the office continued to move forward by advancing technology and efficiency.

The land recordings, like last year, have increased adding to the financial intake of the office. Online accessibility of recorded documents has further strengthened the Town’s online presence. Recently back-scanned documents have been made available to the public. Per State mandate, documents are required to be retained as hard copies in the vault while posting the same information online for easy public access.

The Clerk’s office strives to provide a more open government, increased automation and to improve service for our residents with respect to the guidelines set by the State of Connecticut.

It continues to provide near real-time information for Town Meetings,

**TOWN CLERK STATISTICS**

	FY 2014-15	FY 2015-16	FY 2016-17
Documents Recorded	2,615	2,753	2,642
Local Conveyance Taxes	\$189,675.84	\$196,016.68	\$216,067.21
Dog Licenses	1,385	1,538	1,520
Marriages	61	63	61
Births	81	58	66
Deaths	160	148	162
Electronic Payments	\$5,527.00	\$8,880.00	\$6,998.00

*\*Electronic payments started in FY 2013-14*

board and commission meetings, agendas, land and other records. The Office continues to offer email distributions daily 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. In today's world, one's presence on social media remains in the forefront. Subscribers may visit the Town's Facebook and Twitter pages for all late-breaking information.

With the State of Connecticut Historic Grant monies, the clerk's office is in the process of digitizing vital records. Once the records are available on the computer it will reduce the amount of time a resident spends in the office to obtain a copy.

State and local budgets remain a great concern as municipal offices try to operate as cost effectively as possible. The strong team of Town Clerk Kathy Dunai and her assistants, Michele Urch and Raven Reid, provide Suffield residents with great professionalism and efficiency with respect to all services provided by the Clerk's Office.

The Town Clerk's Office continues to maintain:

- Dog licenses (\$19 or \$8 for altered dogs)
- Sport licenses for hunting and fishing (State mandates vary)
- Marriage licenses (\$30)
- Vital records for birth, marriage and death certificates (\$20)
- All land records
- Absentee voting applications and ballots

## TOWN MEETING SUMMARIES

*submitted by Lester Smith, Town Historian*

*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.*

### NOVEMBER 28, 2016

#### **Authorized Acquiring the Development Rights to a 2.1-Acre Parcel off Taintor Street**

The Meeting voted unanimously to approve this acquisition, at no cost, as part of Federal environmental conservation requirements imposed on the Tennessee Gas pipeline expansion project through Suffield.

#### **Authorized Granting a Water Line Utility Easement to Connecticut Water Company**

The Meeting voted unanimously to approve this easement through Town-owned open space at the corner of Bridge Street and Dylan Drive for service to Suffield Chase, a new residential subdivision.

#### **Authorized Granting a Utility Easement to Eversource**

The Meeting voted unanimously to approve this easement through Town-owned open space east of Dylan Drive and Wisteria Lane for service to Suffield Chase, a new residential subdivision.

#### **Authorized a Net Metering Credit Agreement with Lodestar Energy**

The Meeting voted unanimously to approve entering into this agreement in connection with the 2-megawatt solar farm being built by Lodestar west of North Street.

### MARCH 7, 2017

#### **Appropriated \$2,800,000 and Authorized Bonding for Buying Fire Equipment**

The Meeting authorized the appropriation and corresponding bonding by a counted, standing vote. The authorization would expire in four years. The equipment planned comprised a rescue truck, a pumper, and an aerial "tower" truck, along with related equipment. The vehicles being replaced varied from 18 to 29 years old.

### MAY 10, 2017

#### **Approved \$55,669,264 Annual Town Budget for FY 2017-18**

The budget proposed by the Board of Finance was accompanied by an unusual provision. Recognizing that the proposal included assumptions of State aid based on the most current information, the resolution to be voted authorized the Board of Finance, if the State aid changed more than

\$200,000, to declare the budget null and void and propose a new one. The proposed budget was approved by majority voice vote.



Pictured above is a portion of the solar farm being built by Lodestar west of North Street and south of Halladay Avenue West.

**JUNE 21, 2017**

**Ratified Submitting a LOTCIP Grant Application and Approved Expending the Granted Funds**

The Meeting unanimously ratified submitting a Local Transportation Capital Improvement Program application for the Thrall Avenue Road Reconstruction Project and approved spending the granted funds. The cost estimate was \$1,521,600 for the full length of Thrall Avenue, to be paid entirely by the State grant.

**Authorized Buying a Conservation Easement on the Lefcheck Farm**

The Meeting voted unanimously to spend \$174,000 from Open Space Funds to buy a Conservation Easement on 31-acres of the Lefcheck Farm, with public access off Wisteria Lane near Boston Neck Road. The full purchase cost included an equal share from a State grant.

**Approved the Establishment of a Town Center Tax Increment Financing (TIF) District and the Adoption of a Master Plan for the district**

The Meeting voted unanimously to approve the establishment of a TIF district which is almost contiguous with the Town Center Village zoning district, comprising properties north and south of Bridge Street at Main Street and almost half a mile along both sides of Mountain Road, plus all the property on Ffyer Place. The same vote adopted a Master Plan for the district.

In the TIF program, when development in the district or elsewhere results in increased taxes from property in the district, all or some portion of the increase may be used in various ways to assist development within the district.

**Approved the Sale of Lot 4 in Town Property on South Street**

The Meeting voted unanimously to sell a 1.42-acre parcel in its Light Industrial Subdivision in Suffield's Planned Development Industrial Park. The intention of Suffield resident Jeff Wasilewski, the proposed buyer, was to build a retail fulfillment center.

**REGISTRARS OF VOTERS**

*submitted by Darlene Burrell and Lynn Joyal, Registrars*

The Office of the Registrars of Voters is a position, governed by the CT 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 (i.e. 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 their 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 that impact the Office. Registrars are members of the Registrars of Voters Association of Connecticut.

Although the Registrar of Voters position is an elected position, politics does not have any place in the Regis-

trar's office. It is the responsibility of both parties to ensure fair and equitable enactment of all laws.

### **FY 2016-17 Activity**

Suffield has a new accessible, voter-verified paper-ballot system for use at elections, primaries and referenda. The Inspire Ballot Marking System is an accessible voting device enabling a voter with different disabilities – including visual impairment – to vote privately. The voting device features a touchscreen display and includes alternatives such as audio, tactile keys, jelly bean button/switch and customizable displays to accommodate voters with a wide range of physical, sensory, cognitive, literacy abilities. This system accurately marks the same preprinted ballots given to all other voters. The machine-marked ballots can then be run through the tabulator in the same manner as all other voter-marked ballots.

As of June 30, 2017, there were 8,819 registered voters in Suffield.

During FY 2016-17, 1,345 new voter records added. 3,587 voter record changes and removals were made. Activity averaged out to 299 voter record actions processed per month. Voter education/information packets were sent to 237 new Suffield residents.

In October, a mock election was held at the Suffield High School. In addition to the mock election a voter registration session was held at the high school. The students' choices mirrored those of the general election on November 8, 2016.

The required annual canvass of electors was conducted to determine changes of residence. The National Change of Address System (NCOA) was used and 492 Suffield electors were canvassed.

Eight referrals were sent to the State Elections Enforcement Commission (SEEC) requesting investigations into possible voter violations.

### **Election Results**

#### **NOVEMBER 8, 2016**

#### **PRESIDENTIAL ELECTION**

*Eighty-five percent (85%) turnout.  
Out of 9,125 eligible voters.  
7,713 electors voted.*

#### **President & Vice President**

Clinton & Kaine	D	3,334
√ Trump & Pence	R	3,789
Johnson & Weld	L	307
Stein & Baraka	G	111
McMullin & Johnson	Write-In	17

#### **United States Senator**

√ Richard Blumenthal	D & WF	3,913
Dan Carter	R	3,273
Richard Lion	L	84
Jeffery Russell	G	97

#### **Representative in Congress 02**

√ Joe Courtney	D & WF	3,876
Daria Novak	R	3,134
Daniel Reale	L	103
Jonathan Pelto	G	125

#### **State Senator 07**

Annie Hornish	D & WF	2,686
√ John A Kissel	R & I	4,580

#### **State Representative 61**

Michael S. Malloy	D	2,302
√ Tami Zawistowski	R & I	5,039

## **INFORMATION TECHNOLOGIES**

*submitted by*

*Melissa Finnigan, IT Project Manager*

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 this constantly upgraded world.

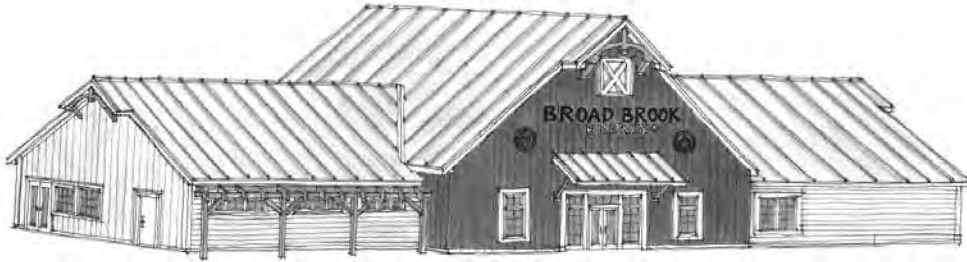
During this fiscal year, IT achieved several technology goals:

- Overhauled the support network by using support tickets to track help-desk initiatives that allowed better service to both employees and the community.
- Implemented a new Town of Suffield website allowing residents a more user-friendly experience when looking for Town information.
- Worked hard to utilize the recent Town Center fiber optic implementation to lower IT costs and to ensure that the Town's connectivity is working quickly and efficiently.

## Planning and Development

### ECONOMIC DEVELOPMENT COMMISSION

*submitted by Howard Orr, Chair*



***This sketch was submitted by Broad Brook Brewery. Construction of the facility will begin later in 2017.***

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

#### **Industrial Park Area**

The Town's regulatory agencies approved plans for Broad Brook Brewery's 14,000-square-foot building. Broad Brook Brewery successfully applied for Bradley Airport Development Zone tax incentives. This new facility will be Suffield's first brewery.

Cardinal Engineering completed a 4-lot subdivision plan for the 63-acre, Town-owned property located on South Street. The Town entered into an agreement for one of the lots with JSW Media, Inc., which plans to build

a 10,000-square-foot building. The other three lots are for sale, and the EDC will market the properties.

Champion Container Corporation bought the vacant building at 5 Firestone Drive. Champion is a family-owned business that sells containers and packaging of all sizes. They are the biggest distributor in the north-east.

#### **Grants**

A STEAP grant was pursued for the repaving of Firestone Drive.

A Certified Local Government Grant from the State Historic Preservation Office was pursued to continue to update and digitize the Suffield's Survey of Historical & Architectural Resources. Additionally, a Historic Preservation Technical Assistance Grant and a Historic Preservation Enhancement Grant were awarded to fund a capital needs assessment and feasibility study for hydropower for the Windsor Locks Canal.

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 BDL continued to update its website highlighted by information on Bradley Airport Development Zone tax incentives.

The EDC helped to draft a Tax Increment Financing District (TIF) Master

Plan and Policy. Suffield is the third community in Connecticut to create a TIF district. The plan was adopted at the June 21, 2017 Town Meeting. Full implementation of the TIF Master Plan is expected to result in private investment that will generate new tax revenue for the Town.

#### **Town Center**

The Commission addressed redevelopment of the former lumberyard on Ff Tyler Place. The two dilapidated buildings on the highway garage property will be taken down. The EDC commissioned a feasibility study for conversion of the abandoned rail line on Ff Tyler Place into a bicycle path.

Bouley Graphics & Embroidery opened in the Mountain Road Marketplace.

The EDC continued to sponsor the Suffield Farmer's Market, which began its 17th year of operation. It participated in Ag Day at the State Capital. The EDC continues in farmland preservation activities.

