

Town of Suffield
Annual Report
Suffield, Connecticut

July 1, 2008 to June 30, 2009

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SELECTMAN'S OFFICE

The 2008-2009 year brought about significant challenges and economic uncertainties for our Nation as many Americans lost their jobs and saw their properties lose value. While Suffield faced these same challenges this past year, we were fortunate to have not been adversely impacted to the extent of many other communities. Conservative budgeting practices and planning helped Suffield avoid the worst of the recession.

The year began with the much debated referendum on a proposal to tear down the Kent Memorial Library and build a new library more than twice the size of the current facility for approximately Thirteen Million Dollars. This proposal was overwhelmingly rejected by the residents of Suffield as many voters commented on the overall cost and size of the proposed building as reasons they opposed the proposal. Suffield will be asked to answer the question as to the future of our library again in the near future as we will need to consider whether or not we retain and renovate the current building; reconsider traditional library services and look towards a more modern, digital library; or move forward with a new library proposal.

This year we finished the State mandated Revaluation of all real property in Town. We contracted with Vision Appraisal to evaluate the Town's real property. Despite the recession and the downturn experiences in home values during the past couple of years, the revaluation showed that property values in Suffield generally increased since the 2003 revaluation.

We were able to continue to make great strides in growing our economic base in the 2008-2009 year. Windsor Marketing Group began construction on an expansion of their facility located in Marketing Research Park. A new company, Designs for Health also received approval to develop a new facility. Both of these businesses came to Suffield in part because of the new roadway, Marketing Drive that the town invested in developing the prior year.

Suffield's residents have a lot to look forward to in the coming years. We have conducted a survey of all the roads in Town and intend to use that survey to come up with a comprehensive road maintenance the repair schedule to assure that our roads are kept in the condition that Suffield residents deserve and expect. We are also poised to finally collect the long awaited school construction (and renovation) reimbursement from the State of Connecticut. These funds should have been collected years ago, but mistakes were made and paperwork was not kept nor submitted to the State properly. Fortunately, it appears that we have been able to rectify these problems and will soon collect these funds.

I would like to thank all of the residents of Suffield for their support. I would also like to thank all of those who volunteer their time and efforts to assure the smooth operation of our Town.

If you would like more information on the Town of Suffield or if you would like to read the complete text to each report contained in the annual report, please visit our website at www.suffieldtownhall.com or email Chris Koren at CKoren@SuffieldTownHall.com.

Sincerely,

Scott R. Lingenfelter

ADMINISTRATION

REGISTRAR OF VOTERS

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, 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.

Registrars attend meetings called by the Secretary of the State in order to keep current on impending and new legislation, which impacts the Office. Registrars are encouraged to join and attend meetings of the Registrars of Voters Association of CT.

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

ACTIVE REGISTERED VOTERS AS OF JUNE 30,

	TOTA	REP	DEM	UNAFFILIATED	OTHER
2009	8348	2402	2244	3528	174
2008	7905	2358	2159	3370	18
2007	7746	2263	1980	3486	17
2006	7601	2247	1880	3462	12
2005	7881	2330	1924	3612	15
2004	7597	2276	1927	3377	17

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

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Suffield's Presidential Election was held on November 4, 2008 with an 87% voter turnout. The chart below shows past Presidential Election turn out in Suffield:

	VOTED	REGISTERED	PERCENTAGE
2008	7507	8630	87%
2004	7013	8558	82%
2000	6374	8172	78%
1996	5728	7351	78%
1992	6269	7408	85%
1988	5813	6632	88%
1984	5598	6448	87%
1980	5253	6038	87%
1976	4781	5579	86%
1972	4645	5308	88%
1968	3836	4220	91%
1964	3534	3918	90%
1960	1726	3565	48%

A referendum was held for the town library on July 22, 2008. The chart below shows past Referendum turn out in Suffield:

	VOTED	REGISTERED	PERCENTAGE
Library			
2008	4088	7937	52%
Expansion of MacDougall			
2001	324	8071	4%
School Program			
2000	2239	7376	30%
School Resource Officer			
1999	1087	7153	15%
School			
1998	3030	7226	42%
1996	1614	6789	24%
Budget			
1994	1938	6893	28%
1993	2295	7367	31%

Below is a chart showing voter registration activity. This includes adding new voters, changes made to voter's registration and the removal of registered voters. The various voter registration changes are address, party, name, status, etc. Reasons for removal are: death, moved out of town, inactive voter for at least four years with no response to canvass, etc.

	NEW	CHANGES	REMOVAL
FY 2008-09	1372	1486	855
FY 2007-08	650	787	392
FY 2006-07	462	799	347
FY 2005-06	431	749	834

2009 Canvass

- Over 629 registered voters were canvassed this year.
- All of Suffield's registered voter's names and addresses were processed through the United States Postal Service's National Change of Address system (NCOA) where a comparison was made and a list was produced of all voters whose addresses differed.
- Canvass notices were sent to all registered voters on the NCOA list as well as electors that did not respond to previous notices. The notices requested confirmation of voter residence.
- If the voter responded to the notice we followed their instruction.
- If the voter did NOT respond to the notice we either changed their address to reflect the address (within town) on the NCOA list or removed their name from the Active Voter List. Names removed from active list were added to the Inactive Voter List where their name will remain for up to 4 years. Within that time voter may be reinstated to the Active list upon showing proof of residence. If name is on the Inactive list for more than 4 years their voting status will be changed to OFF.

Voter Registration Session

A voter registration session was held at the Suffield High School October 22nd. All eligible students were given the opportunity to register to vote that day.

Voter Information Packets

Packets containing two voter registration cards and two pages of voter information (such as: names and contact information of election administrators and political town committee chair-

men; Elector qualifications; Absentee voting info; Voter's Bill of Rights and jobs at the polls) have been sent to new Suffield residents listed on the property transfer list.

FY 2008-09 FY 2007-08 FY 2006-07
 Number sent: 113 156 179

Update voter files

Card files are kept for each registered voter. These cards show original signatures, residence, ID and information on any changes made to their voter registration. Various changes are made.

- ♦ Duplicate Voters – Investigation and changes were made to Suffield registered voters who were registered in other CT towns as well as Suffield (CT General Statute 9-21).
- ♦ The Town of Suffield's Property Transfer Listing is reviewed monthly and any registered voters listed as selling their residence are sent a Confirmation of Residence letter requesting information on their new residential status
- ♦ Information on deaths is taken from the Town Clerk's Listing of Deaths Recorded and from www.Courant.com obituary listings.
- ♦ Felon Convictions – Appropriated changes are made in regard to felons according to instructions given by the courts.

Department of Motor Vehicles

The Registrar of Voters(ROV) and Department of Motor Vehicles(DMV) work together in an effort to keep voter files up to date. Suffield ROV has access to a DMV internet server which displays all Suffield resident address changes that are processed through the DMV.

Communication with other states

Suffield Registrars communicate with other states in an effort to prevent voters from being registered to vote in more than one town and/or state. A cancellation notice is sent to all States in which new Suffield registered voters previously voted.

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Registrars assisted residents of the Suffield House with their Absentee Ballots.

Monthly voter registration reports are e-mailed to Selectmen and Political Town Committee members. Various other reports have been sent out to candidates and party members upon request.

Darlene Burrell
Lynn Foyal
 Registrars of Voters

TOWN CLERK

The Town Clerk's office is the official records and licensing office for the Town of Suffield. All land records, minutes of boards and commissions, and vital records are maintained and kept on file here. Trade name certificates, state liquor permits, Notary public certificates and veteran's discharge records are also filed here.

All records are open to the public, except birth and veteran's records which are confidential.

The following is available in our office:

- ♦ Dog licenses are due annually during the month of June. The fee is \$19 or \$8 if the animal is neutered. The dog must have a current rabies certificate.
- ♦ Sport licenses are for the calendar year and are available beginning in December.
- ♦ Marriage licenses are issued only in the town where the ceremony will take place at a cost of \$30.
- ♦ Voter registration forms are available here and this is where you would obtain an absentee ballot.

Elaine O'Brien
 Town Clerk

STATISTICS FROM THE TOWN CLERK'S OFFICE			
	FY 2006-07	2007-08	2008-09
Documents Recorded	3678	3674	3333
Land Transfers	286	226	176
Local Conveyance Tax	\$234,585	\$197,580	\$126,929
Dog Licenses	1290	1255	1215
Marriages	68	71	74
Births	69	90	69
Deaths	148	137	126

INFORMATION TECHNOLOGY

Information Systems function is to provide and assist departments in creating innovative solutions to meet both public and internal needs. The department is taking a leadership role in assessing and acquiring appropriate technology, and looking for opportunities to use information technology to lead to service innovations in the interest of providing improved levels of service to the public. Information Systems is responsible for supporting the primary information resources for the Town and maintaining the network and workstation architecture which is necessary to provide access in using these information assets.

Information Systems serves as a strategic partner to all Town departments to develop technical

solutions in support of its business functions. The information technology environment continues to evolve towards increased openness and integration between systems. This translates into the potential for increased productivity through effective implementation of investments in technology. Technology initiatives currently in progress include: network enhancements, pilot projects for imaging and work flow technology, expansion of Internet utilization to improve public access to Town information, and the integration of intranet to lend to a paper-less environment.

We would like to acknowledge and thank the members of the Information Technology Committee for their continued support. Members: are Ernest Begin, Thomas Frenaye, Samuel Johnston, Jr., Michelle Long, Steven McKeen and Timothy O'Connor. We also want to thank John Smith, Selectman, and Ed Laprade, ex-committee member, for attending several meetings and lending their support.

Daniel Beaudoin, IT Network Engineer

Deborah Howe, IT Director

HUMAN RESOURCES

Human Resources Director William Crowley resigned at the end of last fiscal year (FY 2007-2008); therefore the Town was without a Human Resources Director for the first half of the fiscal year. Since the Department was unstaffed, there is nothing to report for the first half of the fiscal year.

In December 2008, Town of Suffield hired Joyce Feeney as the new Human Resources Director. Ms. Feeney came to Suffield with 20+ years of human resources experience.

During the last half of the fiscal year, the focus was on:

- ♦ meeting with employees, officials and representatives of various commissions and boards;
- ♦ clearing up any backlog of work and projects that accumulated during the first half of the year when the Town was without a Human Resources Director;
- ♦ identifying and organizing the existing records in the Human Resources Office; and
- ♦ identifying priorities and making recommendations to the First Selectman for action.

Specific projects undertaken during this year included:

- ♦ Working with graduate students from the University of Connecticut Department of

Public Policy program to conduct an analysis of Health and Wellness Program for Town of Suffield employees.

- ♦ Developing a performance appraisal tool for non-union, executive employees.
- ♦ Providing consultation to Department heads on labor issues including: background checks, discipline, leaves of absence, staffing and contract interpretation.
- ♦ Conducting recruitments for the Chief of the Ambulance Service, Assessor, part-time Inmate Monitor and part-time Animal Control Officer.
- ♦ Representing the Town in a labor board hearing and writing the brief of the Town's position in the case.

