



Town of Suffield Annual Report

SUFFIELD, CONNECTICUT

July 1, 2017 to June 30, 2018

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

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Suffield Public Schools
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Superintendent of Schools
Karen M. Berasi
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Ribbon cutting at Lodestar Energy (LE) solar farm
L to R: Co-founder Jeff Macel, Rep. Tami Zawistowski, Selectman Mel Chafetz, solar farm owner Kevin Sullivan, LE co-founder Jaime Smith, First Selectman Melissa Mack, Congressman Joe Courtney and Planning & Zoning Commissioner Donald Rawling

Administration

BOARD OF SELECTMEN

submitted by

Melissa M. Mack, First Selectman

First Selectman Melissa M. Mack ran unopposed as a Democrat in the 2017 municipal election providing the opportunity to continue to move forward with ongoing initiatives since her election in 2015. The Board of Selectmen welcomed new member Peter Hill.

FY 2016-17 ended with the Town of Suffield better positioned for future economic development. FY 2017-18 began with the demolition of the dilapidated outbuildings located at the Town Highway Garage, a key first step in development of Ffyer Place. The previous year's efforts along Route 75 bore tangible results with the sale of the first parcel of Town property (~ \$77,500) along with the ground-breaking at Broad Brook Brewery and a ribbon cutting for the expansion of Arcor Laser. To spearhead economic progress, the Town engaged a part-time Economic Development Consultant in partnership with the Town of East Granby and the Connecticut Economic Resource Center (CERC).

The State budget process proved particularly challenging with potential cuts looming well beyond the approved Town budget (May 2017). Due to this instability, the Board of Selectmen carried the moratorium on expenditures for non-bonded capital projects (implemented in the spring of 2017) into the new fiscal year.

The threat of spending cuts reinforced the needed focus on new revenue sources. To that end, the Board of Selectmen agreed to a trial run for paid ash disposal at the landfill. The official ribbon-cutting ceremony for the Lodestar Energy solar farm took place in May along with the first credits issued to the Town of Suffield. At year-end, the Town had successfully weathered the State budget difficulties and endorsed a spending increase of 2.99% for FY 2018-19 (for general government operations only; not including the Board of Education). The budget included a number of staffing changes to better serve residents while delivering an overall 3.35% decrease in non-union salaries. Highlights included:

- Expansion of Youth Services Coordinator to manager
- Combination of Town Planner position with Director of Community Development

- Addition of Economic Development Consultant (part-time)
- Reduction in First Selectman Administrative Assistant by 5 hours
- Creation of new Communications and Special Projects Manager (part-time)
- Reorganization of Public Works Department to add Facilities Director and eliminate Director of Public Works
- Addition of Administrative Assistant to Human Resources Director
- Implementation of phase one of three-year plan to achieve optimal staffing at Kent Memorial Library (KML)

Rounding out these enhancements, the Town hired a new Parks & Recreation director in June of 2018 promising a refresher to the department. "Town of Suffield News," a newsletter shared via email blasts, complemented existing social media and the



website to bring a notable increase in communications and community engagement. Subscribers demonstrated an average open rate of 54% and an average click-through rate of 15% (versus industry standards for government agencies of 21% and 9%, respectively). The Town of Suffield Facebook page grew its followers by 34% for the year with a commensurate increase in "Likes." Support for Olympic luger and Suffield native Emily Sweeney received the most comments at 501.

Public safety and mental health endured as guiding principles with advances throughout the year. The fire apparatus approved in FY 2016-17 was ordered with the bonus of negotiated savings of \$25,000 off the top and earnings of 3% towards the purchase price on the \$1 million down payment. Road safety improvements included the relocation of electricity poles (in collaboration with Ever-source) farther back from the roadway along Hickory Street. School-related shootings across the country warranted a Safety and Security Public Forum at the local level to listen to concerns and explain Town safety protocols. Similarly, to address rising mental health needs mirrored on the national stage, the lead role at Youth Services (YS) was expanded in both hours and responsibilities. The YS department was relocated to the Suffield Senior Center where a new Teen Center will be established. The Will Power Veterans Day Tribute and Suffield Community Health Resource Fair put a much needed spotlight on mental health assistance available in the area.

FY17-18 appreciated major strides in best governance practices and achieved the following:

- The Ordinance Review Committee created in February moved swiftly and successfully to advance the Ordinance Book to General Code.
- The Board of Selectmen began considerations to form a Charter Review Commission to research the alternative of a Town Manager.
- Town Counsel hosted two separate Information Sessions – one for the general public and a second for Town directors – pertaining to the Freedom of Information Act (FOIA), Robert's Rules and Code of Ethics to ensure thorough compliance.
- To standardize policy within the Town, policies were adopted for purchasing cards, FOIA Prepayment and Indigency, acceptable use of IT, and key card access.

The 350th Anniversary Committee continued its planning of events for the 2020 celebrations. A weekend of festivities is slated for Friday, October 9th through Monday, October 12th and includes a parade, gala and Barn Quilt Tour to name just a few.

While progress was made on many fronts, the year was also one of frustration with capital projects proceeding cautiously given the KML experience.

- The Bridge Street School Community Center was put on hold indefinitely due to State budget uncertainties; initial discussions indicating building and design

costs would exceed the bond resolution, and potential environmental remediation issues.

- Likewise, prohibitive building estimates halted possible plans for a two-story addition to Town Hall that would have accommodated the majority of Town employees under one roof. In turn, renovation, addition and new build options were explored to determine the most efficient configuration and affordable price relative to the best possible outcome. The 2017 Space Needs Study, a product of department head requests, was reevaluated to challenge assumptions, ultimately resulting in a reduced footprint and a revised cost for the two-story addition. A smaller one-story addition, still utilizing additional rental space, was also added to the mix. By June of 2018, a complete new build option was on the table as well. A Board of Selectmen Meeting planned for July 2018 will be dedicated to a review of the proposals to dictate the direction of the Town Hall project.
- Good news ushered in the close of FY 2017-18 with the Environmental Protection Agency's long-awaited approval of the KML abatement pilots with work set to begin in November of 2018.

The Board of Selectmen thanks Suffield's many board and commission members, and active citizenry, for their patience, feedback and support as difficult and significant long-term decisions are made for the betterment of the community.

***Front and Back Covers:
Spring blossoms along
North Main Street***



Shannon Jendrysik
Executive Assistant
Human Resources

HUMAN RESOURCES

submitted by
Karin Ziemba, Director

Purpose

The Human Resources Department (HR) serves in multiple capacities and is a resource for both employees and managers. The Director seeks to maintain an open door policy to be accessible to the employees when needed.

The Department serves as a point of contact for Town employees, retirees and management seeking information and guidance on recruitment, health, dental and vision insurance, life insurance, short term and long term disability, workers' compensation, family medical leave; wages, vacation; sick and personal leave, discipline and performance, job coaching, unemployment, deferred compensation, employee assistance program, wellness, employee recognition, contract interpretation and negotiations, policies and standard HR operating practices.

Recruitment

Thirteen positions within the Town Government were filled during this fiscal year: Facilities Manager, Director of Parks and Recreation, three Office Cleaners, Dispatcher, Police Officer, Reference Librarian, Library Clerk, Library Page, Minibus Driver, Assessor and HR Executive Assistant.

The Director continues to utilize multiple electronic recruitment tools to increase the applicant pool and cost savings of advertising dollars. She continues the project of revising the town's job descriptions into a standardized and updated format.

Employee/Labor Relations

HR in partnership with the First Selectman and the Director of Finance negotiated contracts for the Police, Fire and Dispatch union employees. Successful agreements were signed for Highway, Library and WPCA. In a continued partnership with the First Selectman, the Departments of Economic Development, Parks and Recreation, Assessor, and IT were reorganized.

Benefits/Compensation and Recognition

Partnering with the Director of Finance and Board of Education, HR assisted Town employees and retirees in the transition to a new health-care provider. Several informational sessions were held prior to the transition. Two town-wide events were held to educate Town employees on health, wellness and retirement benefits.

Several seasonal events were planned to promote team building

and provide opportunities for employee recognition.

Goals for FY 2018-19

Union contracts for Police, Fire and Dispatchers will continue. The Director plans to institute a performance appraisal tool for guiding performance and providing feedback. Again partnering with the Director of Finance and Board of Education, HR will explore for a Town-wide time-and-attendance system and an electronic scheduling tool for emergency service employees. HR also plans to roll out a wellness committee with the Board of Education, develop a Town-wide employee handbook and update several policies and the Safety Committee.

TOWN CLERK

submitted by
Kathy Dunai, Town Clerk

In FY 2017-18, the Office of the Town Clerk continued to move forward by advancing technology and efficiency.

Land Recordings were comparable to last year. Online accessibility of recorded documents has further strengthened the town's online presence. Per State mandate, documents are required to be retained as hard copies in the vault while the posting of recently scanned documents with the same information online for easy public access. The Clerk's office strives to provide a more open government, increase automation and improve service for our residents with respect to the guidelines set by the State of Connecticut.

TOWN CLERK STATISTICS

	FY 2015-16	FY 2016-17	FY 2017-18
Documents Recorded	2,753	2,642	2,644
Local Conveyance Taxes	\$196,016.68	\$216,067.21	\$199,745.65
Dog Licenses	1,538	1,520	1,635
Marriages	63	61	45
Births	58	66	61
Deaths	148	162	175
Electronic Payments	\$8,880.00	\$6,998.00	\$8,499.00

It continues to provide near real time information for Town Meetings, Board and Commission meetings, agendas, land and other records. The Office continues to offer email distributions daily for town information. Users can sign up to receive updates on ALL Boards and Commissions, or simply opt in to specific lists they wish to receive, according to Town Clerk Kathy Dunai. In today's world, ones presence on Social Media remains in the forefront. Subscribers may visit the Town's Facebook and Twitter pages for all late breaking information.

The Town Clerk oversaw one Town Meeting held on May 8, 2018, to set the annual operational budget for FY 2017-18.

Using State of Connecticut Historic Grant monies, all land recordings from Book 1 page 1 (1740 circa) to present were scanned and digitized. The records are now available on the office computer and Town of Suffield website, minimizing the time for a resident to obtain a copy and allow Genealogy researchers to print historic documents.

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

The Town Clerk's Office maintains:

- Dog licenses (\$19 or \$8 for

- altered dogs)
- Hunting and fishing licenses
- Marriage licenses (\$50) (increased by the State of Connecticut 07-01-2018)
- Vital records for Birth, Marriage and Death certificates (\$20)
- All Land records
- Absentee voting applications and ballots

The Town Clerk remains receptive to the possibility of vacating her current office to temporarily relocate during the process of Town Hall renovation.

REGISTRARS OF VOTERS

*submitted by Registrars,
Darlene Burrell and Lynn Joyal*

Purpose

The Office of the Registrars of Voters is governed by the Connecticut General Statutes and financially supported by the municipality in which the Registrars serve. Registrars work closely with the Office of the Secretary of the State to develop methods and procedures to ensure the voting rights of citizens and administer all elections (i.e. national, state, municipal, primaries, and referenda) based on current election laws.

As of July 3, 2018, there were 8,812 registered voters in Suffield. Voter record activity during FY 2017-18 was 595 new voter records added, 609 voter record changes and 841 removals were made which averages out to 171 voter record actions processed per month. Voter education/information packets were sent to 199 new Suffield residents. A voter registration session was held at the high

school in May and 29 students registered to vote. The required annual canvass of electors was conducted between January 3rd and May 1st to determine changes of residence. The National Change of Address System (NCOA) was used, and 446 Suffield electors were canvassed.