The Commission sponsored another successful Suffield Familiarization event in its efforts to diversify the Suffield tax base, as well as to enhance the quality of life in the community.

Anyone interested in opening a business in Suffield is encouraged to contact the Director of Economic Development at 860-668-3849.



## CONSERVATION COMMISSION

*submitted by  
Keith Morris, Consultant*

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 establishing 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, wetlands – what many consider marginal land – will invariably come under increased pressure for development.

The Commission experienced some changes in membership during FY 2016-17. With the departure of Commissioner Brian Casinghino the previous year, alternate member Elizabeth Fanous was appointed a full member of the Commission to fill his position, and Tom Elmore was appointed to fill her alternate position.

## FY 2016-17 Statistics

Applications acted upon	12
Approval for home(s) construction	3
Commercial	4
Other	4
Amendments	1

Sunrise and Stony Brook 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 the 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 S. Neilson*

The Town Forest Commission serves as the overseer for the Jesse Fowler Smith Town Forest. However, volunteers maintain the park. The gate is opened and shut by park neighbors. The trails are kept open by the Commission for citizens to enjoy.

This year, Samuel Austin Sikes created a "Plant Identification Walk" as his Eagle Scout project. Plants were identified with numbered markers. Samuel then created a map showing the location and description of each species. His map was duplicated on durable vinyl for park visitors' use. These reusable maps can be picked up at the bulletin board in the parking lot and should be returned after each visit.

The walk is in memory of his great-grandparents, Arthur and Arlene Sikes, who oversaw the park for the Town of Suffield for many years.

Because the park is self-service, there has been some vandalism by disrespectful visitors. The Commission works hard to keep the forest clean, natural and safe. Please call Joanne Nielson at 860-668-2920, if you find things undesirable.

## HELENA BAILEY SPENCER TREE FUND AND VAL GALLIVAN FUND

*submitted by  
Anita Wardell, Chair*

The Helena Bailey Spencer Tree Fund and Valyn Gallivan Trust Committee met several times during the year to plan and discuss the planning of eight new trees on North Main Street, eight new trees on South Main Street and nine new trees on Mountain Road. Selections were based on the best locations for the variety of species selected. James Mather and Sons was contracted to plant the trees and water during the summer as needed.

The Valyn Gallivan Fund, administered by the Hartford Foundation for Public Giving, provided the funds for this project.

The Committee regretfully accepted the resignation of Elizabeth Stanley and thanked her for her years of service and dedication. Her knowledge and expertise will be greatly missed.

## PLANNING AND ZONING COMMISSION

*submitted by Bill Hawkins, AICP, Town Planner*

The Planning and Zoning Commission (PZC) is an elected group of residents consisting of six regular members and three alternates. Each member is elected to a 4-year term unless they have been appointed to fill the remainder of a vacated term. PZC operates under the duties prescribed to it in Chapters 124 & 126 of the Connecticut General Statutes. Its duties include adopting the Town's *Plan of Conservation and Development* as well as deciding upon applicants' subdivision and resubdivision plans, site plans, special permits, and zone-change applications. PZC also reviews and makes recommendations on municipal improvement projects such as roads and bridges.

In FY 2016-17, PZC approved 13 new single-family residential lots and four Town-owned light industrial lots through the subdivision process. The Commission also approved site plan modifications to the affordable housing project located at 838 East Street South. The development consists of 166 units (96 apartments, 70 town houses) to be built in four phases. A total of 84 of the apartment units and 21 of the town houses will be affordable to those earning 60% and/or 80% or less of the Area Median Income (AMI), respectively. PZC approved site plan modifications at Suffield Academy for large projects, which include two new dormitory buildings and a rebuilding of Memorial Hall. PZC also approved a special permit for an animal hospital located at 616 South Street. In all, PZC reviewed 10 applications with fees totaling \$14,491 this year.

Staff approved a total of 216 permits this year which include certificates of occupancy, sign applications, liquor permit, and driveway applications. Within these permits, 162 applications were certified for zoning compliance, 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 \$8,100.

Other fees collected totaled \$33,000 for in-lieu-of-open-space payments. This payment fee allows the PZC to accept a fee for each approved residential building 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 Account and used to purchase open space that is more desirable.

### **Farmland Preservation**

The Town jointly purchased the development rights to the 56-acre Stiles Farm located on Mapleton Avenue with the Connecticut Department of Agriculture. The Town's portion of this transaction was \$37,073.11 with the State paying the \$620,631.

PZC staff continues to work on preserving the Bielonko Farm located on East Street North which directly abuts the Stiles Farm. The Bielonko

Farm is expected to close early next fiscal year. The Town continually accepts applications to the Farmland Preservation program and works closely with the State and Federal Departments of Agriculture. One farm applied in FY 2016-17.

Since the early 1990's, 24 farms have been protected in Suffield making the Town one of the farmland preservation leaders in the Connecticut River Valley and State. The Town began participating in the program in 2001 and has directly contributed to the preservation of 16 farms totaling over 1,200 acres. A number of landowners that are still interested in selling the development rights to their properties. Suffield has a system of rating and ranking the farms according to a predetermined set of criteria. The overall goal is to preserve a minimum of 55% of the Suffield's residentially-zoned land as open space.

### **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 regulations under the direction of PZC. The ZEO investigated 175 complaints this year.

The ZEO also works with residents who want to make an application to the Zoning Board of Appeals (ZBA). The ZEO receives and reviews applications to the ZBA to ensure they are complete before being reviewed at a meeting. This year, the ZEO received 7 applications for the ZBA.

## TOWN ENGINEER

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

### **Pavement Management Projects**

Phase 1 Bond-Funded Road Projects involved 7.5 miles of road reconstruction on Barn Door Hill Rd, Barry Pl., Branch Rd., Douglas St., High St., Somerwynd La., Thompsonville Rd, portions of Copper Hill Rd., Mapleton Ave. and Suffield St., Remington St., Oak St., Colson St., N. Stone St. between Oak to Colson, and 1,500 feet of Hale St. Most are completed.

The Updated Pavement Management Study (2015) was used to develop a second round of Phase 2 bond-funded projects for 2017. \$9 million was approved a 2015 referendum to mill and pave 19 miles of roadway including all or portions of Austin St., Bennett Rd., Boston Neck Rd., Broadleaf Circle, Blossom St., Halladay Ave. W, Hill St., Kenny Roberts Memorial Dr., Kingfisher La., Lebria Rd., Magnolia Dr., Marguy La., Newgate Rd., Plantation Dr., Pondview La., Ratley Rd., Ridgewood Dr., Russell Ave., South Grand St., South Main St., Spencer St., Suffield St., Warnertown Rd., Wendover Dr., Wheeler Dr. and Woods Hollow Rd.

Design was completed for road reconstruction on portions of Hale St., Taintor St., and Ratley Rd. Construction is scheduled in to begin in early FY 2017-18.

Following approvals by DOT, the Thrall Avenue Pavement Rehabilitation Project has advanced for FY 2017-18 bidding and construction. This \$1.1 million project is funded 100% by a LOTCIP Grant.

Funded by STEAP grant, the Canal Road reconstruction was completed this past spring. This followed the approval of contractor's set-aside plan by Commission on Human Rights and Opportunities (CHRO) as required by recent state statute.

The majority of these projects involved upgrades or additions to drainage facilities along with driveway apron and road-edge restoration work.

### **Water and Sewer Extension**

In the summer of 2016, the Route 75 Sewer and Water Project was completed along with all inspections, payments and grant closeout. The project provided water and sewer access to a large Town property on the east side of South Street (subsequently subdivided into 4 industrial lots) plus it provides the opportunity for further extensions to industrial property to the south. This was funded by a State grant.

### **Bridge Projects**

The route study, endangered species study, and most of the hydraulic and bridge-type studies have been completed for the reconstruction of the Remington Street bridge over Stony Brook. Following approval of the preliminary engineering report by DOT, a public information meeting will be held. The meeting would conclude the 30% design phase of the project.

### **Small Drainage Projects**

The long-standing drainage project between 4 Rawlins Brook Drive and 761 Thompsonville Road was bid

and constructed during this fiscal year.

### **Mountain Road Multi-Use Trail Project**

A LOTCIP commitment was received for a trail extending from Middle School to Spaulding School. Public involvement, consultant selection and design work will follow in FY 2017-18.

### **Additional**

#### **Town Engineer Functions**

- Advise the PZC including engineering reviews of subdivisions, site plans, bond release requests, and road acceptances and supervision of construction inspections of public facilities on all subdivision roads.
- Advising the Conservation Commission on drainage impacts to wetlands.
- Provide technical advice on Public Works projects as requested.
- Respond to drainage complaints and coordinating with Public Works and Highway Department to develop solutions.
- Facilitate payments to outside consultants and contractors for Pavement Management, Drainage and Bond Funded projects.
- Maintain and update the Pavement Management Program including design or design coordination of road improvement projects.
- Maintain Town road lists and maps.

No Town roads were accepted during FY 2016-17.

## SUFFIELD HISTORIC DISTRICT COMMISSION

*submitted by Doug Mayne, Chairman*

Suffield is blessed with two distinct historic districts: one encompassing North and South Main Street and the portion of Mapleton Avenue to Thompsonville Road; the other, the Hastings Hill section of Hill Street.

The Suffield Historic District Commission (HDC) is responsible for the oversight and enforcement of the preservation of and appropriate development within these districts. Owners of property within the Districts are custodians of the past. By living within an Historic District, each property owner should acknowledge that responsibility by adhering to the spirit of the District and the guidelines the Commission has established when considering renovation or alteration to existing buildings or the development of new construction.

The Commission recognizes the need of property owners to modify their properties to meet changing needs, and the guidelines established by the Commission provide a standard against which to judge the appropriateness of the proposed projects as well as provide a basis for consistency in the decisions made.

This year was a busy year with many Certificate of Appropriateness applications processed by the HDC on a wide range of projects in both historic districts. Most notably was construction of several large-scale projects involving significant historic structures along North Main Street.

The reconstruction of Memorial Hall at Suffield Academy and three large additions to residences along North Main street are certainly reshaping our District. Thoughtful collaboration between the HDC and both the institution and homeowners has resulted in projects that contribute positively to the historic fabric of our town center.

Work was recently completed on an in-depth Historic Resources Inventory initiated in 2014. This project was funded by a \$30,000 non-matching Supplemental Certified Local Government Grant (SCLG Grant) from the State Historic Preservation Office. This survey, conducted by an architectural historian and supervised by the HDC, updated and digitized Suffield's *Survey of Historical and Architectural Resources*. Limits in the original funding resulted in a primary focus on properties to east of Main Street. Earlier this year, stemming from a desire to document more of Suffield's historic resources, the Town applied for and was awarded an additional \$30,000 grant. This new survey, which is currently under way, will focus on properties to the west of Main Street and will be combined with the previous survey to create a more comprehensive document of our historic resources.

These grants require the submission of an electronic copy of the survey and will be posted as a link on the Town of Suffield's website. This will offer the public and residents with far greater access to and understanding of Suffield's rich architectural heritage.

## Public Safety

### POLICE COMMISSION

*submitted by Richard D. Brown, Chief*

It is the mission of the Suffield Police Department to safeguard life and property in partnership with the community. It strives to do so with honor and integrity, while conducting itself with the highest ethical standards.

FY 2016-17 was challenging and continued to be another transitional year for the SPD and Commission. The SPD report to the Commission stated pride in the collaborative efforts and the results produced over the past year.

#### Community Policing

The SPD engaged in strategies to reinforce the importance of community engagement and involvement in addressing public safety in our community. It partnered with the community throughout the year. Informal events such as *Pokémon-on-the-Green* gathered officers and teens to game together. Sessions of *Coffee with a Cop* and *Chill with a Cop* brought residents, officers and department leadership together at local spots in town to have candid dialogue about policing in the community.