Joyce Feeney

Human Resources Director

PLANNING AND DEVELOPMENT

ECONOMIC DEVELOPMENT COMMISSION

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

The Town moved forward with the design and construction of a new industrial roadway, Marketing Drive, across from Mach One to service Marketing Research Park and the Bradley International Business Center. This new roadway of approximately 1,000 l.f. would service approximately 50 acres of land and could result in over 500,000 s.f. in new light industrial space. Funding for the roadway came primarily from a state grant program known as the Local Capital Improvement Program (LoCIP) in the amount of \$641,000 and supplemented with \$15,000 in EDC funds. The new roadway has already resulted in new development including a 40,000 s.f. addition to the Marketsure facility, as well as a 23,000 s.f. new building for Designs for Health, a nutritional supplements company. Each of these projects was approved in a business-friendly six week period.

The EDC is working to make the land by Bradley International Airport development ready. As such, the EDC conducted a study for the extension of water and sewer utilities. The Town also secured a 30 foot wide easement across a valet parking lot project in order to gain access to back land, as well

as secured a wetland delineation and survey for an important 18 acres parcel on Route 75.

The EDC worked with the Heritage Committee and other town Boards and Commissions on various Town Center initiatives. The Town Center Village District was expanded to several key properties that could support commercial or mixed-use development. The EDC investigated the redevelopment of Ff Tyler Place into a mixed-use office, retail and residential development. The Town welcomed new businesses such as Unique Fitness and Edward Jones. The EDC also published a monthly e-newsletter called Suffield Town Center News.

The EDC assisted in the acquisition of the Calvary Church for a permanent Senior Center through grant-writing and fundraising. A \$750,000 Small Cities Community Block Grant was secured from the Department of Economic and Community Development. A \$190,000 grant from Hartford Foundation for Public and approval to reallocate STEAP grant from ambulance project to senior center project were secured. The EDC worked toward Town Meeting approval of the project including the expenditure of up to \$386,000 in Town funds, as well as on the Capital Campaign which has resulted in several private donations.

The EDC also continued to sponsor the Suffield Farmer's Market which began its ninth year of operation. The EDC also worked with the Suffield Ag Council to promote agriculture in the community including sponsoring an "Open Farms Day" in Suffield. The EDC also continued to publish an e-newsletter called Suffield Ag News.

In West Suffield, the EDC also worked with Citizens Restoring Congamond (CRC) on closing out their \$100,000 Small Town Economic Assistance Program grant to renovate the historic skating rink.

The EDC secured Preserve America and Certified Local Government designations for the community which highlight local efforts towards historic preservation. The EDC also published a "Cultural Connections" e-newsletter.

The EDC assisted the school administration in the acquisition of the 10-acre Cannon property for use by the Regional Vo-Ag Center.

The EDC administered a \$60,000 grant through the Small Town Economic Assistance Program for the establishment of a new soccer/lacrosse field at Sullivan Field.

The EDC conducted an economic development survey and held multi-board forums on economic

development issues. The EDC also provided the Town Planner suggestions for the update to the Plan of Conservation and Development.

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

In order to welcome visitors to our beautiful community, the EDC supports the upkeep and maintenance of Suffield's entryway signs. The EDC has partnered for several years with the Suffield Garden Club and its volunteers who do such a fantastic job of making the planting beds look great.

The EDC was also involved in the logistics related to the Extreme Home Makeover Project on Mather Street which brought many visitors into town.

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

We will continue to work hard at diversifying the tax base, as well as enhance the quality of life in the community. Anybody interested in opening a business in Suffield should contact the Director at 668-3849.

Howard Orr

EDC Chairman

ZONING AND PLANNING

The Zoning and Planning Commission has spending lots of time updating the 1999 Plan of Conservation and Development (POCD) during the 2008-2009 fiscal year. The POCD is the broadest policy document the Town of Suffield has to guide decision-making on development and conservation over the next ten years. The POCD is mandated by State statute §8-23 and shall be updated at least once every ten years. It was decided that the update will largely be done by Town staff with a consultant brought on board to help with public workshops and information gathering for the update. The ZPC understands that public input is an important part of the information collection process and there will be workshops scheduled during the 2009-2010 FY. The ZPC and staff have solicited input from other Town boards and commissions to ensure that any recommendations they have will be incorporated appropriately. It is the goal of the ZPC to have an updated POCD adopted by July 1, 2010.

Residential development during the 08-09 fiscal year reflected the economic times as there was only one subdivision over two lots approved. The ten lot Cassotta Lane subdivision which is located between First Street and Rawlins Brook Road was approved in February. There were two other subdivisions approved this year which totaled four lots as well as one new lot approved in the Planned Development Industrial Park (PDIP) zone. Along with the subdivision, the ZPC approved two projects located in the PDIP zone. There was a 40,000 square foot addition to the Windsor Marketing Group building located on the corner of Austin and South Streets. This addition will utilize Marketing Drive, the new Town built road for tractor trailer access to the property. The other project approved in the PDIP zone was a brand new 20,000 square foot office/warehouse for Designs for Health, a vitamin and supplement distribution facility.

Through careful planning and coordination among various Town boards and commissions, both of these projects went through the permitting process in approximately six weeks. The Town Center Village District saw the approval of a 10,000 square foot office building located at 222 Mountain Road. The project has yet to break ground but the ZPC is hopeful to see the building started in the 2009-2010 fiscal year.

The ZPC drafted two new Special Regulations; Permanent Farmstands and Wineries. Both sections were put in place as a response to residents' requests for regulations that touch on uses that the Zoning Regulations were silent upon. The permanent farmstand regulation was added to allow the sale of "Connecticut and/or Massachusetts Grown" farm products. The winery regulation was added to allow the ZPC to grant a special permit for the owner or leaseholder of an active farm with a minimum of five acres to operate a winery. The purpose of adding these sections to the regulations was to accommodate the evolving needs of Suffields' farming community.

The Open Space Account received a \$400,000 allocation through the Town budget process for the 08-09 fiscal year.

The Town entered into agreement to purchase the development rights to approximately 165 acres at the corner of Phelps and Quarry roads in West Suffield. This beautiful piece of property is bisected by the Farmington Valley Greenway. The purchase price of the property is \$2,000,000; the cost to the Town will be \$600,000 with the

balance being provided by the State of Connecticut Department of Agriculture. The Town received a grant through the Department of Environmental Protection (DEP) Open Space and Watershed Land Acquisition Grant Program for approximately 39 acres of prime farmland on the corner of Spruce and North Grand streets. The purchase price for this conservation easement is \$475,000. The DEP will cover approximately 50 percent of the cost with the Town providing the other 50 percent. Both of these projects were unanimously approved at a Town meeting which, once again, demonstrates the community's support for preserving its' farming heritage.

Zoning Statistics

The ZPC processed 16 applications with fees totaling \$8,620 for the year. The Zoning Board of Appeals also processed 16 applications during FY 2008-09. After review, 204 building permits and certificates of occupancy were certified for zoning compliance. The Zoning Compliance Certification fee of \$50 per application totaled \$9,050. A total of \$39,000 of fees-in-lieu of open space will be added to the Town's Open Space Fund as a result of subdivision approvals.

Jim Taylor, Zoning Enforcement Officer, investigated 232 complaints.

Frank E. Bauchiero, Jr.
Zoning and Planning Chairman

CONSERVATION COMMISSION

The economy has had an impact on development within our community during the past year. Residential growth has slowed although inquiries into and plans for the future growth continue. During the 2008-09 fiscal year, fourteen (14) applications were acted upon by the commission with fifteen (15) potential new homes, and two (2) commercial sites. In addition to residential and commercial building, the commission also acts on wetlands map changes, logging, pond and water-course work and other activities within regulated areas.

The beach at Sunrise Park has been expanded to accommodate both the Park and Recreation swimming program and use by residents. The extensive trail system is continually maintained with bridge construction, obstacle removal, and trail blazes marking the trails. The pavilion continues to be popular with the community with early registration a must to insure a date. Reservations or parking

stickers for residents are available from Thomas and Mary Francis Drakely, co-superintendents of the park.

The Conservation Commission accepted the resignation of longtime member Barbara Chain. Whether trekking through the town's woods in search of life in vernal pools for the Farmington Valley Biodiversity Project, plodding through a raw development site, or actively voicing her views on environmental issue at Conservation meetings, Barbara has proven to be an asset to the Town of Suffield and advocate for the preservation of our natural environment.

Suffield's Boy Scout troops continue to enhance our community through Eagle Badge projects. Stony Brook Park now has new bridges and a family picnic area for community use. A trail constructed for the blind can be found in the southeast section of the park. The list continues to grow as the youth of our community contribute their time and effort.

Arthur P. Christian

Conservation Commission Chairman

EDUCATION

BOARD OF EDUCATION

The 08/09 school year was perhaps the most challenging year for public education nationwide, in Connecticut, and also here in Suffield. The financial crisis that we all experienced resulted in enormous and continuous efforts to reduce costs, as well as to improve excellent educational opportunities for all of our students. The support of the Suffield community and the supplementary funds we received from the stimulus legislation helped us to minimize the loss of positions to maintain our quality education, and to return substantial savings to the Town. We also worked to position the school system to emerge from this fiscal crisis in a strong and competitive position.

Class of 2009	
Graduating Class Size	199
# of students taking SAT's	165
Mean Score Verbal	532
Mean Score Math	544
% Attending College	67

Percentage of Students at State Goal (CMT)

	Spring 2009			
	READING	WRITING	MATH	SCIENCE
Grade 3	69.7	79.3	70.2	
Grade 4	68.9	80.6	75.6	
Grade 5	78.3	81.8	84.6	85.4
Grade 6	78.4	73.2	85.4	
Grade 7	89.4	83.6	86.2	
Grade 8	78.8	79.8	85.8	80.3

Connecticut Academic Performance Tests (CAPT)

Spring 2009	
Mathematics	71.8
Science	61.8
Writing	75.1
Reading	64.3

PERCENTAGE OF STUDENTS DESIGNATED AT OR ABOVE PROFICIENT UNDER No Child Left Behind (NCLB)

	CMT	CAPT
Mathematics	95.7 %	98.1 %
Reading	91.2 %	100 %

During this year, we carried out extensive searches, and screenings that resulted in the hiring of three leaders for our school system. Larry Plano, a Suffield resident, district parent and experienced director of facilities was hired as our Director of Facilities. Dianna Kolodziej, an experienced administrator was selected as our Director of Pupil Services and Special Education. Donna Hayward, an experienced leader, administrator and high school principal was selected as Principal of Suffield High School.

Our search processes were extensive and demanding, and we have brought superb talents to this school system.

Our improvement efforts include special attention to :

- ♦ Language Arts
- ♦ Special Education and,
- ♦ Business Office functions.

These efforts have brought about significant changes in the culture and professional func-

tions of our schools. We have emphasized teamwork in addressing those skills required by Connecticut's standardized tests, balanced with the education values of this community. We have redirected Special Education to provide a greater continuum of services from minor accommodations to extensive placement services, as needed by our students. Change in our Business Office structure and function have been extensive with changes in staffing and changes and in technology, resulting in greater transparency and financial controls. These efforts are on-going and continue to progress.