Registrars are responsible for voter education, organizing and conducting the annual canvass of voters, maintaining the accuracy of the registry list, updating voter files, preparing Department budgets, training election officials, working Town Meetings when requested, giving absentee ballot assistance for convalescent home residents, ensuring the proper maintenance of voting equipment for their use at elections, training for all election workers, 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 members of the Registrars of Voters Association of Connecticut.

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

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

ELECTION RESULTS TOWN OF SUFFIELD

**November 7, 2017
Municipal Election**

*8,905 eligible voters. Thirty-six percent (36%) turnout
3,210 electors voted either in person, by absentee or Election Day Registration.*

Judge of Probate				Board of Assessment Appeals			
✓ David Baram	D	1,361		✓ Mark Leichthammer	D	1,734	
Randall Bowers	R	1,427		✓ Ryan Walters	R	2,096	
First Selectman				Zoning & Planning Commission			
✓ Melissa Mack	D	2,316		Jeff Peak	D	1,411	
				✓ Erin L Golembiewski	D	1,510	
Selectmen				Aysha L Moore	D	1,385	
Krystal Holmes	D	1,533		✓ Brendan Malone	R	1,521	
✓ Peter Hill	D	1,754		✓ Mark Winnie	R	1,589	
✓ Mel Chafetz	D	1,592		Zoning & Planning Alternates			
✓ Joanne Sullivan	R	1,962		John S Mrosz	D	1,155	
✓ Timothy Reynolds	R	1,919		✓ Tracy Hespelt	R	1,570	
Jeremiah Mahoney	R	1,537					
Board of Finance				Police Commission			
Tom Frenaye	D	1,615		✓ Jason Trombly	D	1,819	
✓ Brian Kost	R	1,850		✓ Jack Quinn	D	1,674	
✓ Justin Donnelly	R	2,144			Recount	1,672	
✓ Ryan Anderson	R	1,855		Kevin Armata	R	1,655	
					Recount	1,654	
Board of Finance Alternate				✓ Jeff Davis	R	1,855	
✓ J. Michael Stevens	D	1,806		Fire Commission			
✓ Tracy Eccles	R	2,023		William J. Boucher	D	1,470	
✓ John Sullivan	R	2,041		William DeFord	D	1,456	
Board of Education				✓ Jack Bucior	R	1,517	
✓ Susan Mercik Davis	D	1,724		✓ Andrew Parrish	R	1,559	
Julianne Williams	D	1,275		✓ Vic Mathieu	R	1,523	
✓ Debra Bogstie Dudack	D	1,625		Water Pollution			
				Control Authority			
✓ Maureen Sattan	R	1,733		✓ Roger Ives	D	1,947	
Jeanne Gee	R	1,490		✓ Daniel Holmes	D	1,993	
✓ Michael Sepko	R	1,679		✓ Janet Davis	R	2,114	
Natalie Semyanko	R	1,336					

TOWN MEETING SUMMARIES

*submitted by
Lester Smith, Town Historian*

This summary is furnished for convenient reference. The official minutes are available on the Town's website and, along with the associated PowerPoint presentations, are available for inspection in the Town Clerk's office. There was only one Town Meeting this year.

**MAY 8, 2018
Approved \$58,346,979 Annual
Town Budget for FY 2018-19**

The budget proposed by the Board of Finance was explained by Board of Finance Chairman Ryan Anderson, First Selectman Melissa Mack, and Superintendent of Schools Karen Berasi, with the help of a number of PowerPoint slides. The proposed budget was 4.81% greater than the previous year, which would result in an increase in property tax mill rate of 1.49%.

The slides showed that this limited tax increase was achieved in spite of capital expenditures rising \$912,880, debt service rising \$396,471, and transfers to the Insurance Fund and the Capital Non-recurring Expenditures Fund totaling \$750,000. Principal tax-reducing measures were: transferring \$2,000,000 from the Town's fund balance, limiting capital expenditures, accounting for revenue to partially balance capital expenditure, and holding

departmental budgets to very small increases.

The budgeted expenditures for general government operations, representing 27% of the total budget, rose 3.0% because of insurance and benefits increases and increments in Fire and Police salaries and benefits, counteracted by reductions elsewhere.

The education budget, representing 60% of the total budget, rose 0.56%. Of that budget, 66.7% is salary, and contracted increases in salary were the principal factor in raising the budgeted expenditures. The major factor in decreasing expenditures was staff reduction. (Expected student enrollment was 0.8% less than the previous year.) After a number of audience questions and comments, the proposed \$58,346,979 budget was approved by voice vote with only one nay.



The artist rendering of JSW Media, Inc. submitted for the construction of their office/distribution center to be located on South Street.

Planning and Development

ECONOMIC DEVELOPMENT COMMISSION

submitted by Co-Chairs Susan Thorner and Brian Banak

The Economic Development Commission (EDC) pushed many economic and community development projects forward while providing support to other Town commissions and committees during FY 2017-18.

Arcor Laser Services expanded their operation into 21 Kenny Roberts Memorial Drive leasing 15,000 SF of space. JSW Media, Inc. began construction of their 14,600 SF office/distribution building located on South Street. The Town owns three lots in the light industrial zone on South Street that continue to be offered for sale and marketed by the EDC.

A Certified Local Government Grant from the State Historic Preservation Office in the amount of \$30,000 was awarded to update and digitize the Town's Survey of Historical & Architectural Resources culminating in a public presentation of the findings. The project was completed in June adding approximately 200 properties to the survey. The information from the survey will be incorporated into the Suffield's geographic information system online program as well as the Town website for residents.

The Town continues to participate in the Bradley Development League (BDL) which is an economic development partnership with Windsor, Windsor Locks, and East Granby. The BDL completed a Target Industry Analysis to help the communities better understand the current industry mix in the region as well as to identify target industry clusters for economic development focus.

The EDC continued to focus attention on the Town Center, specifically helping business owners purchase new signs in an effort to bring uniformity among the signs in the Mountain Road Marketplace. The EDC invited several local business and commercial property owners to their monthly meetings to better understand the challenges and opportunities that are encountered doing business in Suffield.

The EDC sponsored another successful familiarization event hosting over 70 local business owners, engineers, architects, land owners, and real estate agents. The event included a bus tour highlighting 30 available properties in town.

Suffield was awarded \$800,000 in Small Cities CDBG program funds for improvement to the Suffield Housing Authority property including walk-in-

showers, ADA compliant walkways, kitchen remodels, new water heaters, and the installation of humidistats. The Town continued working with the Regional Housing Rehabilitation Program managed by the Town of Ellington and funded through the Small Cities CDBG program.

The EDC continued to sponsor the Suffield Farmer's Market that began its 18th year of operation.

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 to maintain the area around the signs.

Members Susan Thorner and Brian Banak became co-chairs of the commission after longtime Chairman Howard Orr decided to step down as the Chair but remains an active member.

After 15 years as the Economic and Community Development Director for the Town of Suffield, Patrick McMahon moved on to a statewide position in August. The EDC contracted with the Connecticut Economic Resource Center for an economic development consultant to work with staff.

We will continue to work hard at diversifying the tax base, as well as enhancing the quality of life in the community. Anybody interested in opening a business in Suffield should contact the Economic and Community Development office at 860 668-3849.

CONSERVATION COMMISSION

*submitted by
Keith Morris, Consultant*

PURPOSE

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

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

FUNCTIONS

Suffield has a comprehensive guide for local use in its Regulations of the Suffield Conservation Commission. This document cites regulations that require applications for any land use activity within a wetland or buffer area. It is the responsibility of any individual whether homeowner, farmer, or developer to review and seek compliance with these regulations prior to making changes to the land.

As land use continues to grow in Suffield what many consider marginal land, wetlands, will invariably come under increased pressure for development.

During FY 2017-18, the following actions have been taken by the Conservation Commission.

Applications acted upon	12
Approval for	
home(s) construction	10
Commercial	1
Amendments	1

The Commission added an additional member during the fiscal year with the appointment of alternate Jessica McCue.

Sunrise and Stony Brook Parks continue to support a high volume of use by residents and guests. The pavilion at Sunrise Park is booked each weekend from May through October. Early reservations are critical if residents wish to use the facility. Residents are free to enjoy the parks from sunrise to sunset throughout the year by taking advantage of the hiking, fishing, swimming, and other recreational resources available.

TOWN FOREST COMMISSION

submitted by Joanne Sikes Neilson

The Jesse Fowler Smith Memorial Forest continues to be an active recreational area for walkers and their dogs. There are regulars that come daily. Weekends bring many more residents. It's a great place for a quick hike.

Projects to keep paths clear as well as maintenance of the pavilion, bridges, outhouse and gates are ongoing. With the diseases killing many hemlock trees – as well

as some storm damage – there has been much more chain-saw work required this year.

A bench was installed in memory of Bill and Frankie Connelly on the main trail near the pavilion. Money was raised for bench following Bill's passing.

The forest continues to be cared for by a small group of volunteers at no cost to the Town.

HELENA BAILEY SPENCER TREE FUND AND VAL GALLIVAN FUND

*submitted by
Anita Wardell, Chair*

The Helena Baily Spencer Tree Fund and Valyn Gallivan Fund Committee met several times during the year. The Committee discussed the possibility of planting a sapling, a white oak, a descendant of the Charter Oak for the Town 350th celebration. A joint meeting of the Tree Committee, town representatives and employee representatives from the Asplundh Tree Service was held in February.

Concern by the Tree Committee was expressed regarding tree trimming along Suffield's stretch of the Connecticut Scenic Highway of the Historic District of North and South Main Streets.

The Committee continues to seek locations for further plantings, to plant a variety of species and plan care of trees planted.

PLANNING AND ZONING COMMISSION

submitted by Mark Winne, Chair

The Planning and Zoning Commission (PZC) is an elected group of residents consisting of nine members, six are regular members and three are alternates. Each member is elected to a four-year term unless they have been appointed to fill the remainder of a vacated term. The PZC operates under the duties prescribed to it in Chapters 124 & 126 of the Connecticut General Statutes.

Some of the duties the PZC is responsible for include adopting the Town's Plan of Conservation and Development; ruling on applicants' subdivision and resubdivision plans, site plans, special permits, and zone change applications. The PZC also reviews and makes recommendations on municipal improvement projects such as roads and bridges.

In FY 2017-18, the PZC approved fifty-two (52) new single family residential lots through the subdivision process. The commission also approved a 14,600 SF industrial building located on South Street for JSW Media, Inc. Staff approved a certificate of occupancy for the first phase of the Brook Hill Village affordable housing project located at 838 East Street South. The first phase consists of 36 apartments all of which will be affordable to those earning 60% or less of the Area Median Income (AMI). In all, the PZC reviewed 15 applications with fees totaling \$26,235 for the fiscal year.

Staff approved a total of 201 permits this year, which include but are not limited to, certificates of occupancy, sign applications, liquor permits, and driveway applications. Of the 201 permits, 160 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new construction, additions, sheds, pools, fences, among other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$8,000 for the year.

Other fees collected by the Department include fees in lieu of open space, which totaled \$3,000. A fee in-lieu-of-open-space allows the PZC to accept a fee for each approved residential building lot as opposed to a dedication of open space during the subdivision process. In some circumstances, it is not desirable to take a portion of a property proposed for subdivision as open space. This fee gives the commission a way of obtaining open space in targeted areas, as the money received from this fee is placed into the Open Space Account and is used to purchase open space that is more desirable.

FARMLAND PRESERVATION

The Town closed on the development rights to the 124-acre Bielonko Farm located on East Street North. This was a joint purchase with the State of Con-

Construction at Brook Hill Village



necticut Department of Agriculture. The Town's portion of this transaction was \$34,297. The State paid the balance of the cost which was \$1,079,783.