These events build bonds, trust, and familiarity with one another throughout the year. *National Night Out* during August brought an estimated 1,500 Suffield residents out to join members of the Department at their annual community-building campaign to promote police-community partnerships and make the community safer.

During the winter, officers served seniors dinner at the Suffield Senior Center Annual Holiday Luncheon and conducted a sledding event for families and officers. During the spring and summer, Suffield PD staff conducted a wide range of activities for the community including Police K-9 demonstrations, a *Cops and Cars* car show and a child safety seat clinic in which regional police partners joined Suffield Police to check car seats for safety and to assist families with installation of car seats.

During FY 2016-17, Suffield Police adopted the use of technology-based community engagement to increase community access to the operations of the Department. Its Facebook page (which has nearly 5,000 followers) was used to provide residents with traffic advisories, crime alerts, crime prevention strategies, and community policing initiatives. In February, a SPD posting, utilizing humor to share a story about a roaming cow, illustrated the value of this communication tool. This posting reached over 2.3 million people!

**Opioid Epidemic**

Unfortunately, the Town of Suffield is not immune to the impact of the opioid epidemic. Suffield has seen an increase in overdose incidents and narcotic arrests in the past year. Enforcement is not the sole solution to the issue. The SPD recognizes its responsibility to community extends beyond making arrests.

In the past year, both the Department and the Commission have started collaborating with the Suffield Local

Prevention Council (SLPC). The mission of the SLPC is to provide community members with information on prevention and available help resources while supporting as stigma-free vision of addiction as an illness. The SLPC, the Police Department and the Board of Education have partnered to provide several informative programs and now have developed a comprehensive list of available resources to assist our community.

SPD continues to collaborate with the Drug Enforcement Administration and participate in the national prescription drug-take back event – providing an opportunity for the public to surrender pharmaceutical controlled substances and other medications to law enforcement for destruction. Expired, unused or unwanted controlled substances in our homes are a potential source of supply for the increasing abuse and present an unacceptable risk to the public health and safety. In addition, the Department maintains a licensed prescription “Dropbox” to make this resource available to the community year round.

The members of the SPD were trained and now carry NARCAN as a result of the combined efforts of our agency with the Suffield Volunteer Ambulance Association.

**Crime Prevention**

The Department takes its crime-prevention responsibility very seriously. If community education and awareness results in preventing crime before it even occurs, then ours is a safer community. To that end, it conducted a variety of crime prevention

**POLICE DEPARTMENT STATISTICS**

	FY 2014-15	FY 2015-16	FY 2016-17
Calls for Service	18,961	21,792	23,511
Value Property Stolen	\$ 179,704	\$ 370,212	\$ 357,432
Value Property Recovered	\$ 13,950	\$ 99,222	\$ 78,846
<b>Criminal Arrests:</b>	128	152	151
<b>Motor Vehicle Violations:</b>			
Infraction/Summons Issued	309	314	216
Citations (Verbal/Written)	1,212	1,523	882
Accidents	218	199	230
Fatal Accidents	4	0	0
D.W.I.	23	26	40
<b>Crime Data:</b>			
Auto Theft	5	10	9
Value Loss	\$ 13,950	\$ 146,000	\$ 102,500
Value Recovered	\$ 10,000	\$ 67,000	\$ 75,500
Rapes	1	1	2
Robbery	1	0	1
Assaults (include domestic)	34	50	55
Burglary	17	31	36
Larceny	54	73	69
Arson	0	1	0
Narcotic Arrests	9	19	27

presentations on such topics as identity theft and fraud prevention, personal and home safety, child car seat safety and laws, and drug abuse. Crime prevention forums were presented to the Suffield Women’s Club, Suffield Rotary, Suffield Senior Center, the SLPC, and the summer part-time staff of the Suffield Parks and Recreation Department. Additionally, the Department utilized and continues to seek out any public event where crime prevention information may be distributed to the public such as *Suffield-on-the-Green* and *National Night Out*.



### **Traffic Safety**

Traffic – in particular commercial motor vehicle traffic – remains a common concern of our citizens. In response to the growing concerns, local police partnered with the Connecticut State Police Traffic Unit and the Connecticut Department of Motor Vehicle Commercial Motor Vehicle Safety Unit in several high-visibility, enforcement campaigns in town to address speed as well as unsafe driving habits. In addition, the SPD participated in several grants including seat safety belt and DUI enforcement sponsored by the Connecticut Department of Transportation. The purchase and use of updated speed detection equipment including radars, traffic counters and “Your Speed” signs have provided tools helpful in effectively addressing the ongoing concerns.

### **Mental Health Initiatives**

Embracing de-escalation strategies for successful interactions with those members of our community with mental health and behavioral health issues and those experiencing crisis, the SPD has implemented protocols to deliver various police services and ensure public safety for this population.

A partnership with the local, non-profit Foundation for Exceptional Children of Suffield (FECS) provides autism-awareness training to officers across the region how to recognize indicators of autism and to successfully interact with autistic residents in the community. Development of an identification card program called Project Keep Me SafeCard is anticipated to assist with identification in the event that a child goes miss-

ing or can be used to identify family members with intensive medical or psychological conditions such as autism, diabetes, depression, schizophrenia, and epilepsy, among others.

Similarly, the SPD has also established a relationship with various mental health advocacy organizations. Training and development of best practice policies for our mental health consumer population is an outgrowth of this relationship with the Connecticut Alliance to Benefit Law Enforcement (CABLE), the North Central Region Mental Health Board, and Suffield Emergency Aid Association. Department staff have attended community forums and received training in Mental Health First Aid and other de-escalation trainings so that the SPD are able to provide care for these members of our community in a safe, effective and empathetic manner.

### **Schools / Youth**

Addressing public safety needs frequently associated with adolescent development is an area the SPD commits resources to. It maintains a School Resource Officer (SRO) in partnership with the Board of Education. It recognizes that what occurs in our schools often spills out into the community and what occurs after school hours can similarly have impact during a school day. This shared resource allows a police officer to serve as educator, counselor, and law enforcement officer to assist youth, families, and the public school district.

To build bridges between our youth and police and to increase positive youth/police collaboration and

interactions, officers Suffield assisted with the youth Police Cadet program, participated in large scale state-wide community policing events at summer camps attended by underprivileged youth, and coordinated in the Expanded Horizons Program where police interact with students grades 3-5 using active games that foster positive relations and provide mentoring to Suffield youth.

Recognizing that typical adolescent behaviors may lead to a youth being introduced to the juvenile justice system, the SPD partners with Town agencies to promote diversion from the court system for minor offenses. By serving as the Town contact agency for the Suffield Juvenile Review Board (JRB), youth are diverted away from an overcrowded juvenile system to a program consisting of consequences and service referral in the community.

Chief Richard Brown ended his report with “Our partnership with you is what binds us, encourages us, and energizes us to serve you. As we move forward, you will see that we are a progressive police agency embracing modern police practices and a 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 neighborhoods improves police service while enhancing crime prevention efforts to ensure a safe community for all. We believe that “To Serve and Protect – Together” is the key to quality policing.”

## FIRE COMMISSION

*submitted by Chuck Flynn, Fire Chief*

The Fire Commission was established in 1945 by the State Legislature to organize and maintain a Suffield Fire Department (SFD). The Fire Commission assists the Fire Department to ensure that Suffield citizens have dependable and efficient fire protection and education. 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 consists of six electors who are resident taxpayers and serve a four-year term. It collaborates with the Chief to produce a budget that balances fiscal responsibility with the need to protect the public and give firefighters the tools necessary to work safely.

The Fire Department's mission is to honorably and safely protect Suffield 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 guiding principles for its members to provide first class service to the community and its visitors.

The SFD is a combination department composed of eight career staff members and 32 paid-on-call volunteers who commit themselves col-

lectively 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.

Fire Department personnel completed 4,742 hours of training and education on topics including wide-area search-and-rescue for lost hikers, basic and advanced firefighting skills, incident command, safety, stress and behavioral health, autism awareness and Conn OSHA core competency for fire departments to name a few.

Currently, the SFD has three members assigned to special services, who are non-firefighting administrative duties or members of our 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 fireground 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 at 73 Mountain Road next to Town Hall, call 860-668-3888, or contact Chief Flynn via email [firechief@SuffieldCT.gov](mailto:firechief@SuffieldCT.gov).

In FY 2016-17, the fire department responded to 499 calls. Seventy-six percent of the calls for service were between 6 am and 6 pm – when most volunteers are at their place of employment. Calls for service were evenly distributed throughout the week with Sunday being the slowest day and Wednesday being the busiest; 73% occurred during the workweek.

Property dollar loss for all fire incidents totaled \$1.4 million. To put this into perspective, Suffield's total property values, based on the 2016 -17 Grand List as recorded by the Secretary of the State is \$1,367,017,452. The fire loss in Suffield was approximately one tenth of one percent of the Suffield'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. Firefighter visit schools, develop public displays and conduct community outreach programs to reach Suffield's citizens at all age levels.



Left to right are Cadet Justin Seger and FF Colby Tyler who received the Honorable Service Medal and LT Kevin Seger who received the Medal of Honor. The awards were presented for rescuing a handicapped person trapped in a house fire.

**BUILDING DEPARTMENT** *submitted by Ted Flanders, Building Official*

**Purpose**

The State of Connecticut adopted building codes that the Town enforces in order to provide reasonable controls for the design, construction, use and occupancy of buildings and their assorted components. Because modern technological advances have led to more complex buildings the codes, regulation of construction has become more involved as well. The Suffield Building Department strives to keep pace with these rapidly changing rules. To preserve health, safety and public welfare, the Department's goal is to provide smart and customer-friendly application of these rules.

**Functions**

Code direction begins with an application for a building permit. Only after the proposed construction plans have been reviewed, are the permits issued. Once work begins on a project,

the primary method used to verify that the construction complies with code, is a visual inspection conducted by the Department.

If violations are found during the initial inspection then the appropriate corrections

must be made and inspected a second time before the next part of construction can resume. When a building or project is completed, a final inspection is conducted to confirm that the work was done correctly and a Certificate of Occupancy, Use or Completion is issued to the applicant.

The Department also responds to unsafe situations when accidents or fires occur to insure that the danger has been abated in a safe manner.

These records are preserved within the Building Department office. A broad range of building records provides information on hundreds of properties, permits and inspections to owners, contractors, banks, surveyors, realtors, construction journals and attorneys during the year.

**Activity**

Building activity reached an all-time high in FY 2016-17 with new construction, project value totaling \$44,897,119 for the year! The number of new home permits and additions or renovations remained steady. The biggest increase in construction value was found in new commercial buildings and renovation projects. Permits for commercial buildings in permits for FY 2015-16 totalled 20. This year the number was 37. Additionally, two large apartment buildings were also granted permits during the year.

The Department issued 1,373 permits of all types and conducted 3,335 inspections during the year.

**SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION**

*submitted by Art Groux, Chief*

This is the first year in the past five years that the SVAA has had statistically significant increase in its volume of calls for assistance. The increases seen are secondary to the increase in residential structures in town.

This volume is anticipated to increase over the next few years. To accommodate the growing volume of calls, the SVAA has increased the number of personnel scheduled on any given shift. This increase in staffing is being handled through a push to increase the number of volunteer members.

Suffield has been fortunate for years that volunteers from all over the state travel to Suffield to help our residents in medical emergency situations. Currently SVAA volunteers provide over 28,000 hours of service to the community! Over 60% of these volunteers travel from other towns to volunteer in Suffield, some for more than 25 miles distance.

These hours of service represent the time members spend scheduled to provide ambulance coverage. They do not include the hours spent training, providing administrative support, or the hours working with new members.