We have continued efforts to create strong leadership teams at the governance, district, and school levels. We have moved forward in instructional program improvements to emphasize address the 21st Century skills, needed by our students. We have continued to work to establish the trust and confidence in our school district which are needed to assure the support we need in our aggressive pursuit of excellence as a school system.

We established priorities in the improvement of Language Arts instruction, Special Education services and Business Office functions. Language Arts instruction was enhanced with greater attention to the skills measured on State tests and with emphasis on professional teamwork and coordination of efforts to improve student learning.

Dianna Kolodziej has brought strong leadership to our Special Education programs. While fulfilling all obligations of Federal and State laws and working to address the perspectives and roles of parents, Dianna brings a firm commitment to what is best for our students.

Business Office functions have been restructured with the new MUNIS software programs, and staff assignments have been revised to reflect an updated business operation. Payroll and accounts payable were redefined and our financial management continues to be advanced.

We emerged from the 2008-09 school year with lean resources, and a stretched staff, but with a strong commitment to the coordination of governance administration, teaching and support staff, to increased communication with parents and community and the determination to be a truly excellent public school system and provide excellent services to all of our students.

Michael J. Smith

Board of Education Chairman

PUBLIC SAFETY

FIRE COMMISSION

These are difficult economic times. The recession has impacted Federal, State and local tax revenues, creating challenges to maintain essential services at all governmental levels. The town of Suffield is no exception, and all Boards and Commissions, including the Fire Department, have been under pressure to hold the line on spending.

Fiscal constraints present significant dilemma for public safety agencies such as the Fire Department, which is charged with protecting the lives and property of Suffield residents. Fortunately, the Department has always worked diligently to leverage taxpayer funds to ensure that it can properly carry out this mission.

First and foremost, the Department is primarily a volunteer organization. The financial benefit to the town resulting from the selfless dedication of these individuals is extraordinary and in the absence these resources, the Fire Department budget would increase exponentially. Our relatively small investment in training stipends, property tax credits and other programs designed to attract and retain volunteers pays enormous dividends. Our sponsorship of the Explorer Post encourages young people to learn about the fire service and the personal satisfaction that comes from service to the community. These young people represent the next generation of fire fighters and our support of this organization demonstrates the Department's commitment to the future of the volunteer force.

Further savings on behalf of the taxpayers have been achieved by aggressively pursuing available grant opportunities:

- ♦ An application in the amount of \$57,000 is currently pending with the Department of Homeland Security for 25 sets of personal protective pants and jackets. National Fire Protection Association standards require that this gear be replaced every ten years, and inspected annually to ensure the safety of our firefighters. If we are awarded this grant, the cost to the Town will be less than \$3,000.
- ♦ Funds are also being requested from the same Federal agency for enhancements to our existing fire prevention programs that are designed to increase public awareness of the danger of cooking related fires. If approved, the cost to the Town for this \$8,000 program would be approximately \$400.

- ♦ In 2008, the Department applied for a grant under the Federal SAFER program, which is designed to address the shortage of volunteers by subsidizing the cost of new career firefighters. At the time, the grant would have paid for 90% of the cost of the new hire in the first year and approximately half of this resource over the five year grant period. Our initial application was denied, but in 2009, we were notified that we would receive funding, subject to acceptance of the grant by the Town. Unfortunately, uncertainty regarding the economy and our ability to fund the Town's portion of the position caused Suffield to decline the award.

- ♦ The Department has recently formed a recruitment and retention subcommittee in an effort to combat the shortage of volunteers. A grant will be pursued to create a page on the Town's website that would be designed to attract interest and explain the many benefits of volunteer service.

In recent years, the Department has been awarded grants totaling more than \$260,000, with only \$16,000 funded by the taxpayers. Specific projects include a new emergency generator and switching gear, vehicle exhaust removal systems in three stations, updated hydraulic rescue equipment, replacement self contained breathing apparatus, training manuals and fire prevention programs and supplies. I would like to thank John Leahy for his efforts in writing the grant applications that have resulted in these awards.

We have also been very fortunate to receive periodic donations from the Firemen's Association that have been used for various equipment purchases. The Department has also received contributions from fundraisers held by the Fire Auxiliary, an organization comprised of the spouses of our fire fighters. In addition, several bequests have been made to the Department, which have been used to

FIRE DEPARTMENT RESPONSES

	2002	2003	2004	2005	2006	2007	2008
Structure Related Fires	43	30	39	51	57	55	71
Mobile Property Fires	12	7	6	4	8	9	3
Brush and Crop Fires	13	7	3	3	8	10	9
Other Outside Fires	8	8	9	8	9	13	8
Other Fires	10	7	4	10	7	2	0
Overheat, Explosion	1	0	2	1	0	1	4
Rescue and Medical Assist	20	23	27	18	15	11	17
Hazardous Conditions	90	97	95	119	103	104	118
Service	54	84	56	106	58	69	54
Good Intent	45	47	48	67	35	55	75
False Alarms	123	130	147	179	160	137	169
Severe Weather	0	5	0	3	0	2	1
Special Incidents	2	7	7	4	9	1	2
Total	421	452	443	573	469	469	531
Mutual Aid Given	8	18	10	12	11	8	8
Personnel Responding	3,784	3,516	3,807	4,555	4,126	4,022	4,734
Average Personnel Per Call	8.99	7.78	8.59	7.95	8.80	8.58	8.92

defray the costs associated with certain projects. We greatly appreciate the support provided by these organizations and individual donors.

During the past year, the Commission demonstrated its commitment to equal employment opportunity and diversity this year with the hiring of Gail Domin, the Department's first full time female fire fighter. It should be noted that funding for 32 hours per week of part time employees was eliminated from the budget, resulting in a net gain of only eight hours per week of additional coverage.

The number of calls increased significantly to 531 from 469 in the previous two years, resuming the upward trend. Detailed statistics on the number and nature of calls have been provided for reference.

Fred Hackenycos

Chairman, Board of Fire Commissioners

POLICE COMMISSION

On behalf of the men and women of the Suffield Police Department, it is my pleasure to present this year's annual report. It is our intent to offer insight and understanding of our mission, duties and commitment to the citizens of the Town of Suffield. It is the mission of the Suffield Police Department 'to provide professional, high quality and effective police services through a policing philosophy that promotes community, government and police partnerships'. You will

find the report divided into several sections, so as to assist in demonstrating the broad scope of your police department's activities.

This report is not only an overview of the accomplishments of this organization over the past year but an opportunity to see how our officers and civilian staff have dedicated themselves to the true purpose of public service. They have responded with diligence to the needs of our community as exemplified by their efforts to partner with other town agencies in order to truly make a positive difference. As an example, we have continued to foster a partnership with the Suffield Public School system by fully increasing the responsibilities of the School Resource Officer; we have dedicated a fulltime Community Service Officer to address the needs of the Emergency Aid Association, Senior Citizen Center and area block watch groups; we have worked cooperatively with the Parks and Recreation Department and we continue to embrace the needs of our local businesses in town. We have had outstanding cooperation and commitment from the Public Works Department, the Suffield Fire Department and the Suffield Volunteer Ambulance Association.

The Suffield Police Department began operation on October 31, 1941 and shortly thereafter the Police Commission appointed Harold Hill as the first Chief of Police. At that time, there were two regular officers and eight supernumerary officers. One patrol cruiser was purchased for the entire department. Since its inception, the Department has continued to grow stronger and more professional to meet the ever changing needs of our community. Today the Department employs twenty full-time officers, four supernumerary officers, four full-time dispatchers, three part-time dispatchers, one administrative assistant, one full-time animal control officer and one facilities manager.

Our department currently maintains a fleet of 13 police vehicles. Six vehicles are marked patrol units and are utilized for daily patrol activities. Three vehicles are used by the Administration and the Detective Division, one vehicle is used by the K-9 Officer, one vehicle is used by the School Resource Officer, one vehicle is a four-by-four which is used during inclement weather and one vehicle is used by the Animal Control Officer.

The vehicles were driven a total of 254,089 miles during this year. Because of the high mileage driven each year, we routinely schedule maintenance on our vehicles in an effort to keep

POLICE DEPARTMENT STATISTICS		
	2007-08	2008-09
Calls for Service	19756	19370
Value Property Stolen	\$124,698	\$199,216
Value Property Recovered	\$4,078	\$3134
Criminal Arrests	282	261
Motor Vehicle Violations		
Summons Issued	432	407
Citations	1853	1707
Accidents	303	304
Fatal Accidents	3	2
Crime Data		
Auto Theft	8	7
Value Loss	\$56,333	\$55100
Value Recovered	\$38,634	\$3000
Sexual Assaults	2	2
Robbery	0	3
Assaults (includes domestic)	88	114
Burglary	73	36
Larceny	98	61
Arson	0	0
Narcotic Arrests	54	49

repair costs down. Sergeant Richard Brown is the department's Fleet Manager and he continuously studies repair records in an effort to efficiently service the fleet before costly repairs are required.

The School Resource Officer (SRO) program has been in existence since 2004. The position is currently being held by Officer Terrence Antrum. Officer Antrum is starting his fourth year and he is the second police officer to hold the position for the Suffield Police Department. Officer Antrum spends the majority of his time at the High School, where his office is located, but he is also the School Resource Officer for the Middle School and the Elementary School. His duties and responsibilities include handling all law related incidents that occur in the Suffield Public School system, ranging from crime against property to crimes against persons. The SRO teaches classes, upon request, about various things from bicycle safety to crime

prevention. However, his primary function is the protection of students and faculty and assists with lockdown and evacuation drills.

Officer Thomas Kiesselback has been appointed as our Community Service Officer and has initiated several improvements with the function of that office. In conjunction with his responsibilities as a patrol officer, he has been actively involved with the Emergency Aid Association, the Senior Citizen Center, neighborhood block watch programs and as an intermediary with area businesses. He has also participated in the Senior Citizen Picnic, Suffield on the Green, Hilltop Farm Festival and has assisted Officer Antrum with the Police Explorers program.

Our Patrol Division often referred to as the backbone of the organization, is comprised of three shifts of officers. There are 15 officers regularly assigned to the patrol division with five officers assigned to the day shift, six officers assigned to the evening shift and four officers assigned to the midnight shift. That number includes one Lieutenant and three Sergeants who supervise three eight-hour shifts each day. The primary function of the patrol division is to handle daily calls for service and during this fiscal year they responded to 19,370 calls for service. In addition to the Patrol Division our department has one detective, Mark Sargent, assigned to the Detective Division. The responsibility of this division is to augment and assist patrol with criminal investigations.

The Suffield Police Department's Communications Center is the Public Safety Answering Point (PSAP) for all emergency services for the town of Suffield. All 911 telephone calls are handled through the police department. These calls are then dispatched to the appropriate public safety department such as the Suffield Fire Department, the Suffield Volunteer Ambulance Association and on occasion to the Public Works Department. In addition to answering 911 calls, the Dispatch Center handles all non-emergency calls for service as well.

