



Town of Suffield Annual Report*

SUFFIELD, CONNECTICUT

July 1, 2009 to June 30, 2010

*Summary Version
With Highlights of the New
Suffield Senior Center

First Selectman
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Selectmen

*submitted by
Tom Frenaye, First Selectman*

During FY 2009-10 construction of new Senior Center was finally completed, after years of temporary locations. This was possible with the purchase of the Calvary Church building and property on Bridge Street.

The Town utilized major funding from Federal Small Cities Community Development Block Grants (\$935k) and a Connecticut Small Town Economic Assistance Program Grant (\$500k), and with the financial contributions of many town residents and businesses to make the \$1.82m renovation project possible.

The road survey that took place during the spring and summer of 2009 led to a final report received in early 2010. As a result, additional funds were budgeted for road repairs. A long planned effort to improve drainage and repave roads in the Overhill Drive neighborhood finally got underway with completion expected later in 2010. The Pavement Management Study will be instrumental in setting priorities for future road projects.

Meeting the tough economic times, the cooperative efforts of the Boards of Education, Finance and Selectmen led to the adoption of a town budget by voters for FY 2010-11 that did not raise taxes for the first time in many years.

A joint effort with the neighboring towns of East Granby, Windsor and Windsor Locks established the

Bradley Development League more than ten years ago. Their goal is to work towards economic development around Bradley International Airport. The State Legislature, with the urging of the BDL and others, established the Bradley Development Zone in the 2010 legislative session. The Zone will offer tax incentives for economic development in the areas near the airport.

Looking forward, the Selectmen re-started discussions about capital planning priorities. After six years, the Town finally received final ap-

proval from the State to move ahead with a bridge replacement project on Suffield Street over Stony Brook, with 20% local funding. Construction will begin in 2011. The next two bridge projects were prioritized as the Boston Neck then the Remington Street bridges over Stony Brook.

Several hundred volunteers serve as the lifeblood of Suffield's town government by serving on various boards and commissions - many thanks to all of them for their interest, advice and actions.



During this fiscal year, one of the major projects was the rebuilding of the Calvary Episcopal Church into the Suffield Senior Center. Preserving some of the unique architectural elements, such as the cupola shown above, proved to be challenging. This report chronicles its evolution.

Town Meeting Summaries

*submitted by
Lester Smith, Town Historian*

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

JULY 14, 2009

River Bend Farmland Preservation Approved

The meeting approved the purchase of conservation easements on two River Bend Associates farm properties totaling 164 acres, more or less, near the intersection of Phelps and Quarry Roads along both sides of the Farmington Valley Greenway bike trail, for a town expenditure of \$600,000. The remainder of the \$2,000,000 purchase price was to be paid from State funds.

The vote also accepted the gift of approximately one acre on Phelps Road by the trail for use as a parking lot.

Marketing Drive Accepted

Marketing Drive, a short road running east off South Street (Route 75) into the Industrial Zone south of Austin Street, was approved by unanimous voice vote. The road was built by the Town to provide useful access to the industrial land, with LOCIP funding (Local Capital Improvement Program) approved in August 2007.

Whitfield Way Accepted

Whitfield Way, a 0.12-mile cul-de-sac running east then south in a residential subdivision off Prospect Street, was accepted as a public road by unanimous voice vote.

MARCH 2, 2010

STEAP Grant Request Approved

The meeting approved a Small Town Economic Assistance Program grant for \$150,000 to support the Suffield Landfill Expansion Project.

Ordinance for Other Post Employment Benefits Approved

The meeting approved an "Ordinance for Other Post Employment Benefits" (OPEB) allowing the Board of Finance to establish a special OPEB fund and appoint a trustee to oversee it.

The fund is intended to support retiree medical benefits.

Connecticut River Assembly Representative Appointed

The meeting approved the appointment of Steve Sorrow as a representative to the Connecticut River Assembly for a three-year term.

MAY 12, 2010

Annual Town Budget Approved

The proposed Town Budget for FY 2010-11, calling for a total expenditure of \$54,593,584 as recommended by the Board of Finance, was approved (by a show of hands).

First Selectman Tom Frenaye explained that although total expenditures have increased, the budget will not require a change of mill rate.

Administration

HUMAN RESOURCES

*submitted by
Joyce Feeney, Director*

During the year, the focus was on reviewing existing practices and making recommendations about possible change, including providing guidance and consultation with Department Heads as needed. With the transition from one administration to another in the Selectman's office, assisted in the orientation of the new First Selectman in regard to employment issues, employee benefits and management's obligations.

Specific activities undertaken during this year included:

- Distributed and collected performance appraisal forms for non-union, executive employees to do self-appraisal. Reviewed and forwarded them to the First Selectman Lingenfelter for his review and utilization as reference material for his completion of performance appraisals for those

The entire roof structure of the south wing of the old Calvary Church had to be replaced in the conversion.



employees. Scheduled and met individually with employees for whom the First Selectman Lingenfelter completed a performance appraisal to review the performance appraisal and to provide a copy.