This year, a new ambulance replaced an aging unit in the fleet. This new ambulance represents the latest in

**Building Department Main Statistics**

	FY 2015-16	FY 2016-17
New Single Family Home Permits	35	36
Residential Renovations/Additions	250	249
New Apartment Buildings	0	2
Commercial Buildings/Renovations/Additions	20	37
Total of All Permits Issued	1,310	1,373
Total Inspections Conducted	3,322	3,335
Total Certificates of Occupancy	33	30
Total Certificates of Use	36	22
Total Value of All Construction	\$25,983,972	\$44,897,119
Fees Collected	\$310,587	\$614,295

safety for both crews and patients. This new design was the result of countless hours spent by the SVAA committee working with reach-distances-and-equipment-use studies in order to assure the design allows a majority of the medical-response work to be done while everyone is seated and belted in the back of the ambulance.

This unit will be followed up by a second unit of the same design in the upcoming year.

The SVAA training program offering CPR, First Aid and EMT training to residents of Suffield and the surrounding towns – on an at-cost rate – continues. Information about these programs can be found at [www.suffieldems.org](http://www.suffieldems.org) or by calling 860-668-3881, Monday thru Friday from 8 am to 4 pm.

## **EMERGENCY MANAGEMENT**

*submitted by Art Groux, Director*

Suffield Emergency Management had a busy year, which began with a revision of plans within the town as well as the training of Town department heads. Additionally, it completed a move of the Town's Emergency Operations Center (EOC).

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. Over the next two years, the teams seeks to transition from a plan in paper-form to a day-

to-day model of operation and preparedness for all Town departments.

The process of regular EOC training with Town departments began and will continue this on a regular basis.

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

The Town has transitioned to a statewide, resident-notification tool for incidents in and around Suffield. The system allows residents and visitors (who have signed up for the system) to be notified of significant issues in town. In the coming year, the team looks to expand notifications to include road closures, for both construction and emergencies, as well as significant events. To sign up for the system please visit <[www.CT.gov/Alert/](http://www.CT.gov/Alert/)> and look for the sign up link.

Gratefully Suffield didn't have to deal with any town-wide emergencies this past year, but no one has forgotten the need of preparedness. The Emergency Management team encourages 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](http://www.GetReadyCapitalRegion.org)>.

Be safe during the upcoming year.

## **Public Works**

### **WATER POLLUTION CONTROL AUTHORITY**

*submitted by*

*Julie Nigro, Business Administrator*

*Shane McCannon, Superintendent*

#### **Financial**

For the first time since 2009, sewer use rates were increased for residents. The fee of \$287 was raised to \$300. The Kent Farms Sewer District was increased to \$227 per year. The commercial/industrial rate was increased from \$5.39 to \$6.55 per 1,000 gallons discharged. The WPCA maintained its contracts with H.P. Hood and the Connecticut Dept. of Corrections for treatment of their wastewater discharged to the plant.

The WPCA continued with its successful effort to collect all delinquent accounts. The collection rate remains at approximately 98%.

Tighe and Bond completed a rate study and financial analysis of the WPCA's methodology in comparison to other towns. The project also gave the Authority a new tool to project its budget according to operating expenses and capital needs. The staff is integrating the results of this study into WPCA policies on a case-by-case basis. A public meeting must be held for comments for any policy changes and approval by the elected WPCA commissioners is required.

Last year, staff had negotiated a decrease in the sludge disposal fee with the Metropolitan District Commission

(MDC) from \$265/dry ton to \$230/dry ton. However, because of rising costs associated with processing waste at the MDC, the cost of disposal was increased to \$240/dry ton. Fortunately, staff was able to balance that increase by the use of a more cost-effective polymer solution. This new polymer (which is in the second month of trial at the end of the fiscal year) costs roughly half as much as the previous polymer – for a predicted total savings of \$15,000 - \$20,000. Furthermore, additional automation such as flow proportional dosing will help to reduce chemical use. The WPCA plans to replace several ancillary feed-system components to complement this effort.

#### **Awards and Achievements**

There were no safety related incidents in FY 2016-17. It has been over 10 years since the last work related injury.

#### **Treatment Plant Operations**

The Suffield WPCA operates and maintains the Town's 2-million gallon per day wastewater treatment facility. Several notable accomplishments occurred in FY 2016-17 including:

1) The treatment plant has performed extremely well, and the WPCA received nitrogen credits for 2016 from the Department of Environmental Protection (DEP) of \$4,439. This was less than the previous few years. The Nitrogen Trading "Self-Sufficient" Program was approved under Public Act 15-38 last year. The program consists of the buyers purchasing the credits (1024.3 equalized at \$6.72) they need to meet their general permit. Payments will be shared (\$2,512,404)

among the sellers' credits (2568.78 equalized at \$2.6796) proportionally. Therefore, there will be no further purchase of excess credits by the DEP. This means that sellers' payments, such as the Suffield WPCA payments, have decreased accordingly. The 2016 data is traded in 2017.

2) Phase 2 of the Control System (SCADA system) Improvements was implemented in order to increase treatment efficiency and assist operators. This implementation improves treatment as well as the efficiency of operators. Thus staff will have time to focus on tasks that were on hold or in the planning stages for a longer period than was desired.

3) A new statistics database called Hach WIMS was implemented to help operations increase their ability to analyze data, report data, and troubleshoot problems. It allows staff to develop solutions and predict potential failures so they might be avoided. Strong and defensible data has been shown to save millions of dollars over time because future projects do not use estimates – they use actuals.

4) Facility staff has taken a substantial effort to increase the number and types of jobs they do on a daily basis. The highly qualified and professionally certified staff has been the core of the effort. They are definitely the facility's greatest asset.

#### **Pump Stations and Collection System**

The total number of pumping stations remains at 19. There were no new pump stations added in FY 2016-17.

Three new small housing developments were built. However, in lieu of adding additional pump stations for these new homes, the developer utilized a new method of transporting wastewater to the facility. Called a low-pressure sewer system, it consists a single pump and tank in each home. Each home system pumps into a common pipe under low pressure. The pump systems and the power used by the pumps are the responsibility of the homeowner. The WPCA is only responsible for "pressurized main" and related equipment that is not on private property. This avoided adding adding new, capital assets to the facility's list. Furthermore, almost all the cost associated with the long-term life cycle of the system will not be a burden on the Authority. This equipment also cost the developer a fraction of the cost of traditional pump-station construction.

In addition to the treatment plant, the WPCA staff maintains 70+ miles of sewer line and the underground treatment system at the Kent Farms subdivision.

Significant erosion occurred adjacent to the support structure for both the Stony Brook interceptor and the Connecticut River interceptor. Approximately 70% of all to Suffield sewage flows through this area. Both interceptor bridges on the riverbanks were repaired in FY 2016-17.

Staff continued to improve the Authority's asset management program for the collection system and pump stations. They implemented a new GIS based mapping and management



system utilizing free software, *Google Earth Pro*. This saved approximately \$100,000 in cost for the budgeted project. This out-of-the-box idea was developed by Superintendent Shane McCannon and the CCTV contractor, Mobile Robotics.

**Energy/Utilities**

The WPCA replaced 30-year-old aerator blade that had holes in it. Staff replaced 11-year-old pumps with new, more energy-efficient pumps and equipment. Both had been huge energy wastes.

The treatment plant power-reduction efforts have produced better than expected savings. It has been a win-win situation because all of the equipment purchased for the effort needed to be replaced because of its age and condition. Roughly half of the savings resulted from efforts that cost little or no money at all! Altogether, the treatment plant power consumption was reduced by 15%. This savings allowed the Authority to absorb an 8% increase in utility-charge increases, and save beyond that. Efficiency efforts continue.

As reported last year, the plant potable water use (drinking water) was reduced so much because of basic conservation efforts that the Connecticut Water Company came to the plant to check the meter because they thought it was broken! Usage was reduced by at least 75%! Additionally, in this fiscal year, staff noticed they were being charged an extra \$2,000/year for a second meter. The meter was redundant. It was removed.

**DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works (DPW) continues to follow a comprehensive maintenance plan for the 18 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 the responsibility of DPW.

**Projects**

In FY 2016-17, roofing projects included replacement of the roofs at the Landfill office, the three-bay garage at Sunrise Park and the Thompsonville Road Fire Station. The parking lot at this fire station was also repaved.

The fire-control panels were replaced with updated units at all three auxiliary fire stations, which improved the Town's alarm communication system. Oil and water separators were installed in the floor drains of each station to comply with State regulations on storm water runoff.

Fiber optic cable was installed underground through the center of town connecting the Town Hall with the Kent Memorial Library, the Suffield Volunteer Ambulance Association, the Housing Authority and the Suffield Senior Center. This will allow improved computer networking between the sites.

The tennis courts at the Suffield High School were rebuilt and resurfaced with all new playing surfaces, fencing, nets and drainage. The new design allowed for an extra court to be added to the playing area. A new

basketball court was also installed adjacent to the tennis courts.

Many improvements were made at Babbs Beach including the creation of a new access road and lower level parking area. New fences were installed around the property and a new platform and gazebo were constructed. A lifeguard chair was added, as well as a handicapped access mat to the water, security cameras, picnic tables and landscaping.

At the police headquarters, the DPW installed new flooring and began

*submitted by John Cloonan, Director*

work to update the conference room to a state-of-the-art police-training facility.

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, conceptual designs were prepared with the option of a two story addition presented.

**Grounds & Road Maintenance**

The Highway Department is responsible for maintaining approximately

LANDFILL STATISTICS FY 2016-17	
Waste Oil	1,620 gallons
Antifreeze	50 gallons
Scrap Metal	260.02 tons
Newspaper & Cardboard & Mixed Paper	89.9 tons
Bottles/Cans/Junk Mail, Single Stream	1,531.14 tons
Auto Batteries	2,160 lbs.
Electronics	49.23 tons
Rechargeable Batteries	1,160 lbs.
Disposed of Mattresses and Box Springs	546 pieces
Stuffed Furniture, Carpets and Over-sized Plastics	194.52 tons
Bulky Waste buried at the Landfill	648.68 tons
Tires removed	353 tires
Freon-Containing Appliances	334 units
Propane Tanks	217 tanks
Households receiving Curb Side Pickup	4,280 households
Households signed up for Transfer Station	157 households
Trash Area Add-On Permits issued	117 permits
Fees collected for Bulky Waste Pickup	\$ 2,991
April 2017 Household Hazardous Waste Collection Day	
Participating Households	250
Disposal Cost	\$ 14,000

80 miles of Town roads and 7 miles of private roads in the Congamond Lakes area. The Department responded to 21 callouts during the winter snowplowing season. A 10-person crew is on call. For large storms, plowing contractors are called to assist. DPW used approximately 2,000 tons of Cargill Clear Lane treated road salt for the roads this past winter. The Department works together with the School Superintendent to determine late openings and school closings.

The DPW is continuously working on pothole patching of Town roads, as well as maintaining small drainage projects. In addition, it removed many dead or diseased trees that were potentially dangerous along the roadsides.

The crew maintains approximately 150 acres of Town-owned lawns and fields, plus all roadside areas. The majority of the work (mowing, field marking and trash pickup) is completed by the staff. Two seasonal workers have been assisting with the field mowing. This year, the crew worked to improve the baseball field behind McAlister School bringing in much needed infield material. They also assist with major events taking place in town like the *Suffield-on-the-Green* and *Relay for Life*. The Department purchased a new mini-excavator to aid with its many maintenance projects.

#### **Inmate Program**

The Inmate Program from the Willard/Cybulski Facility in Enfield continues to provide a significant cost savings to the Town. Under the

supervision of two parttime coordinators, the inmates assisted the DPW 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 MiniBuses.

#### **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 fluorescent or CFL light bulbs at a collection bin on the property. Electronic waste (e-waste) like old computers, televisions or video game systems can also be dropped off at our collection trailer with no charge. Used motor oil is no longer accepted at the landfill. It may be disposed of curbside next to your recycling cart or brought to the Autozone store in Enfield. The landfill is open to the public on Tuesdays, Thursdays and Saturdays from 8am to 4pm and is located at 2715 Mountain Rd.