Staff continues to work on preserving the Deren Farm located on Hill Street which is expected to close in FY 2018-19. The Town continually accepts applications to the Farmland Preservation program and works closely with our partners at the State and Federal Departments of Agriculture.

Since the early 1990's, 25 farms have been protected in Suffield making the Town one of the farmland preservation leaders in the Connecticut River Valley and the State. The Town began participating in the program in 2001 and has directly contributed to the preservation of 17 farms totaling over 1,300 acres. There continues to be a number of landowners that are interested in selling the development rights to their properties. The Open Space Subcommittee has a system of rating and ranking the farms according to a predetermined set of criteria and efforts continue to preserve more farmland.

ZONING STATISTICS

The PZC decides the manner in which the zoning regulations are to be enforced. The Zoning Enforcement Officer (ZEO) is charged with enforcing the regulations under the direction of the PZC. The ZEO investigated 165 complaints this year.

The ZEO also works with residents that want to make an application to the Zoning Board of Appeals (ZBA). The ZEO is the Town staff person who receives and reviews applications to the ZBA to ensure they are complete before being reviewed at a meeting. This year, the ZEO received 4 applications for the ZBA.

TOWN ENGINEER

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

PURPOSE

The Town Engineer advises the Planning and Zoning Commission, the Conservation Commission and Public Works as requested on engineering reviews of subdivisions, site plans, bond-release requests, construction inspections of public facilities and drainage impacts. He responds to complaints and works with the Highway Department and Public Works to develop solutions. His Department maintains and updates the Pavement Maintenance Program and an accurate list of roads and maps.

ROAD PROJECTS

The majority of the projects in FY 2017-18 involved upgrades or additions to drainage facilities along with driveway apron and road edge restoration work. Several of the projects involved design revisions to accommodate changes in construction methods.

- The final funds on the October 2015 Bond Funded \$9 million Road Projects were dispersed to mill & pave all or portions of Alexander La., Apple La., Dara La., Day Ave., Hill St., Old Farms La., Paper St.,

Partridge Meadow, and Sunset Dr. – totaling 3.8 miles. Also in this bond funding was the reconstruction of all or portions of Hale St., Heritage Trail, Settlement Circle, the first 1,300 feet of Ratley Rd. (north of Mountain Road), Stony Brook Dr., and Taintor Street – totaling 4.1 miles.

- Thrall Avenue Pavement Rehabilitation Project, fully funded by a LOTCIP Grant was substantially completed. This \$1.1 million project improved 1.2 miles of road.
- A 965-foot section of Lake Road was widened in response to safety concerns related to renewed operation of the gravel pit on the adjacent property. In coordination with the relocation of Lake Road through the gravel pit property, a plan was developed and implemented with the gravel pit operator providing materials and completing the work at no charge to the Town. In addition, a consultant was obtained to provide a property map of the Lake Road parcel (for later use in the Town road acceptance process) and to indicate existing and widened road elevations.

SMALL DRAINAGE PROJECTS

In response to resident concerns, the Town Engineer addressed drainage issues with the Highway Department and contractors to implement solutions. One example was improvement of a driveway cross culvert system on Thrall Avenue handling drainage from multiple properties. The solution was designed and implemented in coordination with Thrall Avenue project drainage improvements mentioned above.



***Lake Road being widened
and relocated.***

BRIDGE PROJECTS

A public information meeting was held on the reconstruction of Remington Street Bridge over Stony Brook (80% funded under the Federal Local Bridge Program). It is estimated that the construction project will be advertised for bid in 2019 and completed in 2020.

The Department provided information to the DOT (Department of Transportation and their engineering consultant) during the course of a study of the Town's small bridges with results anticipated early in FY 2018-19.

Mountain Road Multi-Use Trail Project Work began on the initial public notification of project abutters, and the Department assembled all available mapping along the project route. The completion of preliminary work to select a consultant for design work is anticipated next year.

STORMWATER MANAGEMENT PLAN

In conformance with the 2017 update of the Town's MS4 permit and Stormwater Management Plan required by Connecticut DEEP, the Town Engineer worked with the consultant for the 2017 Annual Report. As part of the process, the Town's stormwater outfall maps were updated.

ACCEPTANCE OF TOWN ROADS

Matthew Drive and Redstone Road were accepted by the Planning & Zoning Commission on February 16, 2018. These were the first roads accepted by the Commission instead of a Town Meeting in accordance with a recently approved change in the Town Charter.

SUFFIELD HISTORIC DISTRICT COMMISSION

*submitted by
Doug Mayne, Chairman*

Suffield is blessed with two distinct historic districts: one encompassing North and South Main Street and the portion of Mapleton Avenue to Thompsonville Road; the other, the Hastings Hill section of Hill Street. The Suffield Historic District Commission (HDC) is responsible for the oversight and enforcement of the preservation and appropriate development within these two districts.

Owners of property within the districts are custodians of the past. By living within a Historic District, each property owner should acknowledge that responsibility by adhering to the spirit of the District and the guidelines the Commission has established when considering renovation or alteration to existing buildings or the development of new construction.

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

FY 2017-18 was a busy year with many Certificate of Appropriateness applications processed by the HDC on a wide range of projects in both historic districts. Most notably, this year has seen the construction of two large-scale projects involving signifi-

cant historic properties along North Main Street. The reconstruction of Memorial Hall at Suffield Academy has been successfully completed and a new sub-division has begun construction farther up on North Main street. Projects like these certainly are reshaping our Historic District, and through thoughtful collaboration between the institution/homeowners and the HDC, this Commission strives to find the right balance between preserving the past and allowing for the continuum of history that is respectful of both the historic heritage and the realities of a livable district.

Work has recently wrapped up on a Phase 2 portion of an in-depth Historic Resources Inventory initiated in 2014 and funded by an additional \$30,000 non-matching Supplemental Certified Local Government Grant (SCLG Grant) from the State Historic Preservation Office. This latest survey, conducted by an architectural historian and supervised by the HDC, continued to update and digitize Suffield's Survey of Historical and Architectural Resources by extending the reach of the original survey. This survey, recently completed, focused on properties to the west of Main Street and will be combined with the previous survey to create a more comprehensive document of Suffield's historic resources. This Grant requires the submission of an electronic copy of the survey that will be posted as a link on the Town of Suffield's website. This will offer the public and residents far greater access to and understanding of Suffield's rich architectural heritage.

Public Safety

POLICE COMMISSION

*submitted by
Richard D. Brown, Chief*

PURPOSE

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

The Department continued to develop and embrace the best practices of 21st-century policing during FY 2017-18. It has worked diligently to come together to build bonds, trust, and familiarity with the community in the hopes to provide the highest level and quality of service.

COMMISSION

The Suffield Police Commission oversees the Police Department and consists of six (6) elected members whom serve 4-year terms in accordance with Special Act 100 (1945). The duties and responsibilities of the commission are statutorily defined in Connecticut General Statute §7-726.

DEPARTMENT

The Suffield Police Department engaged in strategies to reinforce the importance of community engagement and involvement in addressing

SUFFIELD POLICE DEPARTMENT ANNUAL STATISTICS

	FY2017-2018	FY 2016-2017	FY 2015-2016
Calls For Service	21,560	23,511	21,792
Value of Property Stolen	\$ 263,673	\$ 349,163	\$ 380,567
Value of Property Recovered	\$ 58,000	\$ 78,296	\$ 99,222
Criminal Arrests	131	151	152
Motor Vehicle Violations:			
Infraction/Summons Issued	200	216	314
Citations (Verbal/Warning)	537	882	1523
Accidents	241	230	199
Fatal Accidents	1	0	0
DWI	34	40	26
Crime Data:			
Auto Theft	6	9	11
Value Loss	\$ 93,955	\$ 92,500	\$ 156,000
Value Recovered	\$ 58,000	\$ 75,500	\$ 77,000
Rapes	0	2	1
Robbery	0	1	0
Assaults	60	55	50
Burglary	29	36	31
Larceny	35	69	73
Arson	0	0	1
Narcotics Arrests	10	27	19

public safety in our community. The Department is working in collaboration with public safety partners to build bonds, trust, and familiarity with one another.

It is exciting to participate and interact with the community at events like Suffield on the Green and the Family Fun Day and Fireworks. The Department's continued efforts with the Foundation for Exceptional Children of Suffield, the Juvenile Review Board, Suffield Youth Services, Senior Center and the Suffield

Local Prevention Council help embed the Suffield Police Department as a community resource that exceeds the traditional role of law enforcement.

As policing best practices move towards embracing de-escalation and providing strategies for successful interactions with those members of our community with mental health and behavioral health issues and those experiencing crisis, the Suffield Police Department has implemented proto-

cols to deliver various police services to ensure public safety. The Department implemented the use of Crisis Intervention Teams (CIT) staffed with officers who received specialized training. Mental Health First Aid training was also provided for the public safety responders and Town employees. Policies were developed and programs implemented like the lethality assessment program to assist victims of domestic violence.

As part of the ongoing efforts to address mental health and substance abuse disorders, the Town of Suffield partnered with East Windsor, East Granby, Windsor Locks and Community Health Resources (CHR) to apply for a federal grant sponsored by Substance Abuse and Mental Health Service Administration (SAMHSA). The group was recently awarded the competitive grant which will allow for a mental health clinician to be embedded with our law enforce-

ment officers to provide immediate assistance to residents experiencing crisis.

The Department continues to expand the use of technology to provide an opportunity to better engage the community and improve communications. Its Facebook page has continued to grow followers, and a Twitter feed to increase the opportunity to provide information and details to residents that may otherwise not be reported by the mainstream media.

Chief Brown reported that he values resident input. "Our partnership with you is what binds us, encourages us, and energizes us to serve you," he continued. "As an agency we are here to serve our community, and believe that by working with you we can prevent crime, solve problems, make arrests, and improve the quality of life in our community."

FIRE COMMISSION

*submitted by
Chuck Flynn, Fire Chief
Andrew Parrish, Chair*

PURPOSE

Established in 1945 by the State Legislature to organize and maintain a Town Fire Department, the Fire Commission's mission is to assist the Fire Department to ensure that the citizens of the town have dependable and efficient fire protection and public education.

The Commission oversees the administration of Department policies and finances. It seeks to recruit and retain firefighters who display the highest degree of skill, courage, and integrity. We encourage Department programs that enhance the quality of life in the community.

The Commission collaborates with the Fire Chief to produce a budget that balances fiscal responsibility with the need to protect the public and give firefighters the tools they need in order to do their work safely. The Fire Department's mission is to honorably and safely protect citizens, preserve their property and promote public safety in a professional and caring manner. The Department values of courage, integrity, collaboration, commitment, honor, pride, quality, and leadership provide guiding principles for its members to provide first class service to the community and its visitors.

PERSONNEL

The Suffield Fire Department is composed of eight career staff members



Mental health first aid training was provided to Suffield's social service organizations and public safety departments to provide positive interactions with citizens with mental and behavioral health issues.

and 32 paid-on-call volunteers. All members are trained to meet minimum CT OSHA 29 CFR 1910.156 firefighting, 29 CFR 1910.120 Hazardous Materials Operations, 29 CFR 1910.1030 Infectious Disease Control, 29 CFR 1910.120(q)(3)(ii) Incident Command System, 29 CFR 1910.134 Breathing Apparatus and all other applicable standards such as the National Fire Protection Association.