- Attended a workers' compensation commission meeting in the attempt to assist in resolving a longstanding workers' compensation case.
- Participated in unemployment compensation appeal meeting/hearings, including providing testimony as needed.
- Prepared responses to a Commission on Human Rights and Opportunities (CHRO) complaint and served as the primary contact person with the legal counsel assigned to represent the Town.
- Participated in two Municipal Prohibited Practice (MPP) informal hearings. One case was settled and the other withdrawn.
- Attended Board and Commission meetings as requested in order to provide updates, guidance and/or information.

Specific projects undertaken included:

- Conducted recruitments for the Assessor and the Assistant Assessor as well as developed and administered a written examination for the Assistant Assessor position.
- Conducted a Benefits Fair in May 2010. The purpose was to allow employees the opportunity to speak with representative on site to get information about services avail-

able. The Hartford, Anthem, Lindberg & Ripple and ESI Employee Assistance Program attended as providers. Informational sessions were held on such topics as: Retirement Planning, Flexible Spending Accounts and Health Savings Accounts.

- Commenced the negotiation process with five bargaining units: Town Hall, Highway, Fire, Police, and Library.

TOWN CLERK

*submitted by
Elaine O'Brien, Town Clerk*

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

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

The following is available in our office:

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

INFORMATION TECHNOLOGY

*submitted by
Deborah Howe*

It is the responsibility of the Information Technology Department to provide high quality information and services to its clients. The IT Department has focused on providing an effective and efficient infrastructure that is reliable, sustainable and secure.

Network environment quality, reliable, sustainable, and secure infrastructure to enable Town operations to run effectively and efficiently. Our department supports all staff by assisting them to productively use information technology appropriately and effectively. In addition, to ensure the effective governance, design, deployment and management of information technology resources, guided by department priorities and needs.

The IT Department oversees a wide and varied network of buildings, hardware and software. The networks connect Town Hall, Wastewater Treatment Plant, Highway Garage, 230C Mountain Road, Senior Center, Mini-Bus, Police Station, and Fire Station. Most of these buildings are connected by the Town's own fiber. The schools also connected to the town's fiber network. All buildings connected have full access to all Town network services (servers, printers, firewall protection, internet use, e-mail, etc.).

Twelve servers run the applications that provide the data needs to the Town's 25 departments. There are routers, switches, firewalls, VPN's web filters, printers, tape backups, video monitoring, telephone systems, desktops and applications that affect the entire operation of the town.

TOWN CLERK STATISTICS

	FY 2007-08	2008-09	2009-10
Documents Recorded	3674	3333	3216
Land Transfers	226	176	221
Local Conveyance Tax	\$197,580	\$126,929	\$163,605
Dog Licenses	1255	1215	1405
Marriages	71	74	74
Births	90	69	70
Deaths	137	126	142

REGISTRAR OF VOTERS

*submitted by
Darlene Burrell & Lynn Joyal,
Registrars*

As of June 30, 20120 there were 8,168 registered voters in Suffield with 2,358 registered as Republicans, 2,178 as Democrats, 3,473 as unaffiliated and 159 as other parties.

This year's canvass of 449 voters resulted in the removal of 207 from active enrollment and changes in voter information another 62 individuals. Information packets were sent to 138 new residents, up by 25 from FY-2008-09.

A voter registration session was held at Suffield High School on June 1.

All eligible students were given the opportunity to register to vote that day, and pre-registration was made available to 17-year-olds who would turn 18 before the November election. The latter were eligible to vote in their party's primary.

The November 3, 2009 Municipal Elections had a 36% voter turnout. The following statistics describe that turnout:

PARTY	ELIGIBLE	TURNOUT	PERCENT
Libertarian	5	5	100%
Republicans	2,396	1,085	45.3%
Democrats	2,239	962	42.9%
Independent	158	54	34.2%
Unaffiliated	3,536	901	25.5%
Green	13	3	23.1%

The following describes the November 3, 2009, Municipal Election results.

First Selectman

R	Scott Lingenfelter	*1470
D	Tom Frenaye	*1476 ✓

* Recanvass results brought the Lingenfelter total to 1472; Frenaye remained at 1476.