## **Library, Parks & Recreation**

### **LIBRARY COMMISSION**

*submitted by Jackie Hemond, Director*

Collaboration was the byword this year. With the library still in temporary quarters at 61 Ff Tyler Place, library programs have expanded beyond these walls. Institutions sympathetic to the library's situation opened their doors. Library programs were held at the Suffield Senior Center, Second Baptist Church, First Congregational Church, Phelps-Hatheway House, West Suffield Academy Hall, the Lily House, the Kingsfield Bed & Breakfast, Mapleton Hall, Suffield Academy and the High School. In turn, the library has collaborated on programs with the Suffield school system, the Parks and Recreation Department, the Suffield Historical Society and the Senior Center.

#### **Programs**

Notable adult programs for the year were

- Author Luke Dittrich,
- Musician Marc Black who sang songs from the 50s & 60s,
- Alissa Monteleone with her food talks, the Suffield Players play readings,
- Poet Alison Moncrief Bromage,
- Travel programs on Italy and Antarctica,
- A talk on Immigration,
- Family wreath-making,
- Cellist Gideon Freudmann, and always popular
- Book Discussion Leader B.J. Smith.

During the summer reading, the theme was "Looking for Fun and Feeling Groovy". The winter theme was "Armchair Travel".

Children's programs included gingerbread houses, Polar Express, cartooning with Rick Stromoski, a Fancy-Nancy soiree, infant massage, yoga, movement

classes, *Scare-It-Up Suffield*, and Miss Wendy storytimes.

### **New Happenings and Changes**

New things were added this year! Wendy Mitzel joined the staff as the teen outreach librarian, a position the library never had before. There is also a hotspot to check out and a telescope bought by the Friends of the Library to circulate in the Fall 2017. The library started a cookbook club, astronomy programs and a book club at the Phelps Hatheway House featuring books with storylines which take place the same years in which the Phelps Hatheway House was inhabited (1760 to the early 1900s).

The Ezra Jack Keats Foundation provided a \$500 grant for the library to pop up at the summer Farmer's Market. The grant provided supplies for activities for children. Here patrons were also able to check out library materials, sign up for programs and library cards. It was a great success, and the plan is to continue popping up at other venues as well as next year's Market. An additional grant provided 1,000 eclipse glasses to be used for the eclipse in August 2017.

The library continues to have movie showings (with popcorn); Great Decisions, a discussion group on current foreign affairs; writing contests; a homebound service; and other book discussion groups.

Two staff members retired this year with many years of service: Beverly Sikes, a Children's Department Assistant, who worked with the Kent

Memorial Library for 21 years, and Pam Baldini, a Reference Librarian, who retired after 10 years of service. Sue Mack returned to work at the library as a Library Substitute.

### **Building Status**

The new entrance and most of the renovation of the library at 50 North Main Street has been completed. The fiber optic cable has also been connected. However, pilot tests to determine the proper remediation of the toxin, polychlorinated biphenyl (PCB), has not been done. The library's historical room, auditorium, lower level bathrooms, director's office and the galley kitchen in the gallery room also require additional work and new bookshelves will need to be bought. Books left behind at 50 North Main Street need to be cleaned of toxins. New furniture for the library and a compact shelving unit for the historical room, bought with donations, are being stored at the library. The date for the reopening of the library is undetermined.

### **KML Statistics**

Number of Library Materials	
Checked Out	78,794
People Count	65,797
Active Patrons Checked Out per	
Transaction/Year	2/22
Adult Programs/Attendance	308/3,466
Children's Programs/Attendance	261/4,503
Volunteer/Community Service Hours	175
Number of Computer Users	4,489
Website Page views	53,398
Facebook Page views	76,771

## **PARKS & RECREATION**

*submitted by*

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

The Parks and Recreation Department (P&R) is a vital contributor to our community by providing quality recreation opportunities for Suffield residents. This past fiscal year proved to be a busy time with the Department continuing to serve the community as thousands of residents enjoyed Town parks, sports fields, playgrounds, courts, trails, recreational programs and wide variety of services provided by P&R.

### **Programs**

Summer is a lively time. Once the children end their school year, they jump into the summer camp season. Over 40 camps and programs were offered during the summer with over 525 children participating in fun, educational and exciting activities. The Department worked jointly with school district to provide the Extended School Year program to students enrolled in P&R summer camps. The partnership continued with the Suffield Academy as 'Tween campers had the opportunity to take trips to their Outdoor Leadership Center and engage in rock-wall climbing and ropes courses.

The Family Recreation Complex (adjacent to McAlister and Suffield Middle schools) with the lighted tennis and basketball courts continues to be a popular place during the summer. The youth pick-up basketball program was well-liked with a weekly attendance 46 children play-

ing pick-up games. Tennis lessons and regular play were also common during the warm summer nights.

Held annually on the Saturday of the *Suffield-on-the-Green* weekend, the 5K and 10K road races continue to be a very popular event for runners of all levels. This year, the Department instituted some new changes to the route and starting times to further improve the course and efficiency of the event. 159 children

and adults participated. The generosity and continued support of the First National Bank of Suffield, the main sponsor of this community event, is valued.

The soccer program was a favorite fall pastime – the largest activity for youth with 320 children participating. A new format of smaller teams of 3-versus-3 play allowed children more playing and skill-development time. Saturday mornings provide a great social outlet for everyone involved.

In October, *Scare-it-up-Suffield* was held for the first time as a collaborative event with the Kent Memorial Library, Suffield Senior Center and Youth Services Departments. This Scarecrow decorating contest had 23 entries by youth, adults, local businesses, and senior groups. All were on display in the front yard of the Senior Center. The Suffield Rotary Club graciously donated prizes.

The winter basketball program offered a new players clinic for 284 children with the High School coaches and Varsity team members mentoring the youth. Field hockey, softball and Tee-ball also proved to be popular and have a steady attendance of over 60 children. Parent volunteers help make these sport programs successful. Their support is appreciated. Other community clubs and organizations utilize the Suffield athletic fields throughout the year, providing alternative and more competitive team sports for Suffield youth.

The attendance in programs for individuals with special needs has increased with bowling being the most popular night out. Weekly attendance averaged 50 participants.

#### **Babb's Beach**

With the diligent work of the Public Works Department, Babb's Beach was enhanced with a new layer of sand. The surrounding grounds were meticulously planted, mulched and groomed. Beautiful roses punctuated the view from the water. A new platform was constructed for future concerts and events. A beach access road was constructed that included handicap parking spaces with special access to the beach and waterfront.

The park was secured with the installation of four security gates, and the Suffield Police Department making routine checks.

The Friends of Suffield donated picnic tables for patrons to enjoy. Horse-shoe pits were installed in the upper

park area for friendly play or competition. A garage shed was installed for the storage of lifeguard safety equipment and general park maintenance items. P&R extended a special thank you to the Southwick police dive team that worked with the Public Works Department to install buoys and conduct a safety check of the lake floor in Babb's designated swim area. This beach and park opened in June at the close of this fiscal year. Future development for recreational use is planned.

#### **Thanks**

Special thanks to all the parents who volunteer their time to help make P&R programs successful. The Department recognizes that its numerous programs play a critical role in the development Suffield children and that they would not be possible without the considerable time Suffield parents dedicate through coaching and other means of support. Additional thanks were extended to private donors and businesses that continue to support and enhance P&R programs and services throughout the year.

The Parks and Recreation Commission continues to actively participate in the community by reaching out to residents and evaluating programs and services. Each year, changes are implemented as P&R strives to meet the community needs.

The Commission members always welcome ideas, feedback, and suggestions from Suffield citizens so that services and programming continue to benefit Suffield residents.



Town departments also submitted scarecrows to Scare-it-up-Suffield. This entry created by the First Selectman's Office was judged Most Creative.

## Social Services

### EMERGENCY AID ASSOCIATION

submitted by

Janet Frechette, M.S.W., Director

The Emergency Aid Association, EAA, is a private, non-profit 501(c)3 social service agency. The EAA provides supportive health and social services that positively affect the well-being of Suffield residents during periods of need.

In 2003, upon the retirement of the Town Social Worker, the Town and the EAA signed a Memorandum of Understanding (MOU) whereby, the EAA delivers social services to the residents of Suffield. The current contract extends this partnership through June 2022.

#### Highlights

Health and social service programs provided by the EAA this year:

- The Food Pantry was accessed 515 times by 144 different Suffield families comprised of 340 persons.
- \$26,428 in critical fuel aid was distributed to 75 Suffield families from various EAA-administered funds. An additional 186 energy applications were submitted to the State on behalf of our residents, resulting in \$111,892 in fuel aid to 174 eligible households.
- Subsidized essential medical services totaling \$12,597 for the benefit of residents directly or through a third-party contract.
- *Your Money, Your Goals:*

#### *Developing Your Financial Empowerment:*

A trained EAA volunteer assisted in building financial security by helping clients set financial goals, pay their bills, manage debt and save for emergencies.

- Responded to over 2,100 requests for information and provided comprehensive case assessment and networking to 585 residents.
- Coordinated volunteers who distributed 10,538 Meals-On-Wheels.
- Coordinated the distribution of 239 donated holiday and other seasonal baskets to low-income households.
- Sponsored 23 clinics that provided 440 free blood-pressure screenings at the Suffield Senior Center.
- EAA volunteers provided non-emergency medical transportation for older and disabled residents when other options were not available.
- Hosted two 8-week bereavement support groups at our facility free of charge.
- 1,162 meal subsidies (\$4,067) were distributed, making it possible for low-income seniors and disabled persons to participate in the Suffield Senior Center lunch program, two days a week.
- Sponsored this on-going program at the Suffield Senior Center in an effort to help participants reduce the risk of falls.
- Partnered with the Town's Emergency Preparedness team to identify vulnerable residents when events warrant.

- Developed a support plan to ensure resident safety and wellbeing if a fuel, food or housing crisis should occur during non-EAA work hours.
- 25 camp subsidies were given to children in low-income homes at a cost of \$4,092.
- 122 filled backpacks distributed to school-age children in low-income homes.
- Staff and volunteers partnered with our local Suffield Lions to conduct 617 digital vision screenings.

For a more complete listing of the Emergency Aid Association's accomplishments during the FY 2016-17, please visit [www.suffieldeaa.org](http://www.suffieldeaa.org).

### SENIOR CENTER & MINIBUS

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 Suffield's aging population.

The Center also entertained 1,066 guests over the age of 60 and had 164 new members join this year.

The Center received a \$1,500 grant from North Central District Health Department for a "Garden Rejuvenation Project" to revitalize the growing potential of its garden. Yield from the garden is used for the meal program at the Center. Any excess yield is put on a "share" table for people to take home. The garden did very well

#### SENIOR CENTER STATISTICS

2,227 Members

56% of members aged 75 or higher

75% of members live in Suffield

72% of members are female

Over 3,400 meals served

#### MINI BUS STATISTICS

81,550 miles traveled

14,222 transports

249 days of operation

29 passengers per day average

3 handicapped-accessible buses

3 cars in service



this season, particularly the tomatoes and cucumbers. Some new blue-berry bushes were added during the revitalization of the growing area.

Exercise classes continue to be popular at the Center. The newly offered *Beat Parkinson's Today* boxing and interval training classes proved to be no exception. Pilates with yoga, *Cardio Fit*, gentle-relaxation yoga, line dancing, yoga and chair exercises are still favorites. Two Parkinson's Support Groups have formed this year: a weekly caregivers' peer support group and a monthly support group for those with Parkinson's and family.