Fire Department personnel completed nearly 5,000 hours of training and education on topics including wide-area search-and-rescue for lost hikers, basic and advanced firefighting skills, incident command, safety, stress and behavioral health, autism awareness and Conn OSHA core competency.

Currently, the Department has three members assigned to special services, which are non-firefighting administrative duties or members of our cadet program (14-to-18-year-old youths interested in fire and emergency services). The Department is looking for individuals interested in joining as firefighters, administrative support personnel or cadets. Residents with proficient skills and talents can assist in a number of non-firefighting roles including public relations, public education, and fireground support. If you feel you have some time and expertise to assist your fire department, please stop by the Main Station at 73 Mountain Road next to Town Hall or by calling 860-668-3888. You may also contact Chief Flynn via email firechief@SuffieldCT.gov

STATISTICS

In FY 2017-18, the Department responded to 579 calls – an increase of 80 calls for service. Seventy-four percent of all calls for service are between 6 am and 6 pm. This is when most volunteers are at their place of employment. Calls for service were evenly distributed throughout the week, although 75% occurred during the workweek. Sunday is the slowest day and Monday the busiest. Property dollar loss for all fire incidents totaled \$300,183, which is \$ 1.1 million less than FY 2016-17.

The Department was recognized with a Life Safety Achievement Award from the National Association of State Fire Marshals and Grinnell Mutual Reinsurance. Over 600 burning permits were issued. All buildings that require fire-and-life safety

inspections as per State statute were inspected. Plan reviews for new commercial buildings and renovations were reviewed as required by State statute for life-safety code compliance. Public education in fire prevention and life safety continue to be a priority of the Department and include school visits, public displays, and community outreach programs.

BUILDING DEPARTMENT

*submitted by
Ted Flanders, Building Official*

PURPOSE

The Building Department enforces the building codes that are adopted by the State of Connecticut. Those codes provide reasonable controls for the design, construction, use and occupancy of buildings and their as-

BUILDING DEPARTMENT STATISTICS

	FY 2016-17	FY 2017-18
New Single Family Home Permits	36	27
Residential Renovations/Additions	249	277
New Apartment Buildings	2	4
Commercial Buildings/Renovations/Additions	37	15
Total of All Permits Issued	1,373	1,254
Total Inspections Conducted	3,335	2,857
Total Certificates of Occupancy	30	26
Total Certificates of Use	22	29
Total Value of All Construction	\$ 44,897,119	\$ 35,909,729
Fees Collected	\$ 614,295	\$ 463,231

sorted components. Since modern technological advances have led to more complex buildings, the codes regulating their construction have become more involved. The Department's goal is to keep pace with these rapidly changing rules and provide for a smart, customer-friendly application process that preserves health, safety, and public welfare.

FUNCTIONS

Code administration begins with an application for a building permit. Included with the application are construction documents to be reviewed.

If all is in substantial compliance with the code, the permit is issued.

Once work begins on a project, the primary method used to verify that the construction conforms to the code is a visual inspection conducted by the Building Department. If violations are found during the initial inspection then the appropriate corrections must be made and inspected a second time before the next part of construction can resume.

When a building or project is completed, a final inspection is conducted to confirm that the work was done correctly and a Certificate of Occupancy, Use or Completion is issued to the applicant.

Besides regulating construction projects, the Department also responds to unsafe situations when accidents or fires occur to ensure that any danger has been cleared up. Finally, it maintains a wide range of building records and provides information on

hundreds of properties, permits and inspections to owners, contractors, banks, surveyors, realtors, construction journals and attorneys throughout the year.

ACTIVITY

Building activity remained dynamic in FY 2017-18 with new construction project value totaling \$35,909,729.

The number of new home permits declined slightly while additions or renovations projects rose slightly. They represented Suffield's biggest upward trend. New commercial buildings and renovation projects dropped from a combined total of 37 permits in FY 2016-17 to 15 this fiscal year.

Four large apartment buildings were also granted permits during the year.

EMERGENCY MANAGEMENT

submitted by Art Groux, Director

Suffield Emergency Management continues the process of improving both Suffield response plans and the integration of all Town departments during times of emergency. As a small town, Suffield must leverage the talent and resources of all departments to assure that a robust response is available to serve the needs of its residents.

The Town's emergency plan is being rewritten to include best practices from past responses and reflect the needs of Suffield based on historical

responses and industry standards. Over the next 16 months, all Town personnel will be re-trained within this updated plan to include real world scenarios and drills that reflect actual responses to emergencies throughout town.

Updates regarding ongoing emergencies can be found on the Town's Web page along with the Facebook pages of the Suffield Volunteer Ambulance Association, Suffield Police Department, Suffield Fire Department and Town of Suffield.

The director thanks all residents who have taken the time to sign up for emergency notifications through CTAlert. He also reminds all that now is a great time for each family to review its own emergency plan and update it to reflect changes that have occurred in their lives. Guidance for developing a plan can be found at www.getreadycapitalregion.org.

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

*(A contracted nonprofit organization)
submitted by Art Groux, Chief*

Suffield Volunteer Ambulance Association (SVAA) began the process of bringing *Stop the Bleed* training and equipment to local schools. During the year, it trained over 20 school administrators and introduced *Stop the Bleed* kits to all Suffield public schools. In FY 2018-19, this training will be offered to Suffield residents. A very generous grant from the Amiel P. Zak Public Service Fund administered by the Hartford Foundation for Public Giving has made this possible.

SVAA responded to approximately 1,600 calls for service during the fiscal year. The Association is in the process of increasing the number of staffed ambulances during peak times of the day to have two fully staffed ambulances on duty during these peak times.

This additional staffing is being provided by the volunteers who donate tens of thousands of hours to the community. Many of these volunteers travel from towns throughout Connecticut and Massachusetts to provide this service.

During the fiscal year, volunteers provided over 27,000 hours of service on the ambulance, 3,428 of which were at the paramedic level of certification. These hours include only hours spent providing service on the ambulances. They do not include the hundreds of hours volunteered to help keep the service running through fundraising, administrative support, training and program development.

CPR, First Aid and EMT training programs for residents of Suffield and the surrounding towns continues at a cost basis. Information about these programs can be found at www.suffieldems.org or by calling the SVAA office Monday thru Friday from 8 am to 4 pm at 860-668-3881.

Public Works

WATER POLLUTION CONTROL AUTHORITY

submitted by

Julie Nigro, Business Administrator

James Rusczyk, Acting Chief Operator

FINANCIAL

The WPCA increased the use fee from \$300 to \$310 in FY 2017-18. The average annualized state sewer costs per the 2016 Tighe & Bond rate study was \$472. The Kent Farms Sewer District annual fee increased from \$227 per year to \$235. The Commercial/Industrial rate per 1,000 gallons discharged to the system increased from \$6.55 to \$7.42. The Authority maintains contracts with H.P. Hood and the Connecticut Dept. of Corrections for treatment of their wastewater discharged to the plant.

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

OPERATIONS AND IMPROVEMENTS

The Suffield WPCA operates and maintains the Town's two-million-gallon-per-day wastewater treatment facility. The treatment plant has performed well, and the WPCA received nitrogen credits for 2017 from the DEEP of \$3,412. The program has moved to a "self-sufficient" program ("state subsidy neutral"). Therefore, there will be no purchase of excess credits by the DEEP. This means that seller's payments, such as the Suffield WPCA, have decreased accordingly.

A new headworks alarm system for hazardous gas was installed in the Fall 2017, along with a new ventilation system for the headworks building as per OSHA regulations (Spring, 2018).

The WPCA is working with Bob Bradley of Education and Compliance Solutions to get its Emergency Response Plan up to date.

During FY 2017-18, the Authority installed new polymer pumps, static mixers, and updated our PLC system (Programmable Logic Controller). It switched the type of polymer used – for a savings of about \$15,000 per year or nearly 50%. It also replaced 30-year-old roofs on both the administration building and the garage. Additionally, new carbon filters were installed in the existing vent system to enhance the odor control system and the plant water system was replaced.

The total number of pumping stations remains at 19 as no new pump stations were added in FY 2017-18.

The WPCA staff also maintains the treatment plant, 70 + miles of sewer line, and the underground treatment system at the Kent Farms subdivision. As part of the Facilities Plan, the WPCA conducted a study for Kent Farms. This system has been in operation for 30 years and required a full system evaluation per the DEEP.

Mobile Robotics continues its work to camera the sewer collection system. This project will ultimately

provide information regarding any vulnerabilities in the lines as well as a detailed map with pipe locations and direction of flow.

Underground storage tanks were removed from the plant property, and a new convault tank was installed. Also this year, the WPCA removed the boiler system and switched over to electricity for heating.

There was one safety related incident in January related to a fall on the ice.

DEPARTMENT OF PUBLIC WORKS

*submitted by
Julie Oakes, Facilities Director*

BUILDING MAINTENANCE AND PROJECTS

The Department of Public Works (PW) continues to follow a comprehensive maintenance plan for the 13 Town-owned, non-school buildings. The plan focuses on repairing roofs maintaining HVAC, plumbing and electrical systems; and performing other various site work. New construction, renovation projects and roof replacements that take place at school buildings are also the responsibility of PW.

Some projects that were completed this past year include:

- Demolition of 3 dilapidated storage buildings at the highway garage and the total repaving of Ffyller Place. These projects will help improve the marketability of commercial property nearby.
- At the request of the Police Department, an exhaust system was

- installed in the evidence room.
- New security cameras were set up at Babbs Beach to better monitor and protect the recent improvements that have been made at the park.
- Remediation work continued at the Kent Memorial Library to bring the airborne PCB level in line with EPA standards.
- A new key fob system was installed at the Town Hall to improve security and access to that building.
- The space needs study and future Town Hall project were discussed and various conceptual designs were analyzed. Both renovation/addition and demolition/new building options were considered.

HIGHWAY DEPARTMENT

The Highway Department is responsible for maintaining approximately 80 miles of Town-owned roads and assists with 7 miles of private roads in the Congamond Lakes area. Most of the vehicle and equipment maintenance is taken care of by an in-house mechanic at the highway garage.

The Department responded to 22 callouts during the winter snowplowing season. There is a 10-person crew and for large storms it is assisted by plowing contractors. The Town used approximately 2,100 tons of Cargill ClearLane Treated Road Salt for the roads this past winter. PW works with the School Superintendent to determine late openings and school closings.

The continuous pothole patching of Town-owned roads and the main-

LANDFILL STATISTICS

Scrap Metal	251.29 tons
Newspaper & Cardboard & Mixed Paper	89.36 tons
Bottles/Cans/Junk Mail, Single Stream	12.56 tons
Auto Batteries	1,280 lbs.
Electronics	41.93 tons
Rechargeable Batteries	1,120 lbs.
Fluorescent Light Bulbs	1,320 lbs.
Disposed of Mattresses and Box Springs	657 pieces
Stuffed Furniture, Carpets and	
Over-sized Plastics	229.77 tons
Bulky Waste buried at the Landfill	714.06 tons
Tires removed	564 tires
Freon-Containing Appliances	349 units
Propane Tanks	178 tanks
Trash Area Add-On Permits issued	87 permits
Fees collected for Bulky Waste Pickup	\$ 2,351
Household Hazardous Waste Collection Day	
Participating Households	154
Disposal Cost	\$ 15,199

tenance of small drainage projects were addressed as well as the removal of many dead or diseased trees that were potential dangerous roadside hazards. Catch basins were replaced on several roads this year to minimize water erosion and protect road surfaces.

The crew maintains approximately 150 acres of lawns and fields on Town-owned properties as well as performing all roadside mowing. Most of the mowing, field marking and trash pickup is completed by the staff. Two seasonal workers assisted



Above: Garret Pinder
Reference Librarian

Below: Thomas Burchell
Circulation Clerk



with the field mowing. They also assist with major events like the Suffield-on-the-Green and Relay for Life.