The full-time Animal Control Officer position is held by Angelo DiMauro. He is responsible for enforcing town animal ordinances. His duties include stray animals, license compliance, animal abuse/neglect and nuisance animals such as feral cats, skunks, raccoons, coyotes, and bears. He is assisted in these matters with the part-time Animal Control Officer Stacey Robins.

In September of 2008, the State of Connecticut, Department of Public Safety released

their statistical findings as reported through the National Incident Based Report System (NIBRS). During this period and compared to the previous year, Suffield revealed a 57% decrease in Part 1 Crimes. Part 1 Crimes involve serious offenses such as Homicide, Rape, Robbery, Burglary, Aggravated Assault, Larceny, Motor Vehicle Theft and Arson. There were 79 Part 1 Crimes in this period the previous year as compared with 34 Part 1 Crimes this quarterly period.

The information was obtained from a mandated program known as the Uniform Crime Reporting program (UCR). This program provides a nationwide view of crime based on the submission of crime information by law enforcement agencies throughout the country. For this time period, and as a result of the efforts by the men and women of this department, Suffield was deemed (per capita) one of the safest communities in the State of Connecticut.

Highlights:

On September 17, 2008, Officer Robert Dabkowski responded to a medical call on Poole Road. Upon arrival, he learned that a nine year old boy sustained a serious injury when he fell from a riding mower. The boy's thumb was completely severed and Officer Dabkowski had to reconstruct the accident to find the severed appendage. The thumb was properly packaged for transport to the hospital and the victim was eventually transferred to Yale/New Haven Hospital for treatment.

On October 23, 2008, members of the Suffield Police Department executed a search and seizure warrant at 105 Third Street. The warrant stemmed from information received that the Phantom Lords motorcycle gang had established residency at this location and were in the process of converting the same into a clubhouse. As a result, three residents of the house were arrested for drug and gun charges and eventually all were evicted from the premise.

On November 21, 2008, officers responded to the CVS Pharmacy on the report of a robbery in progress. Officer Jeremy DePietro was the first officer on scene and was alerted to the suspect who was attempting to flee the parking lot. The suspect fled to a waiting vehicle operated by a second suspect. With the assistance of Officer Thomas Kieselback both suspects were apprehended and arrested.

Michael Manzi, Chief of Police
Donald Miner, Chairman Police Commissioner

BUILDING DEPARTMENT

The Building Department is responsible for administering and enforcing the provisions of the Connecticut State Building Code. The provisions of the State Code are laws that ensure public health, safety and welfare by regulating safe construction. Building Department employees are required by State Statute to attend continuing education classes to remain current with changing regulations and codes.

BUILDING STATISTICS	
New Single Family Home Permits	18
Residential Renovations/Additions	226
Commercial Renovations/Additions	22
Total of all permits issued	1,280
Total inspections conducted	2,959
Total Certificates of Occupancy	29
Total Certificates of Use	92
Total \$ Value of	
all Construction	\$18,852,000.00
Fees Collected	\$188,521.69

After an application for a permit is made by a homeowner or contractor, it is checked for prior approval by health, historic, conservation, zoning, and fire departments. The applicants are checked for the appropriate proof of workmen's compensation insurance and licensure. Once it is verified that the applicant is qualified and the appropriate approvals are obtained, the proposed construction plans are then studied to ensure they conform to the building standards in the code. A plan review is done and given to the applicant for revision before the permit is issued. The permit is then issued certifying that the appropriate procedures were followed.

A visual inspection during construction is the method used to verify that code compliance has been achieved. An average of ten inspections are conducted for new homes, offices or factories to verify conformity to minimum code standards. Reinspections are done to ensure that the appropriate corrections are made before the next phase of construction can continue.

When a new building is completed, a final inspection is conducted to certify it is in substantial compliance with the code. Once the appropriate approvals from Zoning, Health, and Fire departments are received, a Certificate of Occupancy is issued to the applicant.

Many other related construction activities are regulated by the code. Additions, renovations,

replacement windows, new roofs, pools, pellet stoves, gas and oil tanks are just a few. We review these applications in the same manner as new construction and issue the appropriate permit when we are certain they comply with the code. After conducting inspections and approving the work, we issue a Certificate of Completion or a Certificate of Use.

The enforcement of the building code has a major impact on the economic well being of Suffield and the safety of its citizens. The support of the community and the commitment of local Building departments in enforcing the code is reviewed and graded by Insurance Services Offices to help underwriters determine property/causality rates for the residents of Suffield. Our Building department is rated among the best in Connecticut in both residential and commercial enforcement. Our goal is to continue to establish reasonable goals and procedures to help maintain a high standard of public health, safety, and welfare.

Construction activity shifted from building new single family homes to doing additions and renovations during this fiscal year. The number of new home permits fell from 31 the previous year to 18 this year.

There were 226 new additions and renovations started compared to 189 the year before. Commercial activity remained steady. The building department issued 1,280 permits of all types and conducted 2,959 inspections.

Ted Flanders
Building Inspector

TOWN ENGINEER

Engineering Project Work

- ♦ Pavement Management Study – Completed consultant selection process and coordinated with consulting firm that videoed, analyze and rated all Town and private roads to develop estimates of funding needed to maintain or improve Town road system.
- ♦ *Reconstruction of Valley View, Pleasantview, Sunnyview and Riverview Drives* : Final work on this project including punch list items and reconstruction of 2 driveway aprons.
- ♦ *Overhill Drive Area Road Reconstruction Project*: Selected surveyor (through competitive bid) to complete survey of roads and develop mylars for design, completed field check of roads and worked on design to prepare documents for FY 2009-10 bid for this \$700,000 project for the

reconstruction of 1.2 miles of Town roads with drainage improvements.

- ♦ *Industrial Road Off Route 75*: Provided engineering advice during construction of this road (Marketing Drive) in late 2008 through Spring 2009.
- ♦ *Farmington Valley Bikeway SU-1 Section (N of Phelps Rd. to Ma line)*: Completed bidding process, obtained access easement and organized funding (including grants) for construction in FY 2009-10.
- ♦ *Replacement of Suffield Street Bridge over Stony Brook*: Presented project to CROCOG to obtain Federal Stimulus funds for local share (20%) of this \$2.4 million project, which has been held up awaiting DEP Flood Management Certificate. Unfortunately, the Town was not designated for Stimulus funding for this project.
- ♦ *Quarry Road Bridge*: In response to concerns from the Highway Department, an engineering consulting firm was obtained to survey and analyze the bridge and develop technical specifications for improvements to be bid in FY 2009-10.
- ♦ *Drainage Projects*: Designed, bid and administered construction on small drainage projects on Second Street, Conservation Road and 52 Plantation Drive. Had survey firm (selected by bid) map a section of Hill Street for a drainage project and did preliminary design work for a small project on Halladay Avenue East. Work continues, as allowed by other responsibilities, to address drainage problems in various areas of Town. This is an ongoing process as significant storms coupled with poor draining soils (particularly on the east side of Town) result in a steady stream of drainage complaints.

Phase II Stormwater Permit

During FY 2008-09 the Engineering Department with the aid of the Conservation Commission Administrative Secretary and the Public Works Department worked to meet regulatory requirements of the Town's stormwater management permit. Work included annual sampling, completion of a Stormwater Outfall Map and placement of "Only Rain Down the Drain" stickers on 500 catch basins. With the departure of the Conservation Commission Administrative Secretary in November of 2008 and the position remaining unfilled, the 2008 Annual Stormwater report was not completed by the end of the fiscal year.

Update of Flood Maps and Regulations

The Town Engineer, serving as the Floodplain Administrator, worked with the Conservation Com-

mission Administrative Secretary to develop revisions to the Zoning Regulation Section V.K. (Flood Damage Prevention), adopted by the Zoning & Planning Commission to conform to DEP requirements associated with FEMA's digital update of the Town's Flood Insurance Rate Maps (DFIRM).

Acceptance of Town Roads

The following roads were presented for acceptance at Town Meeting on December 2, 2008: Clay Creek Drive, Cedar Crest Lane and Windbrook Drive of the Silver Creek Crossing Subdivision and Stratton Farms Road and Edgewood Drive of the Stratton Farms Subdivision.

Additional Town Engineer Functions:

- ♦ Advising the Zoning & Planning Commission 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 issues including attendance at meetings as requested.
- ♦ Responding to drainage complaints with reports including recommended solutions submitted to Public Works Department for follow-up along with work on designs for bid projects.
- ♦ Responding to requests from Town agencies and public for maps and interpretation of maps.
- ♦ Maintaining and updating the Pavement Management Program including design or design coordination of road improvement projects.

Gerald J. Turbet, P.E.
Town Engineer

CIVIL PREPAREDNESS

- ♦ In February I started getting ready for the upcoming H1N1 flu season, going to meetings and making plans and working with North Central District Health Department, the VNA, and the CDC, the State Health Dept., Suffield School System, Suffield ambulance, Suffield P.D., Suffield F.D. and local residents as well as school nurses, for mass vaccination in the fall if necessary.
- ♦ We tested our new Emergency Notification System, "CodeRed". We had an 80 percent connect rate. Efforts were made through out the year to improve and add to our call list.
- ♦ The town committed to an all state full scale exercise "Autumn Storm". I started attending meet-

- ings and preparing all department heads for the exercise of opening our Emergency Operation Center to manage an emergency and interact with the state and other towns and hospitals throughout the region through the use of our Web EOC program in an effort to work out the bugs and learn about our own EOC operation staffing, responsibilities, interaction and capabilities.
- ♦ Progress was made in our EOC toward making it a linked in functional command center. Also progress was made in training, computer programming, overhead hook ups, smart board training for Suffield Ambulance, Suffield Fire Dept., Suffield Police Department, IT and EMD. Phone systems checked. Worked with Dan Boduin, IT.
 - ♦ Received and spent \$3000 grant toward Ham Radio Equipment in radio room to improve communication during an emergency, and installed all related equipment, antennae on the roof, cables etc... at not cost to the town. Worked with FD, IT and ARES
 - ♦ Maintained monthly radio checks with state EOC on High Band radio, (loud and clear). We have high band radios at the town hall and school/shelter.
 - ♦ I have arranged for three first responders to receive free WEB EOC training at the state EOC, 1 fireman, 1 EMT, and EMD. Looking into getting 10 people trained.
 - ♦ I worked and continue to work with Animal Control to make our shelter pet compliant. Set up a system for check in, check out, viewing pets, types of pets we will take and companion animals. all forms, tags, and list of items we need to have in the event we need to open our shelter and identify back up sites for large animal evacuation from low lying areas of town in case of flooding.
 - ♦ I worked and continue to work with Denise Winarski, Suffield Mini-Bus, to maintain the "special needs" list of people in town. The list includes the deaf, blind, bed ridden, those on oxygen, in a wheelchair and the elderly. We call regularly and knock on doors or check with neighbors if they don't answer their phone.
 - ♦ I worked with the First Selectman, EMS, Mini-bus and Sean Leonard from "Suffield House/ Suffield By The River" to accept our six identified ambulatory care people we have living in town. If we have to open our shelter we can accept special needs people but this group goes beyond our capacity to house them safely. They will take our people if necessary during an extended power outage, etc.
 - ♦ I work with the Public works Department, Jack Muska, and John Cloonan to maintain a current emergency generator status list. Also to create an emergency call list for equipment, trucks, loaders, bulldozer, etc... The list consists of 5 local contractors who can be available to respond in 1 hour's time with their equipment. This list provides hourly prices for various pieces of equipment based on normal working hours and after working hours. Prices are good for 2 years.
 - ♦ I maintain, store, and update all training records, ICS NIMS compliance for police, firemen, public work, ambulance, town hall and highway dept. personnel as well as Emergency management, ARES and the Suffield school system, letting them know what courses they need to take so the town remains NIMS compliant so as not to jeopardize our federal grant funding to the town.
 - ♦ Applied for a CSPERN radio grant for all Police Department cruisers. CSPERN radios will allow the patrolmen in each car to have direct contact with state police radios. The radios, and all related equipment, is at no cost to the town.
 - ♦ Applied for and received a \$10,000 grant for equipment for the improvement of our EOC and our emergency management system. One improvement being the ability to send and receive e-mail, fax, and messages during emergencies through our ARES system.
 - ♦ I have been working with the first selectman and the schools to make improvement to our emergency shelter. Automatic sinks and toilets do not operate under generator power. (I wasted a whole year arguing for \$4,000. for the upgrade.) The school system decided they were not paying. We have no flushing toilets or sinks at our emergency shelter.
 - ♦ I write or contribute to many articles and press releases, to the local newspapers. Some of the articles include items such as public safety, information on our CodeRed emergency notification system, and how to sign up, health issues, volunteers to work with ARES in our EOC. Volunteers to get trained in the use of WEB EOC, Volunteers to work with animal control in case we need to open the shelter. We try to fill in positions in our EOP.
 - ♦ I worked with North East Utilities (CL&P) to set up a line of communication as the town point of contact during a power outage with-in 15 minutes of a power outage. CL+P will call me with their best guess of what happened and when power will be restored. I then contact the dispatchers