Highlights of FY 2016-17 in addition to regular weekly activities:

- Greater Hartford Legal Aid presentation "Community Support Services for Seniors"
- Free technology assistance for tablets and smart phones
- CHOICES counseling and Medicare workshops
- Dinner & Magic Show
- "We Got Rhythm" show and luncheon
- "How to be Prepared for a Town-Wide Emergency" workshop
- *Scare-It-Up-Suffield* with KML and Parks and Recreation Department
- Cooking demonstrations
- Healthy eating workshops
- Blood pressure screenings sponsored by EAA
- Hearing screenings sponsored by NOVA Hearing Services
- Medical equipment tune ups sponsored by Home Helpers Homecare of North Central Connecticut
- Holiday Fair

- AARP driving refresher courses
- Movie night
- "Laugh Out Loud Wellness"
- AARP free tax aid
- Quarterly birthday lunches
- Collaboration with Bay Path University's Occupational Therapy students to provide "Home Fit," "Live Longer, Living Smarter," "Car Fit," and hand exercises for people with arthritis
- Veterans' coffee hour on the 4th Friday of each month at 8:30 a.m.

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

The MiniBus won two Honorable Mention awards for photos submitted to the National Aging and Disability Transportation Center for a contest to show your service. In true team spirit, the Suffield Senior Center & MiniBus Transportation won first place for two dishes prepared for the annual Town employee picnic.

Suffield Senior Center & MiniBus Transportation is staffed with one full-time director (40 hours/week), one 15-hours/week assistant, one 35 hours/week transportation planner, one 30-hours/week driver, one 24-hours/week driver, one 19-hours/week driver, and two 16-hours/week drivers. This team is committed to being fiscally responsible and providing the Suffield community with the best possible service.

## YOUTH SERVICES

*submitted by Nikki Lengyel, LMSW, Coordinator*

During FY 2016-17, Youth Services continued to work on creating programs for the youth and families in Suffield. It also functions as Suffield's representative to the Juvenile Review Board. Youth Services also had a display at *Suffield-on-the-Green* and partnered with the Suffield Local Prevention Council (SLPC) to distribute information regarding current topics around prevention of drug use and education on drugs and alcohol. Programs, such as the PROMISE Girls group, fall under its responsibilities.

Youth Services partnered with the SLPC to host three forums; "Help Your Child Avoid Drug Abuse," "Drug Abuse in Suffield - It's Real, It's Here," and "Substance Abuse - Every Family is at Risk." Each forum included speakers that discussed personal stories and educated participants on topics germane to of drug and substance abuse. Youth services also assisted in creating an evidenced-based girls group for girls in Suffield Middle School that was structured around positive self-esteem, healthy lifestyle and positive peer communication.

During this fiscal year, there was a lapse in services as the position of Director was eliminated and thus was then vacant until the end of FY 2016-17. A new coordinator, Nikki Lengyel, LMSW, was hired at the very start of FY 2017-18.

# Education

## BOARD OF EDUCATION

submitted by Karen Berasi,  
Superintendent of Schools

*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.*

The FY 2016-17 school year marked the first year of implementing the District and School Improvement Plans.

### District Imperatives

1. Improvement of student outcomes,
2. Creation and implementation an aligned 21st-century curriculum,
3. Teacher evaluation and instructional observation,
4. Professional development,
5. Organizational norms, and
6. Communication and coherence.

Based on the mission of the Suffield Public Schools and the District and School Improvement Plans, 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. To meet this challenge, a student must:

- Demonstrate critical thinking and reasoning,
- Communicate and collaborate effectively with others,

- Problem solve and innovate, and
- Demonstrate self-direction and resourcefulness.

Accomplishments for the FY 2016-17 school year include:

- Fully implemented Professional Learning Communities district-wide;
- Decreased chronic absenteeism;
- Expanded character education and social emotional learning with Responsive Classroom and an additional school psychologist PreK-5;
- Increased instructional leadership with Assistant Principal at A. Ward Spaulding;
- Provided a district technology integrationist to support teachers;
- Implemented a highly specialized instructional model for students with significant disabilities Pre-K-2;
- Supported teachers with instructional coaches for elementary math, English, and language arts;
- Created new school calendar to provide teacher collaboration time;
- Implementation of a new enhanced screening of visitors to increase security at all schools;
- Hosted the FFA State Convention held at Suffield High School for second year;
- Transformed schools' media centers into learning commons; and
- Supported curriculum and instruction with secondary curriculum leaders for Science and Social Studies.

## SCHOOL ENROLLMENT

October 1, 2016

PreK	45
K	129
Gr. 1	146
Gr. 2	155
Gr. 3	146
Gr. 4	153
Gr. 5	171
Gr. 6	147
Gr. 7	196
Gr. 8	180
Gr. 9	192
Gr. 10	221
Gr. 11	202
Gr. 12	183
Special Ed	292
Outplaced students	17
<b>Total Enrollment</b>	<b>2,283</b>

## COLLEGE AND CAREER READINESS

Exams taken during FY 2016-17

### CLASS OF 2017 STATISTICS

Graduating Class Size	179
Number taking SAT's (96%)	171
Mean SAT Score (EBRW)*	571
Mean SAT Score Math	559

### CLASS OF 2018 STATISTICS

Number taking SAT's (97%)	179
Mean SAT Score (EBRW)*	570
Mean SAT Score Math	560

\*New SAT does not report a separate Reading and Writing score as the old SAT did. New score is labeled: Evidence Based Reading and Writing (EBRW).

## ACT College Readiness Testing

99 (55%) of Suffield students sat for the exam.

Suffield 2017	National 2017	State 2017
ACT Score English		
24.1	20.3	25.5
ACT Score Math		
24.1	20.7	24.6
ACT Score Reading		
24.6	21.4	25.6
ACT Score Science		
23.7	21.0	24.6
ACT Score Composite		
24.3	21.0	25.2

## ADVANCED PLACEMENT RESULTS

197 students sat for 406 total exams.  
82% scored a 3 or better on at least one exam.

## STUDENT ASSESSMENT RESULTS

### Districtwide Assessment Participation Rate

Total Participation Rate	ELA	Math
McAlister Intermediate School	97.6%	97.2%
Suffield Middle School	97.4%	96.8%
Suffield High School		
District Participation Rate	97.6%	97.1%

### Districtwide Baseline: English Language Arts

Percent of Students Achieving Levels 1–4

Grade	Level 1	Level 2	Level 3	Level 4
3	16.5%	28.1%	24.5%	30.9%
4	16.4%	20.4%	30.3%	32.9%
5	18.8%	15.8%	32.7%	32.7%
6	7.7%	20.3%	42.7%	29.4%
7	7.9%	23.2%	44.7%	24.2%
8	11.8%	19.1%	47.2%	21.9%

### Districtwide Baseline: Mathematics

Percent of Students Achieving Levels 1–4

Grade	Level 1	Level 2	Level 3	Level 4
3	21.6%	25.2%	28.8%	24.5%
4	9.9%	35.8%	33.1%	21.2%
5	30.5%	26.2%	25.6%	17.7%
6	11.3%	28.2%	28.9%	31.7%
7	19.5%	32.1%	24.7%	23.7%
8	14.8%	27.3%	30.7%	27.3%

### Suffield Districtwide Baseline Compared to DRG

Meets or Exceeds Level 3 & 4

District	ELA	Math
Simsbury (B)	80.3%	69.3%
Farmington (B)	79.0%	73.7%
Granby (B)	73.5%	62.5%
Canton (C)	73.6%	64.4%
Bolton (C)	74.1%	62.5%
Ellington (C)	69.7%	62.1%
Tolland (C)	69.6%	61.2%
Suffield (C)	66.0%	52.7%
Hebron (C)	65.6%	64.6%
Somers (C)	61.9%	50.2%

### Scoring

Level 1  
Does not meet the  
achievement level

Level 2  
Approaching the  
achievement level expected

Level 3  
Meets 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 previously.*

## Finance

### FINANCE DEPARTMENT

*submitted by*

*Deborah J. Cerrato, Director*

The Finance Department is responsible for the financial information for the Town. The Town is required to have an audit performed annually. A copy of the Audited Financial Statements is available for review at [www.suffieldct.gov](http://www.suffieldct.gov) under Public Documents, located under the Town Offices & Services tab. The Department processes the payrolls in accordance with the Federal and State laws, regulations and any union contracts. Accounts payable invoices are also processed on a bi-weekly schedule for vendors. The Board of Education (BOE) and WPCA are responsible for the payment of their invoices. A part time Assistant Finance Director position was approved in the budget for FY 2016-17. This position will allow for more analytical calculations done and also expansion of the purchasing function of the Department. Melissa Finnigan was hired as Assistant in October.

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 the Town departments in December for completion. The departments send their budget requests to the Finance Department. The budgets are compiled in Finance and are reviewed by the First Selectman and Director of Finance. Meetings are 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 beginning on the last Monday in February. These meetings are open to the public and an agenda is posted for them weekly with the Town Clerk.

The BOE budget is submitted for review by 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. 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 that can be supported by the residents. The Town receives approximately 26% of its revenue from the State of Connecticut. The majority of revenue is from property taxes.

The Director of Finance thanked Katie Martin and Marie Bourque for their service to the Town of Suffield.

## **ASSESSOR**

*submitted by  
Helen Totz, Assessor*

The Assessor's Office is responsible for discovering, listing and valuing all real estate and taxable motor vehicle and personal property in Suffield. The goal of Assessor Helen Totz and Deputy Assessor Lisa Trase is to insure that the assessed value of individual taxpayers is correct so that each taxpayer pays no more than his/her fair share of the property tax. In order to accomplish this, the staff reviews 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 the office with lists of all motor vehicles registered within the Town, and each vehicle on the lists is assessed. 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, and the

exemptions are applied to the assessed value of eligible property. This information results in the final "Grand Lists" which are accurate compilations 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 recorded in a separate Grand List. The total taxable 2015 Grand List for the FY 2016-17 fiscal year was \$1,385,929,061 which was used to develop a mill rate of 28.20 mills. The mill rate times the net assessment for each property creates the tax bill for that property.

Various annual reports based on the Grand List are compiled and provided – on a timely basis – 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 function of the Tax Collector's Office is to collect real estate, personal property and motor vehicles taxes as well as process the payments for the WPCA. The latter bills are for sewer usage and sewer assessment.

Real estate bills are typically collected in two installments, as are personal property bills. The majority of the motor vehicle bills are collected in July. For vehicles registered after October 1st, Motor Vehicle Supplement bills are created and are due in January.

The Tax Collector's position is a 4-year term. The Tax Collector Jill Schechtman is an elected official, who has been serving as Tax Collector since August 2009 and is certified by the State of Connecticut. The function of the Tax Collector is to complete all State reports, balance deposited batch reports with the Finance Department, add and remove delinquent motor vehicle accounts to DMV's database, prepare the budget for the her Department, prepare the Tax Collector's annual report for the auditors, create bills, process refunds , process abatements and work directly with taxpayers.

The Tax Collector has two assistants. Robin Lutwinas, who is also certified, is responsible for sending demands, processing mail, keeping track of bankruptcies, maintaining the retention schedule, compiling the Suspense report, filling out the quarterly reports, making necessary transfers, processing NSF checks and dealing directly with customers. Robin has been working in the Tax Office since 1998. Tara Mathews, who joined the Tax Office in 2015, is currently working toward her certification. Tara is responsible for processing mail, dealing directly with customers, maintaining the escrow files, processing electronic files, making deposits and updating new owner accounts.

For the past three tax seasons, the Tax Office has been using an online-payment system. At [www.suffieldct.gov](http://www.suffieldct.gov), individuals are allowed to make payments, view accounts and print reports for Federal income tax purposes. The Tax Office had a collection rate of 99.07% this year.