INMATE PROGRAM

The Inmate Program from the Willard/Cybulski Facility in Enfield continues to provide a significant cost savings to the Town. Under the supervision of two part-time coordinators, the inmates assisted the Department with a variety of park maintenance projects including weeding and trimming around town buildings. The inmates also performed many small building maintenance tasks like changing light bulbs and painting. They are responsible for the periodic cleaning of the Mini Buses.

LANDFILL

The landfill has the capacity to open five more, two-acre cells that will extend its life for 40 years. New 30-yard rolloff containers were purchased this year for better sorting of materials.

Residents can dispose of their old fluorescent or CFL light bulbs at our collection bin. Electronic waste (e-waste) like old computers, televisions or video game systems can also be dropped off at the collection trailer for no charge. Used motor oil is no longer accepted at the landfill. It may be disposed of curb side next to your recycling cart or brought to the Autozone store in Enfield.

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

Library, Parks & Recreation

LIBRARY COMMISSION

submitted by Jackie Hemond, Director

The staff eagerly awaits the return to the permanent library at 50 North Main Street in the next fiscal year!

WHAT'S NEW

Garret Pinder joined the staff as a Reference Librarian, and Thomas Burchell joined the team at the circulation desk. Three new databases were added to the selection available to patrons. Hoopla allows access to thousands of movies, TV shows, audio books, etc. without any holds or waiting! Fold3 is a supplement to Ancestry.com that has military records. The library system also makes it possible to reserve museum passes online as well as print them for 16 local museums.

STATISTICS

380	New library cards issued
2,880	Number of hours the Library is open
3,427	Computer users
7,175	Total patrons
10,093	Patrons attended 605 programs (12% more programs than Connecticut libraries and 24% more than U.S. libraries of comparable size)
47,669	Website visits
63,687	Visitors
66,877	Facebook visits
74,689	Items checked out

HIGHLIGHTS

More teen programs were added to

the library offerings as well as in-school programs. Kent Memorial Library (KML) collaborated on programs with Parks & Recreation, Youth Services, and the Senior Center. Adults enjoyed a book discussion group that meets at Suffield By the River, while Vicki McGuinness started a Cookbook Club.

Kim Lord provides an expanded free notary public service.

The KML Eclipse Party had a trail of people out the door looking for eclipse glasses. For those of you that enjoy looking at the sky during less dramatic events, the Friends of the Library bought a telescope that can be checked out.

The Lester Smith Photography Contest was held to honor Lester's 90th birthday year.

The library's membership in the BIBLIOMATION Consortium provides exceptional value and represents regionalization at its best. BIBLIOMATION is the largest library consortium in the state and provides state-of-the-art technology at a reasonable cost shared among 60-plus public libraries and 19 schools. In addition to a fully integrated circulation system that tracks circulation functions, the online catalog allows for easy interlibrary and resource sharing.

The library receives full IT support for its network. BIBLIOMATION is able to negotiate for better pricing of software

and database products through group purchases. New titles of downloadable audio and e-books are added monthly.

The Friends of the Kent Memorial Library continue to fund the majority of the programs through their annual Book Sale.

GIFTS

The library often receives gifts from the community. Gifts are given to support a collection, honor an occasion or remember a loved one who has passed away. This year KML received the gifts in memoriam of Martha Clark, Justin Donnelly, Mary Hartley, Patti Ahrens, Elaine Blair, Judy Spaulding and Wanda Pohorylo.

The library also thanks Alice Dorn, Ellen Taylor-Stearns, Ginger Miller, Ellen and Anthony Peterson, Ron Hemmelgarn, Rebecca Fuller, Sue Fuller and Elizabeth Fuller DiGiuseppe for their generous donations. Grants were also received from the Friends of Suffield and the Ezra Jack Keats Foundation.

The commission appreciates the efforts made by the following volunteers as invaluable assets of the library: Mary Lou Grabowski, Judy Hodgman, Shreedula Balakrishnan, Diane Arnold, Vern Taylor, John Rusnock, Fran Milliken, Gary Chipman, Marj Martin, Rebecca Fuller, Ellen Taylor-Stearns, Mary Ann Davis, George Steinberg, Joyce Burbank, Jenna Sun, Judy Quinn, Elina Chae, Bobbie Gerlits, Joe Grimard, Mohammad Habboub, Rachel Davis, Karl Ciccito, Brian Mazur, and Paul Osgood.

PARKS & RECREATION

submitted by

Peter Leclerc, Director

Brian Casinghino, Chair

PURPOSE

Suffield Parks and Recreation (P&R) strives to enhance the quality of life by providing a variety of affordable programs, quality parks, facilities and services to meet the needs of both passive and active recreation for Suffield's growing community.

ACHIEVEMENTS AND ACTIVITIES

After a tremendous amount of work by dedicated volunteers, municipal employees, and strong support from the First Selectman's office, P&R officially opened the Babb's Beach recreation area on Lake Congamond. Babb's Beach has added a gatehouse where attendants meet and greet patrons. The beach area is a "hidden gem" for residents and non-residents to enjoy a day at the lake. The waterfront is marked off with buoys. The area has picnic tables and a well-groomed beach for families to enjoy. The area is accessible via a handicap ramp.

Summer was also filled with traditional camps at Sunrise Park, as well as camps for younger children held at the Spaulding School. These camps were supplemented with enrichment programs, sport camps, as well as, the new drop-in basketball night for youth.

Fall brings a rush of new activities, along with back to school fun. Youth soccer led the way in being one of the most popular P&R programs.

Hundreds of players enjoyed the second year of the new 3v3 format for teams. The 38th Annual 5K and 10K Road Race added new categories: a 70+-year age group and a new 5K walk option. 178 runners and walkers participated in the whole event sponsored by The First National Bank of Suffield and Dick's Sporting Goods.

Youth field hockey and the newly added flag football program rounded out a busy Fall slate.

The "Scare-it-up Suffield" scarecrow contest entered its second year as a collaborative with the Library, Senior Center, and Youth Services. Over 150 people attended the contest day festivities at the Senior Center, where judges chose P&R as the first place winner for their scarecrow display (out of seventeen entries).

New England winters can be filled with weather challenges, but also a



**Peter Leclerc,
Parks & Recreation
Director**

time to enjoy different activities. Children participated in the popular basketball league with clinics by David Vasquez. Almost 300 youth participated in the P&R basketball league this past winter. The Department sponsored a NYC bus trip to New York to enjoy holiday decorations and activities. Over fifty people joined in to see what the city had to offer.

Bowling Friends & Family Nights continued to grow in its second year, and integrated well with our traditional spring program offerings, such as: gymnastics, crafts, enrichment programs, fitness classes, golf, horseback riding and many more.

P&R relies heavily on community volunteers to run programs and put on events. Without this support, it would not be able to meet the needs of Suffield and adhere to its mission. Their entire staff and commissioners are grateful for those that volunteer their time and expertise to enrich the lives of Suffield's residents.

In June 2018, the long-time Parks and Recreation Director Wendy Lamontagne retired after 28 years with the Town. Shortly afterwards, the Town of Suffield welcomed the new Director, Peter Leclerc. Mr. Leclerc was excited to build upon the successes of the Department and work collaboratively to enhance the quality of life in Suffield through its programs and events.

The annual report highlights programs and events that take place throughout the year. There is not enough space to mention the many programs that thousands of residents take advantage of each year. The programs and events to service youth, teens and adults are as diverse as Suffield's population. It is through the steadfast dedication of the many municipal departments, staff, instructors, and volunteers, that P&R is able to offer high quality programming – helping to make Suffield a great place to live, work and play.

Social Services



SUFFIELD COMMUNITY AID

(A contracted nonprofit organization)

submitted by

Janet Frechette, M.S.W., Director

MISSION

Suffield Community Aid (SCA) - your local safety net! Formerly the Emergency Aid Association, SCA provides supportive health and social services that positively affect the well-being of Suffield residents during periods of need.

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

HIGHLIGHTS

The new logo shown above was developed for the new moniker, however, the services provided continue to meet the needs that the Emergency Aid Association has fulfilled for generations. Listed below are just some of the health and social service programs provided by the SCA to Suffield residents during FY 2017-18.

- **Fiore Food Pantry:** The Food Pantry was accessed 509 times by 145 different Suffield families comprised of 314 people.
- **Fuel Assistance:** \$30,630 in critical fuel aid was distributed to 81 Suffield families from various SCA-administered funds (\$9,965 was expended from SCA Private Fuel donations.) An additional 179 energy applications were submitted to the State of Connecticut on behalf of residents, resulting in \$118,220 in fuel aid to 158 eligible households.
- **Medical Subsidy:** SCA subsidized essential medical services totaling \$10,425 for the benefit of residents directly, or through a third-party contract.
- **Your Money, Your Goals – *Developing Your Financial Empowerment:*** A trained SCA volunteer assisted in building financial security by helping clients set financial goals, pay

their bills, manage debt and save for emergencies.

- Quality of Life Fund: This program served 66 Suffield residents at a cost of \$7,200.
 - Social Service Consultations: Staff responded to over 2,100 requests for information and provided comprehensive case assessment and networking to 380 Suffield households, comprised of 630 residents
 - Medical Equipment Loans: 385 donated durable medical items were loaned to residents or their family members.
 - Meal Subsidies: 1,205 meal subsidies were distributed at a cost of \$4,217, making it possible for low-income seniors and disabled persons to participate in the lunch program at the Suffield Senior Center two days a week.
 - Camperships: 27 camp subsidies were given to children in low-income homes at a cost of \$5,990.
 - Meals-On-Wheels: SCA coordinated volunteers who distributed 9,477 meals to a total of 57 homebound seniors. This is an average of 26 meal deliveries per day here in Suffield.
 - Holiday Basket Program: The SCA coordinated the distribution of 212 donated holiday and other seasonal baskets to low-income households.
 - Blood Pressure Screenings: 23 SCA-sponsored clinics were offered providing 405 free screenings at the Suffield Senior Center.
 - School Supplies Collection: The SCA distributed 102 filled backpacks to school-age children in low-income homes.
 - Children's Vision & Hearing Screenings: SCA staff and volunteers partnered with the local Suffield Lions Club to conduct 873 digital vision screening.
 - CHOICES Counseling: Trained volunteers provided unbiased assistance to residents and others looking to explore their Medicare options.
 - Bereavement Support Group: In conjunction with Masonicare Home Health and Hospice, the SCA hosted two 8-week grief support groups at the SCA facility free of charge.
 - Chair Exercise Program: The SCA sponsored this on-going program at the Suffield Senior Center in an effort to help participants reduce the risk of falls.
 - Resident At-Risk List: The SCA partnered with the Town's Emergency Preparedness team to identify vulnerable residents when events warrant.
 - After-Hour SPD Support Plan & Town Emergency Responder Assistance: The SCA developed a support plan to ensure resident safety and wellbeing if a fuel, food or housing crisis should occur during non-SCA work hours.
- For a complete listing of Suffield Community Aid's accomplishments during the FY 2017-18, please visit www.suffieldcommunityaid.org

SENIOR CENTER & MINIBUS

submitted by Paula Pascoe, Director

NOTABLE STATISTICS

Members:	2,475
Age 75-up:	59% of members
In-Town:	75% of members
Female:	72% of members
Meals:	3,659 meals were served

The Senior Center also entertained 1,236 guests over the age of 60 and had 252 new members join during the year.