at the Police Dept., the Fire Dept. and the First Selectman with this information. With one point of contact everyone gets the same information, no confusion. I also monitor all radio frequencies for the Police Dept., Fire Dept. EMS and Public Works, Civil Defense during power outages and inform the First Selectman when there are any changes.

- ♦ I maintain and add to a growing list of contacts, names, phone numbers (office, home, cell, and emergency numbers) and e-mail, to call for anything from A-Z. Such contacts, to name a few, include training, SWAT, ADJ General, USAR, Red Cross also for State Hazmat, equipment, emergency support functions, State EOC, and emergency call lists. Etc...
- ♦ I work with the Suffield Police Dept., Fire Dept. and EMS to come up with the protocol for putting MARK 1 Nerve Agent Antidote kits in all cruisers and fire engines and provide training for first responders.
- ♦ I did a Resource Typing project for CROG. I identified and inventoried all equipment, fire engines, generators, dump trucks, backhoe, plows, sanders, etc. In the event of an emergency in this region, we will know exactly what is available.
- ♦ I attended the EOC Management training. I went to Red Cross Shelter management training. I went to PDA training, (Preliminary Damage Assessment), and I went to WEB EOC training. I also went to "CodeRed" training and learned their procedures.
- ♦ I pass on all e-mail/ Home land Security Briefs/ Weather Alerts/ training information/ Health & Safety Alerts. I participate in all Governors conference calls, State health dept calls, homeland security alert calls and pass on the information to the appropriate depts., via e-mail or phone, 24 hours a day, 7 days a week.
- ♦ I administer, maintain, refine, update and try to make functional, the town's Emergency Operation Plan, which consists of 13 annexes. This plan has to be approved by the Governor and Homeland Security every year. I answer a fifty question check- list about the plan every year, and then send in the list and copy of the plan to the state and homeland security for approval.
- ♦ I attend all appropriate meetings, local, regional, tribal, state, and federal, as the Emergency Management Director for the town of Suffield, to stay current on all policies, programs and events regarding emergency management in our town.
- ♦ I worked with emergency services and other town agencies and the film crew from Home

Extreme Makeover to help provide a smooth and safe project and to provide movement of residents to and from the site and other issues including the flow of traffic, security, logistics and safety.

- ♦ I maintain a strong working relationship with all town agencies, town businesses and residents to provide the most accurate and up to date information possible. I also maintain an open link with Department of Emergency Management and Homeland Security Area Three coordinator and all emergency management directors in surrounding towns.
- ♦ I provide continuity of our town emergency operation plan from one administration to the next, with all the different boards and commissions, so as not to be repeating past efforts and to improve on what we have already done.
- ♦ I apply for and receive the EMPG Grant from Homeland Security every year, which is about \$6764.00 a year. Homeland security gives this grant to the town to help pay my salary of \$12,500, plus the cost of my cell phone.

John H. Woods

Director, Emergency Management

PUBLIC WORKS

Building Maintenance

John Cloonan, Facilities Manager, has completed a comprehensive maintenance plan for the 16 town owned non-school buildings. The plan focuses on the HVAC, plumbing, electrical systems and site work. Several major items have been identified for replacement/refurbishment i.e., the generators at the police department and highway garage, the boiler at the Bridge Street School, the HVAC systems at the Town Hall and Library. Funds have been approved for the Police Department generator which will be replaced during the coming year, as well as lighting upgrades to a portion of the Library.

Major improvements were made to the dog pound that included vermin extermination, removal of insulation, new FRP ceiling and new improved lighting.

Multi-year contracts were put in place for HVAC, electrical and plumbing. These contracts are for a three year period and cover annual preventative maintenance and on-call availability for emergency repairs.

Other projects completed were the repair of drinking water wells at Sunrise Park to meet

current Health Codes and the conversion of the Police Station to natural gas from oil. The Director and Facilities' Manager completed OSHA 10 Certification. This certification is now required on personnel managing construction projects, like the Senior Center.

Roofing Projects

Based on the roofing plan developed in 2006, the Suffield Middle School partial roof replacement has been completed. Following the current five year plan, funds have been approved to complete the police department roof in the Fall of 2009 and the Spaulding School in the Spring of 2010.

New Senior Center

Following the purchase of Calvary Church, the Department worked with the Permanent Building Commission (PBC) to complete asbestos removal, architect selection and to begin the design development for the conversion of the Calvary Church to the new Senior Center. The PBC selected Millennium Builders of Rocky Hill to complete the renovations which are scheduled to be completed by March 2010.

Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield continued to provide significant cost savings to the Town. Upon completion of the asbestos removal at Calvary Church, the inmates were responsible for the demolition of the entire inside of the building. They also completed all the demo for the dog pound renovation and assisted the Garden Club with the refurbishment of the Library garden area. Other projects include the police gun range improvements, painting in the schools during vacations and general cleanup and landscaping of town buildings.

Landfill

The DEP in preliminary discussions, have indicated approval of the landfill bulky waste expansion. The initial review with DEP and Anchor Engineering, suggested three sites to allow bulky waste to be disposed for a minimum of 25-30 additional years. The DEP selected the reopening of the closed solid waste cell. Funds have been approved for Anchor Engineering to develop detailed plans and begin the permit application. The permit application is expected to be presented to the DEP in March 2010. Following DEP approval, the Town expects to begin the expansion in the Spring of 2011.

LANDFILL STATISTICS

Waste Oil	3,870 gallons
Scrap Metal	218 tons
Newspaper & Cardboard & Mixed Paper	299 tons
Commingled Containers	33 tons
Bottles/Cans/Junk Mail, Single Stream	964 tons
Auto Batteries	1 ton
Leaves	300 tons

Municipal Solid Waste

taken to the C.R.R.A. Burn Plant

Residential Solid Waste	4,617 tons
Commercial & Municipal Waste	798 tons
Bulky Waste buried at the Landfill	816 tons
Tree stumps hauled for chipping	228 tons
Tires removed	965 tires
Freon-Containing Appliances	148 units
Propane tanks	182 units

Households receiving Curb Side Pickup
4,103 households

Households signed up for Transfer Station
189 households

Trash area add-on Stickers issued 770

Bulky Waste Pickup by Appointment 87

Fees collected for Bulky Waste Pickup
\$2,507.00

Christmas Tree Pickup 15 tons

Household Hazardous Waste Collection Day

Households participating 262

Disposal Costs \$9,270.94

“Extreme Home Makeover”

The Highway Department was instrumental in supporting Pecoy Builders during the Extreme Home Makeover, beginning with the prebuild in early June and ending with the cleanup on reveal day.

The support consisted of supplying dumpsters to the prebuild area and the Mather Street site assisting with loading and unloading materials, hauling fill and street sweeping. The Department benefited from receiving 1800 yards of fill at the Spaulding School site. The site is an abandoned sand pit which the Town is filling to establish another athletic field in Bruce Park. The value of the material received more than covered the manpower and expenses.

Grounds and Road Maintenance

The Department completed the overlay of Quarry Road working jointly with East Granby.

Also, the third field at Sullivan Field has been completed along with a path to the Middle School parking lot, and is ready for play in the Spring of 2010.

Eighty percent of the DOT mandated new street signs have been installed. The remainder will be completed during the next fiscal year to meet the 2010 unfunded mandated completion date.

The Department continues to maintain the lawns and fields of all Town properties. The majority of the work, including mowing, field marking and trash pickup has been completed by the staff. Two contractors have been hired to provide mowing for several smaller properties. The high school track lane lines were repainted as part of the continuing maintenance program.

John Muska
Public Works Director

Robert Heintz
Landfill Superintendent

Julie Nigro
Business Administrator

Bruce Remington
Water Pollution Control Authority Chairman

WPCA

The WPCA increased the sewer use fee for 2008-09 to \$258.00, an increase of \$58.00 per year.

The WPCA continues with its successful effort to collect all delinquent accounts.

The nitrogen removal addition treatment plant was on line for the 2008/2009 year. The WPCA operates and maintains the plant, 18 pumping stations, 64 miles of sewers, and the Kent Farms community system. The plant treats a high volume of wastewater from the State Of Connecticut Correctional Facility and H.P. Hood's Ice Cream production plant, in addition to the wastewater generated in the sewer district. The average flow for the fiscal year was 1.409 million gallons per day. The plant continues to produce a high standard of effluent quality. WPCA personnel are on call to respond to emergencies.

HEALTH AND SOCIAL SERVICES

SOCIAL SERVICES COMMISSION

The Social Services Commission works with and provides support for the Senior Center Director, the Executive Director of the Emergency Aid Association, the Minibus Coordinator and the Youth Services Director to help coordinate services for their clients.

Social Services Commission members include: Ernie Petkovich - Chairman, Sarah Leahy – Vice-Chair, Ruth Clark, Shirley Edmonds Van-Allen, Linda Formanek, David Reed-Brown and Faith Roebelen.

Suffield Senior Center Director Paula Pascoe stated the Center had experienced an amazing year which definitely kept us on our toes and proved to be both anxiety ridden and exciting. We made it through and are looking forward to a fantastic future in Suffield.

The Center continues to strive to meet its mission to provide information, programs, and activities specifically designed to promote the health, independence, and well-being of our aging population.