## ACCE PROJECT LIST

### FY 2017-18 Adopted Budget Expenditures

Paving/concrete work/crack sealing	\$480,000
Six Wheel Truck - Replace '94 (169K / 5 yrs)	\$33,852
Six Wheel Truck - Replace '98 (169K / 5 yrs)	\$33,852
Swing Rental Spaces	\$43,320
Town Hall Digitize Records	\$20,000
Door Locks and Cameras	\$82,000
Epoxy all Station Floors (station 1-4)	\$50,000
Fire Station #2 Overhead Door entryway	\$5,000
Fire station #4 Overhead Door entryway	\$5,000
Babbs Beach Stairs to Water	\$30,000
PD - External Fencing	\$47,000
Stormwater Management	\$50,000
PD Oil Water Separator Sally Port	\$50,000
KML Hazmat Testing	\$25,000
KML Sandblasting	\$200,000
KML Bookcases	\$50,000
Install two bathrooms at KML	\$50,000
KML Auditorium renovation	\$60,000
KML Kitchen & Employee work area upgrade	\$10,000
KML Art Gallery replace sink and cabinets	\$8,000
Spaulding School Roof	\$100,000
Technology Infrastructure Upgrades	\$39,000
Large Animal Facility Floor Refinishing	\$55,000
VOIP Telephone Conversion (Education)	\$182,000
Project Oversight	\$30,000
PD - Upgrade HVAC system (design)	\$25,000
Brick Repointing - McAllister	\$100,000
SHS Columns Footings	\$45,000
Turf Field and Tennis Court Management	\$25,000
Replace roof - Landfill	\$4,000
4 Dumpsters at Landfill	\$20,000
Street Sweeper (\$66k / 3 yrs)	\$22,000
Drainage Projects (\$70k transfer)	\$200,000
Online Permitting Software	\$35,000
Micro Computer Replacement	\$10,000
BOE Computers (Classroom instructional/student devices)	\$90,000
Athletic Storage Facility at Fields	\$75,000
Senior Center Accoustical panels exercise room	\$25,000
Police Station Wireless	\$11,000
Outdoor Pavilion - McAlister School	\$35,000
Babb's Beach Water Line	\$55,000

**Total Approved**

**\$2,516,024**



## FIVE-YEAR SUMMARY

	Actual FY 2012-13	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Actual 2016-17	Budget 2017-18
<b>REVENUES</b>						
Property Taxes	<b>35,158,618</b>	<b>36,225,744</b>	<b>36,687,209</b>	<b>38,381,113</b>	<b>39,515,233</b>	<b>40,281,876</b>
Licenses, Permits & Fines	338,624	331,282	497,643	381,233	654,826	438,540
Revenues from Use of Money & Property	34,911	34,293	30,916	31,058	60,311	30,000
Revenues from Other Agencies	962,936	39,158	731,741	729,451	716,922	38,000
State Grants	6,678,950	6,518,799	6,257,351	6,140,449	6,380,289	6,836,399
Federal Grants	42,539	685	0	137	0	0
Education Related Revenue	6,483,166	7,502,955	7,678,458	7,604,067	7,227,691	5,899,797
Charges for Current Services	362,563	299,477	325,359	344,655	363,095	386,030
Landfill	59,906	105,980	82,446	72,414	77,590	42,000
Recreation	122,816	89,230	119,462	141,895	139,409	137,820
Miscellaneous	719,779	1,045,097	526,237	690,147	765,252	320,000
Transfers in	1,093,000	436,185	2,116,169	274,006	670,936	433,802
Fund Balance - Bond Premium	520,793	0	0	0	0	225,000
Fund Balance	0	0	0	0	0	600,000
<b>Total Revenues</b>	<b>52,578,601</b>	<b>52,628,885</b>	<b>55,052,991</b>	<b>54,790,625</b>	<b>56,571,554</b>	<b>55,669,264</b>
<b>EXPENDITURES</b>						
Administrative	5,176,626	5,001,933	4,967,375	4,888,425	5,089,610	5,388,015
Planning & Development	366,835	373,878	408,683	399,463	417,203	397,224
Public Safety	3,515,608	3,600,994	3,704,366	3,991,441	3,975,367	3,939,045
Public Works	3,205,530	3,585,560	3,864,028	3,758,267	3,949,616	3,864,341
Health & Social Services	692,965	704,202	714,414	715,344	672,271	694,981
Library, Recreation & Parks	851,315	782,862	789,300	895,753	867,383	872,925
Other	3,329,131	4,761,543	5,267,310	4,486,913	5,262,744	3,091,085
Debt Service	2,184,530	2,406,951	2,780,436	2,678,775	2,584,175	2,809,804
Board of Education	31,214,874	31,856,219	32,588,748	33,704,273	34,230,229	34,611,844
<b>Total Expenditures</b>	<b>50,537,414</b>	<b>53,074,142</b>	<b>55,084,660</b>	<b>55,518,654</b>	<b>57,048,598</b>	<b>55,669,264</b>
<b>Excess of revenues over (under) expenditures</b>	<b>2,041,187</b>	<b>(445,257)</b>	<b>(31,669)</b>	<b>(728,029)</b>	<b>(477,044)</b>	
<b>Adjustments for Budget to GAAP Reporting</b>	<b>58,790</b>	<b>(79,055)</b>	<b>(111,204)</b>	<b>176,570</b>	<b>(147,147)</b>	
<b>Total Fund Balance (GAAP)</b>	<b>11,530,223</b>	<b>11,005,911</b>	<b>10,863,038</b>	<b>10,311,579</b>	<b>9,687,388</b>	
<b>Committed &amp; Assigned Fund Balance (GAAP)</b>	<b>3,777,082</b>	<b>1,459,048</b>	<b>1,162,017</b>	<b>998,557</b>	<b>1,313,506</b>	
<b>Unassigned Fund Balance (GAAP)</b>	<b>7,753,141</b>	<b>9,546,863</b>	<b>9,701,021</b>	<b>9,313,022</b>	<b>8,373,882</b>	
<b>Unassigned Fund Balance as % of Total Expenditures (GAAP)</b>	<b>15.3%</b>	<b>18.0%</b>	<b>17.6%</b>	<b>16.8%</b>	<b>14.7%</b>	

GAAP - Generally Accepted Accounting Principles

# Revenues

	FY 2016-17 Adjusted Budget	FY 2016-17 Actual	FY 2016-17 Variance <i>Favorable (Unfavorable)</i>
<b>Property Taxes</b>			
Current list	38,721,691	38,531,862	(189,829)
Supplemental MV tax	275,000	437,156	162,156
Interest & Fees	150,000	217,735	67,735
Prior years	280,000	328,480	48,480
<b>Total</b>	<b>39,426,691</b>	<b>39,515,233</b>	<b>88,542</b>
<b>Licenses, Permits &amp; Fines</b>			
Building Dept.	400,000	614,295	214,295
Zoning & Planning	18,000	21,794	3,794
Zoning Board of Appeals	3,410	1,550	(1,860)
Police Permits	6,500	12,925	6,425
Conservation	4,000	3,462	(538)
Historic District Fees	800	800	0
<b>Total</b>	<b>432,710</b>	<b>654,826</b>	<b>222,116</b>
<b>Revenue from Use of Money &amp; Property</b>			
Fund Balance Utilization	363,000	0	(363,000)
Investment income	30,000	60,311	30,311
<b>Total</b>	<b>393,000</b>	<b>60,311</b>	<b>(332,689)</b>
<b>Revenues from Other Agencies</b>			
Telecommunications grant	21,000	23,013	2,013
PILOT, CT Airport Authority	693,909	693,909	0
Town of East Granby - Animal Control	0	14,000	14,000
<b>Total</b>	<b>714,909</b>	<b>730,922</b>	<b>16,013</b>
<b>State Grants</b>			
PILOT, State Property	2,445,787	2,426,766	(19,021)
Mashantucket Pequot	2,837,591	2,830,235	(7,356)
PILOT, Disabled Tax Relief	1,090	928	(162)
Veterans Exemption	9,500	8,856	(644)
Elderly Tax Relief	91,000	80,229	(10,771)
LOCIP Reimbursement	275,667	91,360	(184,307)
Youth Services	14,000	14,000	0
Municipal Projects Grant	180,663	180,663	0
Municipal Revenue Sharing - PILOT	53,767	51,434	(2,333)
Municipal Revenue Sharing - Sales Tax	75,876	321,763	245,887
Emergency Management Program	7,894	0	(7,894)
Capital Expenditure Reimbursements	983,900	30,899	(953,001)
Miscellaneous	32,419	52,536	20,117
Town Aid Road	290,413	290,620	207
<b>Total</b>	<b>7,299,567</b>	<b>6,380,289</b>	<b>(919,278)</b>
<b>Federal Grants</b>	<b>0</b>	<b>0</b>	<b>0</b>

	FY 2016-17 Adjusted Budget	FY 2016 -17 Actual	FY 2016-17 Variance <i>Favorable</i> <i>(Unfavorable)</i>
<b>Education Related Revenues</b>			
Tuition, Vo-ag	607,247	504,902	(102,345)
Tuition, Other	306,899	141,836	(165,063)
Education Cost Sharing	6,077,772	6,240,867	163,095
Vo-Ag Grant	374,400	331,892	(42,508)
Other Educational Grants	7,689	8,194	505
Pupil Transportation	80,737	0	(80,737)
<b>Total</b>	<b>7,454,744</b>	<b>7,227,691</b>	<b>(227,053)</b>
<b>Charges for Current Services</b>			
Assessor's Map Sales	800	152	(648)
Bulky Waste	2,000	2,991	991
Real Estate Conveyance Tax	176,000	216,067	40,067
Social Service, Mini-Bus	5,500	4,448	(1,052)
Animal Control Fees	3,350	8,305	4,955
Town Clerk Historic Document Fees	3,960	(953)	(4,913)
Town Clerk Recording Fees	176,880	118,085	(58,795)
<b>Total</b>	<b>368,490</b>	<b>349,095</b>	<b>(19,395)</b>
<b>Landfill</b>			
Landfill Operation	40,000	40,041	41
Recycling Rebates	30,000	11,128	(18,872)
Sale of Scrap Metal	5,000	23,787	18,787
Permits	7,850	2,634	(5,216)
<b>Total</b>	<b>82,850</b>	<b>77,590</b>	<b>(5,260)</b>
<b>Recreation</b>			
Recreation Summer Programs	42,590	39,312	(3,278)
Recreation Activity	95,000	100,097	5,097
<b>Total</b>	<b>137,590</b>	<b>139,409</b>	<b>1,819</b>
<b>Miscellaneous</b>			
Miscellaneous Town Income	244,045	490,019	245,974
Cell Tower	161,000	173,849	12,849
Rental of Town Property	110,000	101,384	(8,616)
<b>Total</b>	<b>515,045</b>	<b>765,252</b>	<b>250,207</b>
<b>Transfers In</b>			
CNR Fund	344,069	344,039	(30)
Resource Officer	63,205	63,205	0
Off Duty Fund	200,000	200,000	0
Other Funds	12,800	63,692	50,892
<b>Total</b>	<b>620,074</b>	<b>670,936</b>	<b>50,862</b>
<b>Total All Revenues</b>	<b>57,445,670</b>	<b>56,571,554</b>	<b>(874,116)</b>