PURPOSE

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

The Suffield Mini Bus provides transportation for Suffield residents 60 years of age or older and individuals over the age of 18 with a disability to adult day care programs, Senior Center, medical appointments, grocery/retail shopping, pharmacies, area banks, and special trips.

During the year the Mini Bus service traveled 81,898 miles, provided 14,306 transports for 245 days of operation averaging 29 passengers per day using one of the three handicapped accessible buses and three cars in service.

Suffield Senior Center & Mini Bus Transportation is staffed with one full-time director (40 hours/week), one 17-hour/week assistant, one full-time transportation planner (35

hours/week), one 30-hour/week driver, one 24-hour/week driver, one 19-hour/week driver, and two 16-hour/week drivers. Located at 145 Bridge Street in Suffield, the Team is committed to being fiscally responsible and providing the Suffield community with the best possible service.

ACTIVITIES

Exercise classes continue to be popular at the Center. The Center currently offers Pilates with Yoga, Cardio Fit, Gentle Relaxation Yoga, Line Dancing, Yoga, Chair Exercise, Parkinson's Today Boxing, and Interval Training classes.

In addition to the regular weekly activities at the Senior Center, following are some of the highlights of FY 2017-18:

- AARP Driving Refresher Courses
- AARP Free Tax Aide
- EAA Blood pressure screenings
- CHOICES counseling and Medicare workshops
- Cooking demonstrations
- Diabetes Series
- Quarterly Birthday Lunches
- English Tea
- Collaboration with Bay Path University's Occupational Therapy students to provide free exercise program
- Flu Shots
- Hearing screenings – sponsored by NOVA Hearing Services
- Heart Health program
- Holiday Fair
- Ice Cream Social
- Introduction to Card Making
- Line Dancing Jamboree
- Medical Equipment Tune Ups

- sponsored by Home Helpers Homecare of North Central Connecticut
- Memory Screening
- Movie Night
- Nutrition Control
- Parkinson's Support Groups
- Scare-It-Up-Suffield collaborative event with KML and P&R Department
- Summer Social
- Free technology assistance
- Monthly Veterans' Coffee Hours

In true Team Spirit, the Suffield Senior Center and Mini Bus Transportation won two awards for our scarecrow entry at Scare-It-Up-Suffield in October. The competitive team spirit did not stop there! The Department decked out the front entrance of the building for the holidays with a Winter Wonderland theme including music for the annual employee door decorating contest. Visitors to the Center were delighted with the efforts, according to Director Paula Pascoe.

Fifty-two organizations throughout the State applied for a vehicle grant funded under the Federal Transit Administration's (FTA) Section 5310 Program. Suffield Senior Center and Mini Bus was selected to receive a cash grant to pay for up to 80% of the cost of a new wheelchair accessible vehicle. The remaining 20% of the vehicle cost will be paid for through the Mini Bus Reserve Fund established to accept donations for this purpose. No taxpayer dollars have ever been used to procure a new vehicle. Delivery of the new vehicle is expected late in 2019.

The Senior Center received a collaborative grant with nine other senior centers offered in partnership with Connecticut Healthy Living Collective. Funded in part by the Older Americans Act through the North Central Area Agency on Aging, the Center will provide an evidence-based, fall-prevention program called "Tai Ji Quan: Moving for Better Balance" beginning in January 2019.

***Photo: English Tea
celebrated in April
at the
Senior Center***



YOUTH SERVICES

submitted by

Nikki Lengyel, Coordinator

During FY 2017-18, the Youth Services (YS) position was filled with a new part-time employee, Nikki Lengyel.

The YS Coordinator began working closely with the Suffield Police Department as well as the Suffield Public Schools to assist students who were sent to the Juvenile Review Board (JRB). She played a case management role to help the students and families complete the recommended tasks to avoid the Juvenile Justice system. The Coordinator strongly believes in this diversion program and is happy to serve on the Board here in Suffield.

A standardized referral form was developed for the community to use when individuals or families need assistance. Referrals were received from the schools and police as well as parents seeking resources. YS does not do clinical therapy, although the Coordinator does meet with the youth and/or family, discusses available options that may support them and complete necessary referrals.

YS developed a large library of information on surrounding agencies as well as numerous handouts and fact sheets about an array of topics including mental health and substance use. It ran *Girls Circle* groups in the middle school with the school social worker as well as an active games program with SRO Kieselback.

Youth Services applied and received a State Department of Education Enhancement grant that brought a series of six Community Conversations to Suffield. The Conversations allowed Suffield residents to learn from one another, develop strategies for helping those in crisis, identify resources and discuss strengths as well as limitations in Suffield. Overall, 51 individuals participated in the series from an array of different backgrounds.

Youth Services partnered with the Foundation for Exceptional Children of Suffield (FECS) to host a mental health fair and bring in a well-known and respected speaker, Kevin Briggs. Mr. Briggs' presentation, "A Courageous Conversation: the bridge between death and hope" was brought into the high school as well as offered as an evening presentation for community members.

The Coordinator also worked closely with the Suffield Local Prevention Council (SLPC) and Suffield High to bring in Jeff Yalden, a youth motivational speaker. Mr. Yalden completed a presentation for high school students during the school day as well as the community in the evening.

SLPC also noticed the increased use of e-cigarettes and held an informational forum about vaping and the dangers of it.

At the end of FY 2017-18, the YS Coordinator submitted a budget to have the position become full-time. The budget was passed and there will be a full-time Youth Services Coordinator in FY 2018-19! Suffield Youth Services is now housed in the Suffield Senior Center Game Room (145 Bridge St).



*Nikki Lengyel, LMSW
Youth Services Coordinator*

Education

BOARD OF EDUCATION

*submitted by Mark Winzler,
Interim Superintendent of Schools*

PURPOSE

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

ACHIEVEMENTS

The 2017-2018 school year marked the second year of implementing the District and School Improvement Plans.

District imperatives are

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

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

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

October 1, 2017 School Enrollment

PreK	51
K	121
Gr. 1	129
Gr. 2	145
Gr. 3	145
Gr. 4	140
Gr. 5	154
Gr. 6	166
Gr. 7	151
Gr. 8	202
Gr. 9	207
Gr. 10	186
Gr. 11	224
Gr. 12	180
Special Ed	305
Outplaced students	20
Total Enrollment	2,221

Student Assessment Results

Districtwide Assessment Participation Rate by School

Rate	ELA	Math
McAlister Intermediate	98.9%	98.6%
Suffield Middle	97.6%	97.2%
Suffield High School	n/a	n/a

District Participation

Rate	98.3%	97.9%
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Scoring

Level 1 = Does not meet the achievement level

Level 2 = Approaching the achievement level expected

Level 3 = Meets the achievement level expected

Level 4 = Exceeds the achievement level expected

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

Continued on next page



School teachers from China meet a typical sampling of kindergarten students at Spaulding School. The visiting teachers were interested in American methods of teaching special needs students.

Districtwide Baseline English Language Arts

% of Students Achieving Levels 1-4

Grade	Level 1	Level 2	Level 3	Level 4
3	14.5%	20.0%	38.6%	26.9%
4	17.5%	21.2%	25.5%	35.8%
5	11.7%	16.9%	33.1%	38.3%
6	15.6%	20.6%	37.5%	26.3%
7	8.1%	18.2%	44.6%	29.1%
8	12.8%	22.4%	41.8%	23.0%

Districtwide Baseline Mathematics

% of Students Achieving Levels 1-4

Grade	Level 1	Level 2	Level 3	Level 4
3	17.4%	24.3%	33.3%	25.0%
4	15.4%	31.6%	22.1%	30.9%
5	17.2%	26.5%	27.8%	28.5%
6	18.9%	26.4%	25.8%	28.9%
7	12.8%	29.7%	29.7%	27.7%
8	25.1%	27.2%	26.7%	21.0%

Suffield Districtwide Baseline Compared to DRG

% Meets or Exceeds Level 3 and 4

District	ELA	Math
Simsbury (B)	82.9%	68.6%
Farmington (B)	80.3%	74.1%
Granby (B)	73.4%	62.2%
Bolton (C)	73.2%	68.8%
Canton (C)	72.9%	67.0%
Ellington (C)	70.0%	60.7%
Tolland (C)	68.0%	58.0%
Suffield (C)	66.7%	54.2%
Hebron (C)	66.1%	65.1%
Somers (C)	57.5%	52.6%

2018 College and Career Readiness Results

Class of 2018
(2017-18 School Year)

Graduating Class Size	187	
# of students taking SAT's	178	(95%)
Mean SAT Score (EBRW)*	574	
Mean SAT Score Math	564	

Class of 2019
(2017-18 school year)

# of students taking SAT's	202	(99%)
Mean SAT Score (EBRW)*	581	
Mean SAT Score Math	565	

**The new SAT does not report
a separate Reading and Writing score
as the old SAT did.*

*The new score is labeled:
Evidence Based Reading and Writing (EBRW).*

of Students taking ACT
75 (40%)

	2018	CT 2018
ACT Score English	24.3	26.0
ACT Score Math	23.4	24.8
ACT Score Reading	25.9	26.1
ACT Score Science	24.4	24.9
ACT Score Composite	24.6	25.6

2018 Advanced Placement Results

246 students sat for 510 total exams.
89% scored a 3 or better on at least one exam.



Justin Donnelly
July 6, 1941-Jan. 5, 2018
Justin Donnelly was a man of many interests and served the Town of Suffield as Chairman of the Board of Finance, Moderator, Town Attorney, Officer of the Day for Memorial Day Observances, and an EMT for the Suffield Volunteer Ambulance Association.

Finance

FINANCE DEPARTMENT

submitted by

Deborah J. Cerrato, Director

PURPOSE

The Finance Department has the responsibility for the financial information for the Town. This includes processing the payment of invoices through accounts payable and the payroll for the Town and the required quarterly and annual filings with the State and Federal governments. The Board of Education processes its own payroll and accounts payable. The Water Pollution Control Authority is responsible for its own accounts payable.

Revenue from all Town departments is also recorded into the Financial Management System that is maintained by the Finance Department. The Finance Department makes the deposits for most departments, while the Tax Collector, Town Clerk and Board of Education make their own deposits to the bank.

The Town is also required to prepare an annual budget for public approval and an audit of the financial statements. A copy of the Audited Financial Statements is available to be reviewed on the Town's website www.suffieldct.gov under Public Documents which is located under the Town Hall page.

BUDGET PROCESS

The budget process begins in December when the request for the

budget information is sent to the town departments for completion. The First Selectman reviews all the Town department budgets. Meetings are held with the individual departments, the First Selectman, and the Director of Finance to finalize the budget to be presented to the Board of Finance. The Board of Selectmen submits its budget to the Board of Finance by March 1st in accordance with the Town Charter. The Board of Finance meets weekly to review the budget presented to them by the Board of Selectmen. These meetings are open to the public and an agenda is posted for them with the Town Clerk.

The Board of Education submits their budget for review not later than the last Monday in March and usually presents its information the following Monday.

The Advisory Commission on Capital Expenditures (ACCE) reviews all of the requests for capital projects and prioritizes them and makes their recommendation to the Board of Finance for inclusion in the budget.

The entire budget is presented to the public at the Public Hearing that is held two weeks before the Town Meeting to adopt the budget. The Town Meeting must be held on or before the second Wednesday of May. The Board of Finance is responsible to present a budget that meets the needs of the Town and school system and also can be supported by the residents. The Town uses the latest information available from the State in regard to the State Aid the Town

will receive. The Town receives approximately 21% of its revenue from the State of Connecticut. The majority is from property taxes.