Early in the fiscal year, we were fortunate enough to be able to purchase a new television set and Wii gaming system as beneficiary to a memorial donation. Since purchasing the Wii, we formed a Wii Bowling League which meets weekly and our team even came in second place in a local bowling tournament.

The Senior Center was awarded a \$5,000 Senior Center Special Initiative grant through the State of Connecticut for assisting with outreach programs as well as for the purchase of a new shredder to help seniors combat identity theft.

In September we were notified that the Town of Suffield was awarded a \$750,000 CBDG Small Cities Block Grant for the purchase and renovation of Calvary Church as a permanent Senior Center. There were several hurdles that included approval by the Board of Selectmen and Board of Finance, and finally at a Town Meeting scheduled for December.

A Town Meeting was held on December 2, 2008 which resulted in a favorable vote of 246 to 75 in favor of accepting the \$750,000 CBDG Small Cities Block grant as well as approval of spending \$386,000 in Town funds to help purchase and renovate Calvary Church for a permanent Senior Center. At this point, we had secured \$750,000 from the CBDG grant, reallocated \$185,000 Small Cities Program Income and \$500,000 Small Town Economic Assistance Program grant. The Town agreed to fund the project shortfall of \$386,000 through the Town's Undesignated Fund Balance with the contingency that future grants or capital campaign fund proceeds would decrease the Town's portion by those amounts.

In February, 2009, we received notification that the Senior Center was awarded a \$190,000 grant from the Hartford

Foundation for Public Giving. A portion of this grant will be used to purchase MySeniorCenter.com technology to assist the Senior Center in program registration and statistical figures. By fiscal year end, \$214,000 of the project shortfall of \$386,000 had been raised through grants and very generous private donations.

Working with the Permanent Building Committee the firm of Schoenhardt Architecture & Interior Design was selected to do the renovations for our new senior center. The firm is based in the Tariffville section of Simsbury and was established in 1984. We are confident that Schoenhardt will help us with the challenge of completing this project within the budget constraints and provide a new senior center that will meet our needs well into the future.

The Town of Suffield and the Emergency Aid Association memorandum of understanding was extended through June 30, 2012, whereby the EAA delivers social services to the residents of Suffield. Incorporated in 1903, the Emergency Aid Association is a private, non-profit organization, providing health and social services that positively affect the well-being of Suffield residents during periods of family or personal need.

EAA Executive Director Janet Frechette led the EAA team in providing support through a number of programs that included the Connecticut Energy Assistance Program whereby the State of Connecticut appropriates money to assist with heating costs for low-income residents. Last year, EAA staff submitted 224 applications to the state on behalf of our residents, resulting in \$119,938 in fuel aid to 191 eligible Suffield households.

The Meals-On-Wheels program provides meals that are prepared at the Community Renewal Team kitchen in Hartford and are delivered five days a week to Suffield. EAA coordinated volunteers who distributed approximately 9,582 meals last year to an average of 21 homebound seniors a day.

The Renter's Rebate program is administered through the Office of Policy and Management to municipalities and EAA staff processed 102 applications and submitted claims totaling \$50,350 on behalf of eligible Suffield residents.

Through the Friendly Visitor/Friendly Shopper Program the EAA recruits volunteers to visit and/or grocery shop for homebound residents. Last year, 14 volunteers served as visitors and/or shoppers to 14 isolated and homebound residents.

Working with the Salvation Army, the towns of Suffield and Windsor Locks are grouped together for purposes of the Salvation Army budget and

service area. The two towns divide approximately \$7,000 a year with a significant portion being raised through the Salvation Army Kettle Drive held each December at the CVS plaza.

The Suffield Minibus provides transportation for Suffield residents over 60 years of age and permanently disabled adults. Minibus Coordinator Denise Winiarski reported that we were fortunate to continue to receive a Municipal Matching Grant from the State of Connecticut. Grant funds were allocated on the geographic area of towns. This funding allowed us to continue extended service with three handicapped accessible minibuses and a car. Our staff includes one full time driver and four part time drivers, as well as a full time coordinator who is also scheduled to drive.

Traveling 72568 miles with many new riders we serviced 19346 pick-ups for the year while operating for 239 days. Many of these passengers have more than one stop and need a return at the end of their appointment.

Transportation is provided daily to Adult Day Care programs in Enfield as well as to the Allied Rehabilitation Center and Enfield Dialysis location. The Minibus also provides service for Suffield Senior center programs, medical and dental appointments, grocery shopping and hair appointments. Frequent stops at area banks, pharmacies, cleaners and the post office are part of a regular day.

Under the guidance of Director Peter Black the Suffield Youth Services Bureau has continued offering its continuum of individual and group services for our community. There were 17 separate programs offered, ranging from a onetime ROPES training to projects lasting the entire year. All programs were offered in collaboration with other Suffield town and school departments with the goal of emphasizing positive youth development by challenging individual growth.

Our individual intervention services received 83 youth referrals who were offered counseling and personalized referral services resulting in 55 families participated with their children.

Outside funding sources included \$19,000 from The Connecticut Department of Education and \$3,105 from Capital Region Substance Abuse Council.

Social Services Chairman Ernie Petkovich commends EAA Executive Director Frechette, Senior Center Director Pascoe, Minibus Coordinator Winiarski and Youth Services Director Black for their dedication and efforts on behalf of the Town of Suffield during a time where funding has been

tight and yet there has been a significant increase in the need for the services provided by their agencies, especially in the areas supporting the needs of an aging population.

Ernest J. Pelkovich

Social Services Commission Chairman

SENIOR CENTER

The Suffield Senior Center experienced an amazing fiscal year 2008/2009! The year definitely kept us on our toes and proved to be both anxiety ridden and exciting. We made it through and we're off and running toward a fantastic future in Suffield.

Early in the fiscal year, we were fortunate enough to be able to purchase a new television set and Wii gaming system as beneficiary to a memorial donation. Since purchasing the Wii, we formed a Wii Bowling League which meets each Friday at 1 p.m. Our team even came in second place in a local bowling tournament.

By September, we were notified that the Town of Suffield was awarded a \$750,000 CBDG Small Cities Block Grant for the purchase and renovation of Calvary Church as a permanent Senior Center. We still had several hurdles; approval by the Board of Selectmen, Board of Finance, and finally at a Town Meeting scheduled for December.

A Town Meeting was held on December 2, 2008 which resulted in a favorable vote of 246 to 75 in favor of accepting the \$750,000 CBDG Small Cities Block grant as well as approval of spending \$386,000 in Town funds to help purchase and renovate Calvary Church for a permanent Senior Center. At this point, we had secured \$750,000 from the CBDG grant, reallocated \$185,000 Small Cities Program Income and \$500,000 Small Town Economic Assistance Program grant. The Town agreed to fund the project shortfall of \$386,000 through the Town's Undesignated Fund Balance with the contingency that any future grants or capital campaign fund proceeds would decrease the Town's portion by those amounts.

In February, 2009, we were pleased to receive notification that the Senior Center was awarded a \$190,000 grant from the Hartford Foundation for Public Giving. \$14,000 from this grant would be used to purchase MySeniorCenter.com technology in assisting the Senior Center in program registration and statistical figures.

The Senior Center was awarded a \$5,000 Senior Center Special Initiative grant through the State of Connecticut in assisting with outreach programs as well as for the purchase of a new shredder to help seniors combat identity theft.

By March, the Permanent Building Committee and I selected the firm Schoenhardt Architecture & Interior Design for the renovations for our new senior center. The firm is based in the Tariffville section of Simsbury and was established in 1984. The Committee and I felt that Schoenhardt would help us with the challenge of completing this project within the budget constraints and provide a new senior center that would meet our needs well into the future.

I am pleased to report that by fiscal year end, we raised \$214,000 of the project shortfall of \$386,000 through grants and very generous private donations.

Paula J. Pasco

Senior Center Director

LIBRARY PARKS AND RECREATION

KENT MEMORIAL LIBRARY

Overview

The Kent Memorial Library had a very busy and productive year, serving 123,735 visits this year. Our Interlibrary Loan activity continues to be a popular service with patrons, handling over five thousand patron requests and over six thousand requests from other libraries. Circulation is down due to the need to discard such formats as cassettes, videos and long-playing records because of our continuing lack of space. Of the formats that are increasing in use, it is no surprise that the circulation of DVDs, downloadable books, and books on CD is up from last year. The good news is that adult and young adult books are also circulating better than last year. New formats are being developed all the time and the library is doing its best with limited resources to get our patrons what they want.

There have been more meetings and greater attendance at programs over the past year. The Children's and Young Adult Summer Reading program was again a great success. We hosted musical groups as diverse as a bluegrass band to Suffield High's Jazz Band, while making space available for local groups, including the Suffield Historical Society and local condo associations.

We were even the scene for one NPR broadcast. Overall, this means we are doing something right in trying to make the Kent Memorial Library a warm and inviting place to come and spend some time, whether you are looking for a romance novel, to use a computer, or to research a paper. It is the Kent Memorial Library's mission to be here for all residents of Suffield. We look forward to continuing in that role both here and in a new library.

New Commission Members

Tracy Eccles, John Garber, Thomas Burton, Howard Starr, Jeanne Long, Dan MacKinnon and Caroline Martin all left the board this year. David Battle, Lynne Cigal, Claire Kawalec, Jason Lobo, Chris Rego, and Bruce Reitberg filled those seats.

New Library Building Project

In July, the residents of Suffield had the opportunity to vote on a \$12,000,000 referendum to build a new library. It was defeated.

Programs and Meetings

The Library hosted 1,008 meetings and programs in the Auditorium and Gallery in the past year. 8,744 people attended the library programs, which included another series of programs on life coaching, a film series, music concerts by the *Lost Acres String Band* and guitarist Glenn Roth, and a program on Chinese herbs.

On October 30, 2008, the library was the setting for a broadcast of the NPR radio program *Where We Live* that was looking at the then upcoming presidential election.

Meetings were held by such organizations as the Girl Scouts, the Brandywine Village Condominium Association, and the Historical Society. We also hosted artist receptions and the Suffield Players. The gallery was the location for 11 showings of local artists. These showings always generate a great deal of interest and attract viewers from many towns.

Technology

Our website, www.suffield-library.org, continues to change, adding new databases, including MyLibrarydv, offering downloadable video, and a trio of do-it-yourself databases. The library offers wifi.

Circulation

The Library circulated 139,882 items this year. The good news is that circulation of books for both adults and teens is up for a second year in a

row. Much of the rest of the collections circulation remains constant, though we are still paying the price for a change in formats from VHS to DVD and cassette to CD. Though technology continues to be a hot topic, its use grows slowly.

Interlibrary Loan

Interlibrary loan use is rising dramatically, both in the area of requests made by Kent Memorial Library patrons and in requests made by other library patrons on KML materials. Our patrons made over 5,423 requests for material from other libraries and KML staff filled 6,351 requests from other library's patrons for use of our collections.

Staffing

Staff has been constant at the library.

Children's Department

This was a big year for programs. Summer Reading was very popular again, with 344 children and 40 teens participating in the reading. They read collectively 5,165 books! The Children's Department put on 143 programs throughout the year and had 3,528 attendees.