# Expenditures

	FY 2016-17 Adjusted Budget	FY 2016-17 Actual	FY 2016-17 Variance <i>Favorable (Unfavorable)</i>
<b>Administrative</b>			
Selectmen	232,832	223,972	8,860
Human Resources	108,967	104,781	4,186
Probate Court	5,800	5,707	93
Election	57,926	44,473	13,453
Board of Finance	11,651	12,459	(808)
Assessor	157,952	153,513	4,439
Board of Assessment Appeals	1,450	252	1,198
Tax Collector	174,886	169,151	5,735
Tax Rebates	69,000	65,707	3,293
Finance	333,236	319,810	13,426
Information Technology	376,815	376,815	0
Town Counsel	128,625	118,978	9,647
Town Clerk	201,656	195,076	6,580
Town Hall	145,286	133,806	11,480
Insurance & Benefits	3,165,110	3,165,110	0
<b>Total</b>	<b>5,171,192</b>	<b>5,089,610</b>	<b>81,582</b>
<b>Planning &amp; Development</b>			
Zoning & Planning	181,975	174,594	7,381
Zoning Board of Appeals	5,797	2,293	3,504
Economic Development	165,784	164,798	986
Historic District Commission	2,177	1,905	272
Conservation Commission	73,613	73,613	0
<b>Total</b>	<b>429,346</b>	<b>417,203</b>	<b>12,143</b>
<b>Public Safety</b>			
Fire	918,132	909,508	8,624
Police	2,680,248	2,673,603	6,645
Emergency Management	17,523	5,367	12,156
Building Department	238,904	238,904	0
Town Engineer	123,375	118,508	4,867
Dog Account	47,657	29,477	18,180
<b>Total</b>	<b>4,025,839</b>	<b>3,975,367</b>	<b>50,472</b>
<b>Public Works</b>			
Public Works	652,292	648,618	3,674
Highways	1,269,805	1,267,305	2,500
State Aid Road	290,658	287,527	3,131
Public Utilities	537,000	533,781	3,219
Landfill	1,236,309	1,212,385	23,924
<b>Total</b>	<b>3,986,064</b>	<b>3,949,616</b>	<b>36,448</b>

	FY 2016-17 Adjusted Budget	FY 2016-17 Actual	FY 2016-17 Variance <i>Favorable (Unfavorable)</i>
<b>Health &amp; Social Services</b>			
Health & Social Services	184,550	183,550	1,000
Social Services Commission	1,658	1,235	423
Senior Center	113,892	113,892	0
Minibus	191,196	180,594	10,602
EMS / SVAA	202,999	193,000	9,999
<b>Total</b>	<b>694,295</b>	<b>672,271</b>	<b>22,024</b>
<b>Library, Recreation &amp; Parks</b>			
Library	450,567	450,567	0
Recreation	304,432	266,585	37,847
Recreation Activity	112,101	85,638	26,463
Youth Services	73,076	47,593	25,483
Tree Warden	17,000	17,000	0
<b>Total</b>	<b>957,176</b>	<b>867,383</b>	<b>89,793</b>
<b>Other</b>			
Capital Expenditures	4,239,856	4,239,856	0
Cemeteries	36,290	36,290	0
Contingencies	104,595	0	104,595
Transfer to Utility Expansion Fund	188,000	188,000	0
Transfer to Open Space Fund	250,000	250,000	0
Transfer to OPEB*	548,598	548,598	0
<b>Total</b>	<b>5,367,339</b>	<b>5,262,744</b>	<b>104,595</b>
<b>Debt Service</b>	<b>2,584,175</b>	<b>2,584,175</b>	<b>0</b>
<b>Board of Education</b>	<b>34,230,244</b>	<b>34,230,229</b>	<b>15</b>
<b>Total All Expenditures</b>	<b>57,445,670</b>	<b>57,048,598</b>	<b>397,072</b>

### OUTSTANDING DEBT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Notes	0	0	0	0	0
Bonds	20,315,834	18,815,210	16,750,000	14,700,000	21,755,000
	<u>20,315,834</u>	<u>18,815,210</u>	<u>16,750,000</u>	<u>14,700,000</u>	<u>21,755,000</u>
For Fiscal Year Ended June 30,	2013	2014	2015	2016	2017
Total Expenditures	50,659,605	53,074,142	55,084,660	55,518,654	57,048,597
Debt Service	2,184,530	2,406,951	2,780,436	2,678,775	2,584,175
Percentage	<u>4.31%</u>	<u>4.54%</u>	<u>5.05%</u>	<u>4.82%</u>	<u>4.53%</u>

# TOWN OFFICIALS

## ADMINISTRATION

### Selectmen

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

### Town Clerk

Kathleen Dunai

### Registrars

Darlene Burrell  
Lynn Fahey Joyal  
Cathy McKeen, Deputy Registrar  
Judy Kelly, Deputy Registrar  
Maria Capella, Assistant Registrar  
Lisa Shelanskas, Assistant Registrar  
Bobbie Kling, Assistant Registrar

### Treasurer

Christine Davidson

### Human Resources

Karin Ziemba, Director

### Technology Committee

J. Michael Stevens, Director  
Eric Baranski  
Dan Burnham  
Larry Grigely  
William Hermann  
Tracy McDonough  
Kathy Shea Mormino  
Richard Neipp  
Matthew Service  
Rebecca Osleger,  
BOE Technology Director  
Christopher Riccitelli, IT Director

### Town Counsel

Derek Donnelly

### Town Historian

Lester Smith

### 350th Anniversary Committee

Kacy Colston, Chair  
Aysha Lee Moore, Secretary  
Chris Childs  
Cari Cieri  
Matthew Joyal  
Norman Noble  
Eric Remington  
Arthur Sikes  
Lester Smith

### Ethics Commission

Arthur Gary Mandirola, Chair  
George Dalrymple, Jr.  
Dennis Kreps  
Heather Lee  
Carol B. Martin  
Ellen S. Taylor-Stearns  
Michael Devito, Alt.

### Board of Assessment Appeals

Lisa Anderson, Chair  
Mark Leichthammer  
George J. Roebelen, Jr.

### Connecticut River Assembly

Steve Sorrow

### Central Regional Tourism District

Lorraine Erickson

## PLANNING & DEVELOPMENT

### Conservation Commission

Arthur Christian, Chair  
Brian Benito  
Elizabeth Fanous  
Andrew Krar  
Glen Neilson  
Norman John Noble  
Patrick Reilly  
Raymond Wilcox  
Thomas Elmore, Alt.  
Thomas Drakely, Park Superintendent  
Keith Morris, Consultant

### Town Engineer

Gerald J. Turbet

### Economic Development Commission

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

### Planning and Zoning Commission

Mark Winne, Chair  
Patrick Keane, Vice Chair  
Ginny Bromage, Secretary  
James Henderson  
Brendan Malone  
Jeffrey Peak  
Donald Rawling, Alt.  
Sean Sheridan, Alt.  
Jason Trombly, Alt.  
William Hawkins, AICP, Town Planner  
James R. Taylor,  
Zoning Enforcement Office

### Zoning Board of Appeals

William Edward Arendt, Chair  
Mark Blackaby, Vice Chair  
Susan A. Hastings, Secretary  
Marie-Renee Pacewicz  
Christine Rago  
John Schwemmer  
Rubina Addona, Alt.  
Despina Tartinis, Alt.

### 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.

### Town Center Design Review Board

George Fields, Chair  
Robbin Banks  
Matthew Falkowski  
Bobbie Kling  
Jennifer Rodriguez  
Bill Hawkins, AICP, Town Planner

### West Suffield Center Design Review Board

Robert Borg  
Bobbie Kling  
Jennifer Rodriguez  
Ray Wilcox  
Bill Hawkins, AICP, Town Planner

### Town Forest Commission

Joanne Neilson  
William Sullivan

### Historic District Commission

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

### Helena Bailey Spencer Tree & Val Gallivan Fund Committee

Anita A. Wardell, Chair  
Dale A. Baker  
Judith Hanmer  
Michele Holcombe, Secretary  
Susan Mayne  
Todd Mervosh  
Agnes Schulte  
Joyce Zien  
Kathryn Remington,  
Suffield Garden Club President  
Melissa M. Mack, First Selectman  
Christine Davidson, Town Treasurer  
Michael Turgeon, Tree Warden

### CATV Advisory Commission

Debra Dudack  
Alex Fraser

## **PUBLIC SAFETY**

### **Fire Commission**

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

### **Police Commission**

Kevin Armata, Chair  
Jeffrey Davis  
Kenneth Pascoe  
Joseph J. Quinn, Jr.  
Linda Carol Stevenson  
Rick Strososki  
Richard Brown, Police Chief

### **Emergency Management**

Art Groux, Director  
Tom Frenaye  
Daniel Vindigni  
Richard Brown, Police Chief  
Charles Flynn, Fire Chief  
Melissa M. Mack, First Selectman

### **Building Department**

Edward F. Flanders, Building Official  
Lionel Maillous, Assistant

### **Suffield Volunteer Ambulance**

Art Groux, Chief

### **Alarm Review Board**

Charles Flynn, Fire Chief  
Richard Brown, Police Chief

### **Animal Control Officer**

Mark Blackaby

### **Building Code**

#### **Board of Appeals**

Glenn A. Neilson, Chair  
Catherine Ellithorpe  
Kevin W. Goff  
Joseph J. Sangiovanni

## **PUBLIC WORKS**

### **Water Pollution Control Authority**

Bruce Remington, Chair  
Kris Barthelmess  
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  
Mark Cervione,  
Highway Department Foreman

## **HEALTH & SOCIAL SERVICES**

### **Social Services Commission**

Rob Michalman, Chair  
Robert Brooks, Vice Chair  
Ruth E. Clark  
Marcia Dufore  
Sharon Kozaczka  
Faith Roebelen  
Mary Ellen Tunsky  
Janet Frchette, Social Worker  
Paula Pascoe, Senior Center Director  
Nikki Lengyel, LMSW,  
Youth Services Coordinator

### **Housing Authority**

Jonathan Carson, Chair  
Viola C. Carney, Vice Chair  
Kimberly Emmons, Secretary  
Kathleen Remington, Treasurer  
Gloria Johnson, Tenant Representative  
Debra S. Krut, Executive Director

### **No. Central District Health Dept.**

#### **Board of Directors**

Vic Mathieu  
Benjamin Rodriguez

### **No. Central Mental Health Board**

Kathleen Powers

## **LIBRARY, PARKS & RECREATION**

### **Parks & Recreation Commission**

Brian Casinghino, Chair  
Cindy Nicholson, Vice Chair  
Leeayn Burke, Clerk  
William Boucher  
Louis Casinghino  
David Rusnock  
Scott Tobey  
Joseph Bombard, Alt.  
Stephanie Dolan, Alt.  
Wendy LaMontagne, Director

### **Kent Memorial Library Commission**

Robert Brooks, Chair  
Michael Alexopoulos  
Muriel P. "Sam" Coatti  
Rebecca Fuller  
Joseph Grimard  
Kathleen B. Harrington  
Ann Ho  
Claire Kawalec  
Kathleen Morrow  
Christine Rago  
Bruce Rietberg  
Robert W. White  
Jacqueline Hemond, Director

## **EDUCATION**

### **Board of Education**

Jeanne Gee, Chair  
D. George Beiter, Vice Chair  
Lori D'Ostuni, Secretary  
Susan Keane  
John Richter  
Natalie Semyanko  
Michael Sepko  
Matthew Service  
Kendra Wiesel  
Karen Berasi, Superintendent

## **FINANCE**

### **Assessor**

Helen Totz  
Lisa Trace, Deputy Assessor

### **Tax Collector**

Jill F. Schechtman  
Robin Lutwinas, Assistant  
Tara Mathews, Assistant

### **Board of Finance**

Justin Donnelly, Chair  
Brian Kost, Vice Chair  
Ryan Anderson  
Chris Childs  
Eric Harrington  
Ann Huntington Mickelson  
Tracy Eccles, Alt.  
J. Michael Stevens, Alt.  
John Sullivan, Alt.  
Deborah Cerrato, Director

### **Advisory Commission on Capital Expenditures**

J. Michael Stevens, Chair  
Seth Crocker  
Kathleen Harrington  
Peter Hill  
Kathleen Daly Rietberg  
Maureen Schorr  
Ryan Andercon, Alt.

### **Retirement Commission**

Eric Remington, Chair  
Kathleen Daly Rietberg  
Glenn Gazdik  
Christopher Childs,  
Board of Finance Representative  
Melissa Mack, First Selectman  
Christine Davidson, Treasurer  
Ryan Burrell,  
Police Union Representative  
Daniel Sheridan,  
Ad hoc Member





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Connecticut, Sec. 7-406 and the Town of Suffield  
Charter, Chapter VIII, Sec. 802.  
Copies are available at the Town Hall.