The Finance Department welcomed the first part-time Assistant Finance Director this year. This provided the opportunity to do more analysis and to review how things were being processed. Purchasing (mostly for office supplies) was updated to be through two companies that are dedicated to the school and municipal clients. Finance Director Deborah Cerrato thanked the BOE personnel who assisted in the purchasing update. She also thanked Katie Martin, Marie Bourque, and Melissa Finnigan for their service to the Town of Suffield.

TAX COLLECTOR

submitted by Jill F. Schechtman

PURPOSE

The purpose of the Tax Collector's Office is to collect and process Real Estate, Personal Property and Motor Vehicle taxes. The Tax office also processes payments for the Sewer Department as well.

Real Estate bills and Personal property bills are typically collected in two installments. Motor vehicle bills are processed in one installment in July based on DMV's information of ownership as of October 1. Motor Vehicle Supplement bills are created from information from DMV for vehicles registered after October 1 and before September 30th of the following year. These bills are collected in January

and are considered prorated Motor Vehicle bills.

PERSONNEL

Jill Schechtman has been the Tax Collector for the Town of Suffield since 2009. She is an elected official who serves a four-year term. She is State Certified. The Tax Collector's duties include completing State reports, balancing to the Finance Department, creating Tax bills, reporting to the Auditors, processing refunds and abatements, prepares the Tax Collector's budget, deals directly with taxpayers, makes deposits, and processes all online payments. She works with her staff of two part-time Assistant Tax Collectors.

Robin Lutwinas has been an Assistant Tax Collector since 1998. Robin has also achieved her designation as a Certified Municipal Tax Collector. Robin's duties include processing payment, sending out delinquent notices, delinquent statements and demand notices. She completes the quarterly reports for the State, handles all bankruptcy issues, and processes all NSF checks, transfers and partial payments. Robin also works with DMV to add and remove delinquent taxpayers, creates the Suspense List and maintains the retention schedule.

Tara Mathews has been an Assistant Tax Collector since 2015 and is currently working towards her certification. Tara is responsible for processing payments, maintaining escrow files, updating new owners and filing. She also works directly with Taxpayers in the office and on the phone.

Tara also assisted with making deposits and downloading online files.

ELECTRONIC PAYMENTS AND INFORMATION

The past four seasons collections have been online so property owners can look up their accounts, make payments and see what they have paid for Federal Income Tax purposes. Each year, the Office sees an increase in the use of this online system. The Tax Office had a collection rate of 98.94% this year.

ASSESSOR

submitted by
Lisa Trase, Deputy Assessor

PURPOSE AND PROCESS

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

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

The Department of Motor Vehicles provides the office with lists of all

motor vehicles registered within the town, and each vehicle on the lists is assessed. All Personal Property and Motor Vehicles are assessed at 70% of the current fair market value, as of October 1 of each year. Real Estate assessments in the past fiscal year were based on values set for the 2013 revaluation, as provided by State statute. The next revaluation will be for the 2018 Grand List.

In addition, all State and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by this department and the exemptions are applied to the assessed value of eligible property. This information results in the final "Grand Lists," which are accurate compilations of all taxable property in Suffield and their assessed values. This information is the basis for the Tax Collector's tax bills. In addition, all tax exempt real estate is valued and recorded in a separate Grand List.

STATISTICS

The total taxable 2016 Grand List for FY 2017-18 was \$1,384,922,405, which was used to develop a mill rate of 28.89 mills. The mill rate times the net assessment for each property creates the tax bill for that property.

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

ADVISORY COMMITTEE ON CAPITAL EXPENDITURES (ACCE)

Board of Finance Final Approved List

Project	Cost	Grants or Other Funding Sources	Net Cost to Suffield Taxpayers
Kent Memorial Library	1,500,000		1,500,000
Paving/concrete work/crack sealing	200,000		200,000
Six Wheel Truck - Replace '94 (136K / 5 yrs)	33,852		33,852
Six Wheel Truck - Replace '98 (136K / 5 yrs)	33,852		33,852
Street Sweeper	22,000		22,000
McAlister - Roof - Main Building and Gym	815,000	407,500	407,500
McAlister - AC in Gym	38,000		38,000
Spaulding - Gym/Auditorium Renovation (Floor, AC, Acoustics)	136,000		136,000
Spaulding - Tiles in Halls	65,000		65,000
Spaulding - Specials Wing Floor and Ceiling Replacement	16,000		16,000
Spaulding - Handicap Access to Pre-K Bathroom	50,000		50,000
Spaulding - Auditorium Renovation	40,000		40,000
Streetlights purchase and LED Replacement	75,000		75,000
Stormwater Management	30,000		30,000
Three 1-Ton gasoline Dump Trucks	85,000		85,000
Passenger Van - Parks & Recreation	30,000		30,000
Sunrise Park - Boundless Playscape	100,000		100,000
Sunrise Park - Composting Toilets	25,000		25,000
Landfill Methane Gas Trench	85,000		85,000
Traffic Safety Initiative	49,200		49,200
Total General Fund Proposed	\$ 3,428,904	\$ 407,500	\$ 3,021,404

FIVE-YEAR SUMMARY

	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Actual 2016-17	Actual 2017-18	Budget 2018-19
REVENUES						
Property Taxes	36,225,744	36,687,209	38,381,113	39,515,233	40,320,629	41,241,294
Licenses, Permits & Fines	331,282	497,643	381,233	654,826	516,293	437,040
Revenues from Use of Money & Property	34,293	30,916	31,058	60,311	181,793	110,000
Revenues from Other Agencies	39,158	731,741	729,451	716,922	36,069	36,000
State Grants	6,518,799	6,257,351	6,140,449	6,380,289	6,876,999	6,422,516
Federal Grants	685	0	137	0	0	0
Education Related Revenue	7,502,955	7,678,458	7,604,067	7,227,691	6,554,541	6,713,046
Charges for Current Services	299,477	325,359	344,655	363,095	334,470	396,435
Landfill	105,980	82,446	72,414	77,590	87,812	67,000
Recreation	89,230	119,462	141,895	139,409	143,087	138,055
Miscellaneous	1,045,097	526,237	690,147	765,252	416,696	332,000
Transfers in	436,185	2,116,169	274,006	670,936	417,487	301,312
Fund Balance - Bond Premium	0	0	0	0	0	152,281
Fund Balance	0	0	0	0	0	2,000,000
Total Revenues	52,628,885	55,052,991	54,790,625	56,571,554	55,885,878	58,346,979
EXPENDITURES						
Administrative	5,001,933	4,967,375	4,888,425	5,089,610	5,475,693	5,546,231
Planning & Development	373,878	408,683	399,463	417,203	292,310	301,424
Public Safety	3,600,994	3,704,366	3,991,441	3,975,367	4,267,103	4,168,404
Public Works	3,585,560	3,864,028	3,758,267	3,949,616	3,966,447	3,914,439
Health & Social Services	704,202	714,414	715,344	672,271	690,682	714,188
Library, Recreation & Parks	782,862	789,300	895,753	867,383	824,296	1,001,662
Other	4,761,543	5,267,310	4,486,913	5,262,744	2,731,086	4,687,124
Debt Service	2,406,951	2,780,436	2,678,775	2,584,175	2,809,804	3,206,275
Board of Education	31,856,219	32,588,748	33,704,273	34,230,229	34,611,131	34,807,232
Total Expenditures	53,074,142	55,084,660	55,518,654	57,048,598	55,668,552	58,346,979
Excess of revenues over (under) expenditures	(445,257)	(31,669)	(728,029)	(477,044)	217,325	
Adjustments for Budget to GAAP Reporting	(79,055)	(111,204)	176,570	(147,147)	73,172	
Total Fund Balance (GAAP)	11,005,911	10,863,038	10,311,579	9,687,388	9,977,885	
Committed & Assigned Fund Balance (GAAP)	1,459,048	1,162,017	998,557	1,313,506	2,580,572	
Unassigned Fund Balance (GAAP)	9,546,863	9,701,021	9,313,022	8,373,882	7,397,313	
Unassigned Fund Balance as % of Total Expenditures (GAAP)	18.0%	17.6%	16.8%	14.7%	13.3%	

GAAP - Generally Accepted Accounting Principles

Revenues

	FY 2017-18 Adjusted Budget	FY 2017-18 Actual	FY 2017-18 Variance Favorable (Unfavorable)
Property Taxes			
Current list	39,576,876	39,370,990	(205,886)
Supplemental MV tax	275,000	457,790	182,790
Interest & Fees	150,000	189,703	39,703
Prior years	280,000	302,146	22,146
Total Property tax	40,281,876	40,320,629	38,753
Licenses, Permits & Fines			
Building Dept.	400,000	463,231	63,231
Planning & Zoning	18,000	33,866	15,866
Zoning Board of Appeals	1,240	620	(620)
Police Permits	13,000	12,300	(700)
Police Alarms	1,500	0	(1,500)
Conservation	4,000	5,926	1,926
Historic District Fees	800	350	(450)
Total	438,540	516,293	77,753
Revenue from Use of Money & Property			
Fund Balance Utilization	825,000	0	(825,000)
Investment income	30,000	181,793	151,793
Total	855,000	181,793	(673,207)
Revenues from Other Agencies			
Telecommunications grant	23,000	20,069	(2,931)
PILOT, CT Airport Authority	693,909	693,909	0
Town of East Granby - Animal Control	15,000	16,000	1,000
Total	731,909	729,978	(1,931)
State Grants			
PILOT, State Property	2,160,238	1,648,564	(511,674)
Mashantucket Pequot	2,802,224	2,802,224	0
PILOT, Disabled Tax Relief	900	946	46
Veterans Exemption	8,900	7,569	(1,331)
Elderly Tax Relief	80,000	0	(80,000)
LOCIP Reimbursement	169,810	178,281	8,471
Youth Services	14,000	14,000	0
Municipal Projects Grant	0	180,663	180,663
Municipal Revenue Sharing - PILOT	53,767	0	(53,767)
Municipal Revenue Sharing - Sales Tax	463,170	0	(463,170)
Emergency Management Program	6,442	0	(6,442)
Capital Expenditure Reimbursements	60,000	505,662	445,662
Miscellaneous	32,419	555,612	523,193
Town Aid Road	290,620	289,569	(1,051)
Total	6,142,490	6,183,090	40,600
Federal Grants	0	0	0

	FY 2017-18 Adjusted Budget	FY 2017-18 Actual	FY 2017-18 Variance Favorable (Unfavorable)
Education Related Revenues			
Tuition, Vo-ag	545,840	617,482	71,642
Tuition, Other	196,368	146,092	(50,276)
Education Cost Sharing	4,814,697	5,449,378	634,681
Vo-Ag Grant	334,753	333,277	(1,476)
Other Educational Grants	8,139	8,313	174
Pupil Transportation	0	0	0
Total	5,899,797	6,554,541	654,744
Charges for Current Services			
Assessor's Map Sales	400	268	(132)
Bulky Waste	3,000	2,351	(649)
Real Estate Conveyance Tax	181,650	199,746	18,096
Social Service, Mini-Bus	5,200	4,995	(205)
Animal Control Fees	9,620	7,439	(2,181)
Town Clerk Historic Document Fees	3,960	0	(3,960)
Town Clerk Recording Fees	182,200	119,671	(62,529)
Total	386,030	334,470	(51,560)
Landfill			
Landfill Operation	30,000	41,163	11,163
Recycling Rebates	2,000	9,390	7,390
Sale of Scrap Metal	5,000	34,564	29,564
Permits	5,000	2,695	(2,305)
Total Landfill	42,000	87,812	45,812
Recreation			
Recreation Summer Programs	42,820	41,429	(1,391)
Recreation Activity	95,000	101,658	6,658
Total Recreation	137,820	143,087	5,267
Miscellaneous			
Miscellaneous Town Income	45,000	127,216	82,216
Cell Tower	165,000	179,184	14,184
Rental of Town Property	110,000	110,296	296
Total Miscellaneous	320,000	416,696	96,696
Transfers In			
CNR Fund	169,017	165,659	(3,358)
Resource Officer	64,785	51,828	(12,957)
Off Duty Fund	200,000	200,000	0
Total Transfers	433,802	417,487	(16,315)
Total All Revenues	55,669,264	55,885,878	216,614