The programs ran the gamut from glass painting, jokes, and a trip on an animal safari. The end of the year holidays once again saw our traditional two trips on the *Polar Express*, but again the surprise popular craft program proved to be gingerbread house construction! Around these traditional events, the Children's Department hosted storytimes, 'Times for Tots,' and pumpkin carving.

Circulation has remained about the same, though paperbacks, periodicals and books-on-CD are growing in popularity. We have continued weeding the collection in order to keep it healthy.

Conclusion

The library combines traditional services with nascent available technologies in order to provide Suffield with the material and information it needs and the entertainment it demands. The building continues to be a major obstacle in serving the public, but we are working with the town to make it more user-friendly. We look forward to serving the town of Suffield for years to come.

James Mc Shane

Director, Kent Memorial Library

Ruth Zimmerman

President, Board of Trustees

PARK AND RECREATION DEPARTMENT

During the past fiscal year the Parks and Recreation department has provided a diverse slate of programs and services for the community. Improvements and new additions to parks and facilities have also been accomplished throughout the year.

The department continues to provide quality leisure time activities for residents. This past year we kept up with current trends and introduced several new programs and trips which were popular with children and adults.

Summer camps were popular as we hosted 37 camps and programs allowing over 800 children to enjoy their summer vacations locally. Throughout the year we have had thousands of people participate in a variety of over 160 programs we had to offer. As part of our continuous improvement the Commission conducts evaluations to enhance programming ideas and customer service.

Core programs continue to be popular as attendance was steady. During the fall, the soccer program is one of the largest activities for youth with 467 children participating. The youth basketball program had 289 children participating during the winter season. The field hockey, softball and tee ball programs were well attended with over 120 children donning the fields.

The annual 5K and 10K road races have become a popular event with 184 children and adults participating. Special thanks to the First National Bank of Suffield, the main sponsor of this community event.

The department benefited by utilizing the inmate program from the Enfield Willard-Cybulski Corrections unit during the summer as the inmates worked diligently to clear the north portion of Sullivan field. With the clearing of growth in this section of the park the Public works department was able to expand and seed a section of the property for future athletic fields.

Improvements were made to the basketball courts at the Family Recreation Complex. This capital project reconstructed the two courts with new asphalt and surfacing. The lighted courts are very popular with the public and used heavily nightly.

The department carried out another project at the Family Recreation Complex which was made possible by the Amiel P. Zak Grant. A water fountain, sidewalk and privacy screening were installed. Landscaping and plantings were also introduced in

the area. This overall beautification project has enhanced the quality of this popular recreation site.

The Windsor Locks Canal State Park Trail Project grant concluded this year after three years of improvements were made to the trail. Thanks to the ambitious Friends of the Canal volunteer group, projects outlined in this phase of the grant, which was supervised and managed by the department were carried out.

The department works closely with civic groups and clubs in town. During the winter we were fortunate to have the opportunity to work with a local Boy Scout on achieving his Eagle Scout Award. John Fisher designed a comprehensive guide to all town parks, fields and trails on the town's website. Linking this project together with GPS coordinates and photographs, the public can locate a park, obtain information and get directions all with a click of the mouse. In addition a Cub Scout troop and Suffield Academy students volunteered their time throughout the year cleaning parks and planting flowers, all part of good community service.

Utilizing the internet, we have 'gone green' and promote our programs and services via the town website and schools digital backpacks. We have added the feature of 'e-notifications' for those residents who select to receive periodic informational emails.

We have worked throughout the year with the Town Planner on the Town's Plan of Development project, offering input to the Recreation component of future growth with in the community.

The Babb's recreation site continues to be a challenge. The partnership between the Town and the Citizens Restoring Congamond persists with the CRC progressing along with improvements to the area. It is the intention of the Commission to develop this site into a future recreation area.

Our department appreciates the support shown by organizations and other generous private donors. The Commission and staff are grateful to the dedicated parents and volunteers who share their time, talents and coaching skills throughout the year.

The Parks & Recreation Commission meets the second Wednesday of each month at 7:00 p.m. in the conference room located on the first floor of 230C Mountain Road. The public is welcome to attend.

Wendy LaMontagne

Director, Parks & Recreation Department

Lou Casinghino

Chairman, Parks & Recreation Commission

FINANCE

TAX COLLECTOR

The 2008-09 fiscal year was a difficult one for the Tax office. The implementation of our new software system – Quality Data Service (QDS) created many new problems during the tax cycle. Most effected were the calculations for the Elderly Benefits and service fees (sewer use and trash service). Despite the challenges associated with converting to QDS and working through many time consuming software issues, we managed to end the fiscal year with a 99% collection rate.

On August 29, 2008 town hall employees celebrated the retirement of Assistant Tax Collector, June Markowski. June, we thank you for your valuable contributions and your 28+ faithful years of service to the Town of Suffield. Our sincere good wishes to you for a healthy, long and enjoyable retirement.

In September 2008 we welcomed new-hire, Kathleen Dunai-Thibedeau, a life-long resident of Suffield. We wish Kathy luck in her new position as Assistant Tax Collector and continued success as she works to become a State certified Tax Collector.

My sincerest thanks to Robin Lutwinas, Assistant Tax Collector, for her extraordinary dedication and hard work. Robin has been extremely instrumental during our transition with QDS and the staff changes.

In June 2008 I was asked to testify for the Town in Enfield Superior Court against the person responsible for the break-in of our office in 2007. Christopher Parakilis, State Prosecutor, made my first time in court a relatively pain-free experience. After a jury trial, they found David Heck guilty after only fifteen minutes of deliberation. Mr. Heck was sentenced to 3 years for 1st degree burglary; 10 years for 2nd degree larceny and 3 years for criminal mischief to be served concurrently with a maximum sentence of 9 years and 5 years probation. During the sentencing process, it was brought out that Mr. Heck was a career criminal and was convicted of armed robbery in 1993 as well as B & E in 1998 along with other convictions before the Town Hall burglary spree. I thank God that he chose to burglarize our office after hours and that no one was hurt.

Lastly, it is with both great joy and sadness that I would like to announce that I will be retiring from the position of Tax Collector on August 31, 2009. I would like to take this opportunity to once again thank my staff, June, Robin and Kathy for

their dedication and hard work. Also, a huge thank you to my Marshal Theodore J. Plamondon Jr. and Attorneys Thomas Arvanteley and Walter Bass for their legal advice and expertise. It has been my pleasure being your Tax Collector and I thank you, the residents of Suffield, for making my job so enjoyable. Thank you all for the memories.

Christine A. Lucia, CCM
Tax Collector

ADVISORY COMMISSION ON CAPITAL EXPENDITURES

The Advisory Commission on Capital Expenditures prioritized projects for the Board of Finance during the budget process. The table below shows the projects, totaling \$1,661,648, included in the approved budget. Grants will reimburse the town for \$294,926 of the total.

Capital projects approved in the 2009-10 budget:

♦ Pavement management plan (road repairs)		* \$300,000
♦ Suffield Street bridge project	300,000	
♦ Police radio system upgrade (partial)	200,000	
♦ Farmland preservation (open space)	150,000	
♦ Middle School boiler/asbestos abatement	119,590	
♦ Spaulding School roof – Kindergarten	** 100,000	
♦ Middle School oil tank replacement	*** 86,012	
♦ Fire radio system upgrade (partial)	70,000	
♦ Small bridge projects	50,000	
♦ Library – oil tank/electrical panel	50,000	
♦ Police Station roof	46,500	
♦ Police Department generator	45,000	
♦ Landfill – solid waste site – expansion	35,000	
♦ Payloader – yearly payment	27,146	
♦ Spaulding School roof – library/music	**** 25,000	
♦ Drainage projects (off road)	20,000	
♦ Desktop computer replacement	20,000	
♦ Computer server replacement	17,400	
	Total	\$1,661,648

* OFFSET BY 184,259 IN LOCIP GRANTS

** OFFSET BY 50,000 IN STATE GRANTS

*** OFFSET BY 48,167 IN STATE GRANTS

**** OFFSET BY 12,500 IN STATE GRANTS

Net \$1,366,722

Tom Frenaye
ACCE Chairman

FINANCE DEPARTMENT

Fiscal year 2008-09 saw the implementation of the new financial management software for the Town, BOE and WPCA. This software will allow the departments to have access to all of their revenue and financial information from their desktop. There were good days and bad days as is expected when a brand new system replaces a long time system.

Once the financial system was up and running it was time to begin training for the payroll module. In addition to a purchase a new financial system it was also decided to process in house instead of outsourcing it. This was done to be able to have more information available to the departments. The goal was to begin processing our payrolls by January 1, 2009.

It became apparent that time was not an achievable goal and it was revised to have the Town begin to process payroll on April 1, 2009 and for the Board of Education to begin on July 1, 2009. This entire process has provided an opportunity for the cooperation amongst the Town, Board of Education and Water Pollution Control Authority. I want to thank all of the employees for their cooperation during the transition to the new financial management software, especially Christine Mills and Janell Wray.

In FY 2008-09 we also saw cutbacks from the State to the municipalities because of the economy. The Town of Suffield relies on the State for approximately 25% of the revenues for our budget. When those amounts are reduced the funds must be made up from the taxpayers.

The Boards of Finance, Education and Selectmen met at the beginning of the budget season to review the status of the economy and the state budget process. The chairmen from these groups held discussions throughout the budget season.

The Board of Finance begins the budget process by March 1st and continues until the Town Meeting on the budget on the second Wednesday in May. We encourage the citizens to attend the meetings on Monday nights at 7:00 pm. The agendas will be posted prior to the meetings.

Deborah J. Cerrate
Director of Finance

AUDITOR'S RECOMMENDATIONS

Blum, Shapiro & Company, P.C., the auditors for the Town of Suffield made three recommendations for maintaining internal control over the financial statements. All three were recommendations repeated from the prior year's report.

Purchasing Function: WPCA

They noted that while the WPCA utilizes purchase orders, approvals are not required before goods and services are received. The firm recommended purchase orders be prepared to verify the availability of funds and approval of the purchase of purchases prior to the ordering of goods and services. This would facilitate management in addressing budget concerns more timely and effectively.

The auditors also suggested that consideration should be given to using payment vouchers in place of purchase orders when processing payments that were not previously encumbered or did not require the issuance of a purchase order.

High School Building Progress Payments

During FY 2008-09 the Town received approximately \$500,000 in State reimbursement. At year end, \$2.7 million was still outstanding as grants receivable from the construction and renovation of various school facilities, including the High School.

The auditors recommended that the Town institute procedures to improve the reimbursement request process for school building construction. Active filing of reimbursement requests would improve cash flow, improve investing opportunities and reduce the amount of temporary borrowings from the General Fund, which amount to \$4.1 million at year end.

Future Standards

Statement No. 54 was issued by the Governmental Accounting Standards Board and becomes effective for financial statements after June 15, 2010. The objective of this statement is to enhance the usefulness of the fund balance information by providing clearer fund balance classifications that can be more consistently applied and clarifies existing governmental fund type definitions.

The Suffield Director of Finance met with the auditors to discuss the changes that need to be made to conform to this new standard prior to this publication.

FINANCIAL STATEMENTS

REVENUES	ADJUSTED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
PROPERTY TAXES			
Current list	29,948,056	30,149,769	201,713
Supplemental MV tax	275,000	283,505	8,505
Interest & Fees	75,000	207,270	132,270
Prior years	150,000	311,996	161,996
Total	30,448,056	30,952,540	504,484
LICENSES, PERMITS & FINES			
Building Dept.	315,000	188,476	(126,524)
Zoning & Planning	23,000	15,614	(7,386)
Zoning Board of Appeals	3,360	3,640	280
Police Permits	3,000	4,638	1,638
Conservation	15,000	7,351	(7,649)
Historic District Fees	800	700	(100)
Total	360,160	220,419	(139,741)
REVENUE FROM USE OF MONEY & PROPERTY			
Investment income	450,000	273,470	(176,530)
Total	450,000	273,470	(176,530)
REVENUES FROM OTHER AGENCIES			
Telecommunications grant	45,000	53,039	8,039
Hood Share Secondary Treatment Plant	224,000	223,701	(299)
Total	269,000	276,740	7,740
STATE GRANTS			
PILOT, State Property	2,899,802	2,918,668	18,866
Mashantucket Pequot	2,769,033	2,743,634	(25,399)
PILOT, Vessels	5,656	5,656	0
PILOT, Mfg. Equipment	35,000	236,887	201,887
PILOT, Disabled Tax Relief	1,000	1,173	173
Veterans Exemption	9,000	9,664	664
Elderly Tax Relief	79,000	76,867	(2,133)
Property Tax Relief	8,000	4,000	(4,000)
LOCIP Reimbursement	94,259	0	(94,259)
Youth Services	14,000	14,000	0
Miscellaneous	32,000	50,108	18,108
Town Aid Road *	142,287	144,084	1,797
Total	6,089,037	6,204,741	115,704
* ALL MONIES USED FOR UNIMPROVED ROADS			
FEDERAL GRANTS			
Federal Grants	0	1,344	1,344
Total	0	1,344	1,344
EDUCATION RELATED REVENUES			
Tuition, Vo-ag	799,200	746,619	(52,581)
Tuition, Other	75,000	138,523	63,523
Education Cost Sharing	6,082,494	6,383,717	301,223
Vo-Ag Grant	195,120	200,668	5,548
Other Educational Grants	7,625	11,703	4,078
Pupil Transportation	199,942	198,804	(1,138)
Misc. School Income	0	0	0
Total	7,359,381	7,680,034	320,653

REVENUES	ADJUSTED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
CHARGES FOR CURRENT SERVICES			
Assessor's Map Sales	1,000	1,314	314
Bulky Waste	1,500	2,538	1,038
Real Estate Conveyance Tax	200,000	126,753	73,247
Social Service, Mini-Bus	4,000	4,880	880
Police Alarm Fees	3,000	1,600	(1,400)
Town Clerk Historic Document Fees	3,500	2,751	(749)
Town Clerk Recording Fees	114,000	113,470	(530)
Total	327,000	253,306	(73,694)
LANDFILL			
Landfill Operation	60,000	58,957	(1,043)
Landfill Residential Permits	882,916	864,413	(18,503)
Sale of Scrap Metal	20,000	15,411	(4,589)
Permits	15,000	12,974	(2,026)
Total	977,916	951,755	(26,161)
RECREATION			
Recreation Summer Programs	44,375	37,567	(6,808)
Recreation Activity	81,820	91,867	10,047
Total	126,195	129,434	3,239
MISCELLANEOUS			
Miscellaneous Town Income	55,000	65,496	10,496
Cell Tower	55,000	72,889	17,889
Capital Project Expenditures	379,375	566,312	186,937
Resource Officer	52,000	52,000	0
Rental of Town Property	65,000	320,105	255,105
Total	606,375	1,076,802	470,427
TRANSFERS IN			
Called Performance Bonds	10,525	10,525	0
Education Grants Fund	65,900	153,845	87,945
Sewer Assessment Payments	142,207	142,207	0
Total	218,632	306,577	87,945
TOTAL ALL REVENUES	47,231,752	48,327,162	1,095,410

FIVE-YEAR SUMMARY	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10
Property Taxes	24,313,695	25,909,809	27,703,347	29,655,308	30,952,540	31,615,946
Licenses, Permits & Fines	342,570	349,590	360,980	362,185	220,419	278,160
Revenues from Use of Money & Property	262,103	488,138	718,743	620,581	273,470	200,000
Revenues from Other Agencies	317,565	286,973	278,968	279,642	276,740	260,000
State Grants	4,613,604	4,691,685	5,903,187	5,762,607	6,204,741	5,472,010
Federal Grants	43,144	41,067	185,639	10,000	1,344	0
Education Related Revenue	5,349,810	5,736,571	5,735,240	7,218,683	7,680,034	7,256,642
Charges for Current Services	379,972	409,591	358,972	321,863	253,306	325,500
Landfill	779,546	774,846	759,893	780,286	951,755	977,916
Recreation	110,956	123,770	124,359	124,298	129,434	126,870
Miscellaneous	432,246	234,858	192,229	491,820	1,024,802	175,000
Transfers in	570,900	809,300	527,350	576,644	358,577	520,767
Short Term Borrowing	0	0	0	0	0	0
Fund Balance	0	0	0	0	0	500,000
Total Revenues	37,516,111	39,856,198	42,848,907	46,203,917	48,327,162	47,708,811

EXPENDITURES	ADJUSTED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
ADMINISTRATIVE			
Selectmen	255,240	207,461	47,779
Human Resources	78,096	53,233	24,863
Probate Court	5,045	4,751	294
Election	48,329	41,010	7,319
Board of Finance	13,218	12,810	408
Assessor	249,106	242,960	6,146
Board of Assessment Appeals	1,853	851	1,002
Tax Collector	153,539	153,539	0
Tax Rebates	44,318	33,546	10,772
Finance	280,045	270,917	9,128
Information Technology	329,227	329,227	0
Town Counsel	75,000	53,923	21,077
Town Clerk	185,053	175,459	9,594
Town Hall	162,462	155,889	6,573
Charter Revision Commission	13,100	2,153	10,947
Insurance & Benefits	2,018,808	1,991,339	27,469
Total	3,912,439	3,729,068	183,371
PLANNING & DEVELOPMENT			
Zoning & Planning	159,349	151,172	8,177
Zoning Board of Appeals	5,861	4,109	1,752
Economic Development	150,707	146,623	4,084
Historic District Commission	1,685	848	837
Conservation Commission	69,433	49,960	19,473
Total	387,035	352,712	34,323
PUBLIC SAFETY			
Fire	810,452	781,228	29,224
Police	2,163,133	2,118,765	44,368
Civil Preparedness	21,757	17,172	4,585
Building Department	200,552	193,544	7,008
Town Engineer	117,337	113,418	3,919
Dog Account	88,570	88,570	0
Total	3,401,801	3,312,697	89,104
PUBLIC WORKS			
Public Works	494,746	492,021	2,725
Highways	1,293,552	1,246,204	47,348
State Aid Road	142,287	137,653	4,634
Public Utilities	482,889	482,889	0
Landfill	1,040,778	963,401	77,377
Total	3,454,252	3,322,168	132,084
HEALTH & SOCIAL SERVICES			
Health & Social Services	119,527	113,027	6,500
Social Services Commission	2,231	2,231	0
Senior Center	122,299	122,299	0
Minibus	188,762	174,494	14,268
EMS / SVAA	215,888	190,746	25,142
Social Worker	60,404	60,404	0
Total	709,111	663,201	45,910
LIBRARY, RECREATION & PARKS			
Library	436,776	436,776	0
Recreation	244,495	233,291	11,204
Recreation Activity	115,009	83,973	31,036
Youth Services	110,253	98,787	11,466
Tree Warden	25,000	22,699	2,301
Total	931,533	875,526	56,007

EXPENDITURES	ADJUSTED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
OTHER			
Capital Expenditures	2,660,860	2,660,860	0
Cemeteries	29,000	29,000	0
Contingencies	59,509	0	59,509
Transfer to School Cafeteria	50,000	50,000	0
Transfer to OPEB (other post employment benefits)	500,000	500,000	0
Total	3,299,369	3,239,860	59,509
DEBT SERVICE	3,005,874	3,005,874	0
BOARD OF EDUCATION	29,330,338	29,270,559	59,779
TOTAL ALL GENERAL	48,431,752	47,771,665	660,087
FUND EXPENDITURES	48,431,752	47,771,665	660,087

FIVE-YEAR SUMMARY	ACTUAL 2004-05	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	BUDGET 2009-10
Administrative	2,892,451	3,117,870	3,286,353	3,827,879	3,729,068	3,892,188
Planning & Development	347,167	339,173	321,266	384,502	352,712	375,806
Public Safety	2,435,919	2,637,887	2,815,791	3,134,276	3,312,697	3,481,173
Public Works	2,560,801	2,651,985	2,884,945	2,874,049	3,322,168	3,218,648
Health & Social Services	527,947	557,037	607,825	620,358	663,201	713,544
Library, Recreation & Parks	696,898	737,497	798,243	805,286	875,526	909,101
Other	494,254	2,785,500	3,124,297	2,829,495	3,189,860	2,216,648
Debt Service	4,985,461	3,226,909	3,142,126	3,074,000	3,005,874	2,934,099
Board of Education	22,187,368	23,688,205	25,525,849	27,588,830	29,320,559	29,967,604
Total Expenditures	37,128,266	39,742,063	42,506,695	45,138,675	47,771,665	47,708,811
Excess of revenues over (under) expenditures	387,845	114,135	342,212	1,065,242	555,497	
Adjustments for Budget to GAAP Reporting	(485,684)	(1,221,859)	(12,804)	(3,426)	386,415	
Total Fund Balance (GAAP)	9,083,451	7,975,727	8,305,135	9,366,951	10,308,863	
Designated Fund Balance (GAAP)	1,531,277	1,059,418	896,754	1,237,516	923,931	
Undesignated Fund Balance (GAAP)	7,552,174	6,916,309	7,408,381	8,129,435	9,384,932	
Undesignated Fund Balance as % of Total Expenditures (GAAP)	20.3%	17.4%	17.4%	18.0%	19.6%	

OUTSTANDING DEBT

For Fiscal Year Ended June 30,	2005	2006	2007	2008	2009
Notes	0	0	0	0	0
Bonds	26,806,049	24,252,544	22,191,773	20,128,691	18,063,252
Total	26,806,049	24,252,544	22,191,773	20,128,691	18,063,252
Total Expenditures	37,128,266	39,742,063	42,506,695	45,138,675	47,771,665
Debt Service	4,985,461	3,226,909	3,142,126	3,074,000	3,005,874

TOWN OFFICIALS

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Victoria Spellman

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* indicates inclusion of a report in this Town of Suffield Annual Report.

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Prepared, published and distributed by the Board of Finance in accordance with
the General Statutes of Connecticut, Sec. 7-406 and the Town of Suffield Charter,
Chapter VIII, Sec. 802
Copies are available at the Town Hall.