Expenditures

	FY 2017-18 Adjusted Budget	FY 2017-18 Actual	FY 2017-18 Variance <i>Favorable (Unfavorable)</i>
Administrative			
Selectmen	266,014	266,014	0
Human Resources	110,862	110,862	0
Probate Court	5,592	5,592	0
Election	33,200	33,200	0
Board of Finance	11,184	11,184	0
Assessor	271,824	271,824	0
Board of Assessment Appeals	522	522	0
Tax Collector	175,177	175,177	0
Tax Rebates	0	0	0
Finance	318,657	318,657	0
Information Technology	348,694	348,694	0
Town Counsel	135,292	135,292	0
Town Clerk	195,421	195,421	0
Town Hall	157,302	157,302	0
Insurance & Benefits	3,445,953	3,445,953	0
Total Administrative	5,475,694	5,475,694	0
Planning & Development			
Planning & Zoning	170,693	170,693	0
Zoning Board of Appeals	984	984	0
Economic Development	66,482	66,482	0
Historic District Commission	1,789	1,789	0
Conservation Commission	52,361	52,361	0
Total Planning & Development	292,309	292,309	0
Public Safety			
Fire	989,415	989,415	0
Police	2,854,238	2,854,238	0
Emergency Management	5,364	5,364	0
Building Department	253,337	253,337	0
Town Engineer	117,592	117,592	0
Animal Control	47,157	47,157	0
Total Public Safety	4,267,103	4,267,103	0
Public Works			
Public Works	589,097	589,097	0
Highways	1,300,832	1,300,832	0
State Aid Road	290,237	290,237	0
Public Utilities	557,548	557,548	0
Landfill	1,228,732	1,228,732	0
Total Public Works	3,966,446	3,966,446	0

	FY 2017-18 Adjusted Budget	FY 2017-18 Actual	FY 2017-18 Variance <i>Favorable (Unfavorable)</i>
Health & Social Services			
Health & Social Services	186,286	186,286	0
Social Services Commission	1,077	1,077	0
Senior Center	119,457	119,457	0
Minibus	181,076	181,076	0
EMS / SVAA	202,787	202,787	0
Total Health & Social Services	690,683	690,683	0
Library, Recreation & Parks			
Library	427,025	427,025	0
Recreation	264,746	264,746	0
Recreation Activity	88,082	88,082	0
Youth Services	39,529	39,529	0
Tree Warden	4,916	4,916	0
Total Library, Recreation & Parks	824,298	824,298	0
Other			
Capital Expenditures	2,516,024	2,516,024	0
Cemeteries	36,290	36,290	0
Contingencies	0	0	0
Transfer to OPEB*	178,771	178,771	0
Total Other	2,731,085	2,731,085	0
Debt Service	2,809,804	2,809,804	0
Board of Education	34,611,844	34,611,131	713
Total All Expenditures	55,669,266	55,668,553	713

* (other post employment benefits)

OUTSTANDING DEBT

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Notes	0	0	0	0	0
Bonds	18,815,210	16,750,000	14,700,000	21,755,000	19,715,000
	18,815,210	16,750,000	14,700,000	21,755,000	19,715,000
For Fiscal Year Ended June 30,	2014	2015	2016	2017	2018
Total Expenditures	53,074,142	55,084,660	55,518,654	57,048,597	55,668,552
Debt Service	2,406,951	2,780,436	2,678,775	2,584,175	2,809,804
Percentage	4.54%	5.05%	4.82%	4.53%	5.05%

TOWN OFFICIALS

ADMINISTRATION

Board of Selectmen

Melissa M. Mack, First Selectman
Mel Chafetz
Pete Hill
Tim Reynolds
Joanne Sullivan

Town Treasurer

Christine Davidson

Town Clerk

Kathleen C. Dunai

Registrars of Voters

Darlene Burrell
Lynn Joyal

Town Counsel

Derek Donnelly

Human Resources

Karin Ziemba, Director
Shannon Jendrysik

Ethics Commission

Arthur Gary Mandirola, Chair
George Dalrymple, Jr.
Dennis Kreps
Carol Martin
Jay Presser
Ellen Taylor-Stearns
Heather Lee, Alt.

Technology Committee

Michael Stevens, Chair
Eric Baranski
Dan Burnham
Brian Dunn
Melissa Finnigan
Larry Grigley
Matt McCoy
Tracy McDonagh
Rebecca Osleger, School IT
Chris Riccitelli, Town IT

Town Historian

Lester Smith

350th Anniversary Committee

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

Board of Assessment Appeals

Lisa Anderson, Chair
Mark Leichthammer
Ryan Walters

Ordinance Review Committee

Kathleen Harrington
John Henrie
John Murphy
Mark O'Hara
Joseph Quinn

Cable Advisory Council

Carl Casinghino, BOS appointee
Debra Dudack, BOE Appointee
Alex Fraser, BOS Appointee

Central Regional Tourism District

Lorraine Erickson

Connecticut River Assembly

Stephen Sorrow

PLANNING & DEVELOPMENT

Conservation Commission

Art Christian, Chair
Elizabeth Fanous
Andrew Krar
Glenn Neilson
Norman Noble
Patrick Reilly
Raymond Wilcox
Jessica McCue, Alt.
Thomas Elmore, Alt.
Joanne Sullivan, Ex-officio
Keith Morris, Consultant

Economic Development Commission

Susan Thorner, Co-Chair
Brian Banak, Co-Chair
Howard Orr
Kate Daly Rietberg
Gloria Smith
Roger Tracy
Arnie Magid, Alt.
Joanne Sullivan, Ex-officio

Planning & Zoning Commission

Mark Winne, Chair
Patrick Keane, Vice Chair
Ginny Bromage, Secretary
Erin Golembiewski
Brendan Malone
Don Rawling
Matt Auchy, Alt.
Tracy Hespelt, Alt.
Aysha Moore, Alt.
William Hawkins, AICP, Town Planner
James R. Taylor,
Zoning Enforcement Office
Tim Reynolds, Ex-officio

Zoning Board of Appeals

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Susan Hastings, Secretary
William Arendt
Renee Pacewicz
Christine Rago
Rubina Addona, Alt.
John Schwemmer, Alt.
Despina Tartsinis, Alt.

Historic District Commission

Douglas Mayne, Chair
Brendan Begley
Scott MacClintic
John Schwemmer
Margery Warren
Pete Hill, Ex-officio
Camella Gagliotti, Alt.
Bill Moryto, Alt.
Lisa Sabbatino, Alt.

Town Forest Commission

Joanne Neilson
Bill Sullivan

Design Review Board

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Robbin Banks
Matt Falkowski
Frank Grillo
Bobbie Kling
Jen Rodriguez
Ray Wilcox
Bob Borg, HDC
William Hawkins, Town Planner

Permanent Building Commission

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Glenn Neilson, Vice Chair
Kevin Goff
Bill Gozzo
Cathie Ellithorpe
Heather Van Deusen
Brian Baril, Alt.
Martin Page, Alt.
Tim Reynolds, Ex-Officio

Helena Bailey Spencer Tree & Val Gallivan Fund Committee

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Judith Hanmer
Michele Holcombe
Sue Mayne
Todd Mervosh
Agnes Schulte
Joyce Zien
Michael Turgeon, Tree Warden
Kathryn Remington, SGC President
Christine Davdson, Town Treasurer
Melissa Mack, First Selectman

Town Engineer

Gerald J. Turbet

Tree Warden

Joseph Duval
Michael Turgeon

EDUCATION

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Debra Dudack, Secretary
D. George Beiter
Sue Davis
Jamie Drzyzga
John Richter
Maureen Sattan
Matthew Service
Karen Berasi, Superintendent
Mel Chafetz, Ex-officio

PUBLIC WORKS

Water Pollution Control Authority

Bruce Remington, Chair
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Janet Davis
Daniel Holmes
Roger Ives
John P Murphy
Wallace Rodger
James Rusczyk, Acting Chief Operator
Joanne Sullivan, Ex-officio

Department of Public Works

Julie Oakes, Facilities Director
Mark Cervione,
Highway Department Foreman

PUBLIC SAFETY

Police Commission

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Joseph (Jack) Quinn, Vice Chair
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Dara Goings
Rick Stromoski
Jason Trombly
Richard Brown, Police Chief
Tim Reynolds, Ex-officio

Fire Commission

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Paul Christian, Seretary
Jack Bucior
Jason Caron

Vic Mathieu
Ed O'Hurley
Charles Flynn, Chief
Joanne Sullivan, Ex-officio

Suffield Volunteer Ambulance Association

Art Groux, Chief

Building Department

Edward F. Flanders, Building Official
Lionel Mailloux, Assistant

Building Code Board of App

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Kevin Goff
William Gozzo
Catherine Elithorpe
Joe Sangiovanni
Martin Page, Alt.

Animal Control Officer

Mark Blackaby
Ryan Selig

Emergency Management

Art Groux, Director
Tom Frenaye
Dan Vindigni
Richard Brown, Police Chief
Charles Flynn, Fire Chief

Constables

Joseph Quinn
Richard Miner

HEALTH & SOCIAL SERVICES

Social Services Commission

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Marcia Dufore
Sharon Kozaczka
Faith Robelen
MaryEllen Tunskey
Janet Frechette, Social Worker
Nikki Lengyel,
Youth Services Coordinator
Paula Pascoe, Senior Center Director
Mel Chafetz, Ex-officio

Housing Authority

Jonathon Carson, Chair
Kathleen Remington, Treasurer
Jacqueline Marien
Mark Messenger
Gloria Johnson, Tenant Rep
Pete Hill, Ex-officio
Deb Krut, Executive Director

Municipal Agent for the Elderly

Pat Beeman

North Central District Health Dept Board

Vic Mathieu
Ben Rodriguez

North Central Regional Mental Health Board

Kathleen Powers

LIBRARY, PARKS & RECREATION

Library Commission

Robert Brooks, Chair
Michael Alexopoulos
Elizabeth Childs
Muriel Coatti
Rebecca Fuller
Joe Grimard
Kathleen Harrington
Ann Ho
Claire Kawalec
Catherine Morrow
Chris Rago
Robert White
Mel Chafetz, Ex-officio
Jackie Hemond, Director

Parks & Recreation Commission

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William Boucher, Vice Chair
Lou Casinghino
Leeayn Burke, Clerk
Stephanie Dolan
David Rusnock
Scott Tobey
William Baril, Alt.
Jay Bombard, Alt.
Joanne Sullivan, Ex-officio
Peter Leclerc, Director

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Deputy Assessor

Lisa Trase

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Tracy Eccles
Eric Harrington
Ann Huntington Mickelson
Jerry Mahoney, Alt.
J Michael Stevens, Alt.
John Sullivan, Alt.
Deborah Cerrato, Director

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Nicole Greco, Alt.
Jenn Urbanski, Alt.

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Kate Daly Rietberg
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Christine Davidson, Treasurer
Ryan Burrell, Police Union
Chris Childs, BOF
Daniel Sheridan, Ad hoc



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