Board of Selectman

R	Tim Reynolds	1791	✓
R	Joanne M. Sullivan	2001	✓
D	John Patrick Nealon	1436	
D	Brian R Fitzgerald	1672	✓
D	Eileen Moncrief	1715	✓

Board of Finance

R	Brian Kost	1738	✓
R	Justin J. Donnelly	2122	✓
R	Ryan T. Anderson	1731	✓
D	John Garber	1422	

Board of Finance Alternate

R	Eric Harrington	1701	✓
R	James W. Lennon	1590	✓
D	Jack Henrie	1414	
D	F. Peter Boyd	1449	✓

Board of Education (4 year)

R	Robert W. Eccles	1699	✓
R	Susan N. Porcello	1789	✓
R	Jeanne M. Gee	1692	✓
R	Mary K. Roy	1697	✓
D	Gloria J. Smith	1448	
D	Andrew Todd Jaffe	1264	

Board of Education (2 year)

R	Mary Louise Sanborn	1585	✓
D	Maureen Schorr	1123	

Board of Assessment Appeals

R	George Roebelen, Jr.	1558	✓
D	Christopher W. Burke	1553	✓
D	Jeanne Long	1466	

Zoning & Planning Commission

R	John J. Murphy	1866	✓
R	Frank J. Ravenola	1783	✓
D	Charles P. Sheehan	1433	
D	Eleanor F. Butler Binns	1473	✓

Zoning & Planning Alternate

R	Mark D. Winne	1445	✓
D	Steven C. McKeen	1104	

Police Commission

R	Albert J. Pastula	1297	
R	Donald W. Miner	1684	✓
R	John H. Zavisza, Jr.	1743	✓
D	Joseph J. Quinn, Jr.	1273	
D	Gary R. Paganelli	1369	✓

Fire Commission

R	Philip C. Barrett	1752	✓
R	Fred E. Hackenyos	1774	✓
R	Richard W. Gemme	1799	✓
D	Irving J. Friedman	1409	

Water Pollution

Control Authority

R	John S. Gifford, III	2080
D	Ann Huntington Mickelson	1945
D	Donald G. Leis, Jr.	1761

Planning and Development

ECONOMIC DEVELOPMENT COMMISSION

submitted by Howard Orr, Chair

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

In July 2009, the Suffield Town Meeting approved Marketing Drive, a new industrial roadway across from Mach One to service Marketing Research Park and the Bradley International Business Center, as a Town Road. This new roadway of approximately 1,000 l.f. services approximately 50 acres of land. A new 23,000 s.f. building for Designs for Health, a nutritional supplements company, was completed adjacent to this new road (shown here on the right).

Nutrient supplement company, Designs for Health, grades the landscape around its new Suffield facility.



*On a recent bus trip,
EDC Director
Patrick McMahon
introduces
development
opportunities in
Suffield to
State officials and
developers.*



A 12,000 s.f. facility for Arcor Laser Services, a high tech laser welding company, was approved for Lot 8 of the Mach One Industrial Park. A groundbreaking ceremony was held and site work began in this fiscal year.

The EDC is working to make the land by Bradley International Airport development ready. As such, the EDC is seeking funds for the extension of water and sewer utilities. A request was made for Congressional discretionary funds for this purpose.

The EDC hosted two very well received Familiarization Tours of Suffield's available industrial and light industrial lands which were conducted in September and May. A total of 90 architects, engineers, developers, builders, utility representatives and state and regional economic development officials participated in the bus tours followed by lunch and a golf outing at the Suffield Country Club.

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

The BDL partnered with the MetroHartford Alliance and key state legislators to pass legislation to create the Bradley Airport Development Zone that will provide tax abatement and business tax credit incentives for businesses that locate in the vicinity of the airport. The BDL also worked with the State of Connecticut in providing a tour of the airport region to key Site Selectors who help businesses make decisions on where to locate.

The EDC assisted in the capital campaign for the new Senior Center and was involved in the management of various grants that were utilized to fund the project including a \$750,000 Small Cities Community Block Grant, a \$500,000 Small Town Economic Assistance Program Grant and a \$190,000 grant from Hartford Foundation for Public.

The EDC helped secure \$68,000 in federal stimulus funds through the Energy Efficiency Conservation Block Grant Program for: energy audits of the Town Hall, Library and Bridge Street School, new windows for Town Hall and new lighting for the Library. A \$125,000 Small Cities CDBG grant for the Senior Housing Authority was also secured during this fiscal year for replacement of sidewalks and hot water heaters.

The EDC worked with Clear Wireless on a proposed lease of the Betty Lane Water Tower for telecommunications purposes. The Town investigated the possibility of locating a new Verizon cell tower on town land but the company ultimately selected a private owner's land.

The EDC continued to focus attention on the Town Center. The EDC worked with the developer of the Bissel Inn – a new senior housing project between Second Baptist Church and the Suffield Village. The project includes 26 units including the innkeeper.

The EDC also continued to investigate the redevelopment of Ffyller Place into a mixed-use office, retail and residential development. The EDC has also looked at possibility of creating an Arts Center in the com-

munity. The EDC also published a monthly e-newsletter called Suffield Town Center News.

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

In West Suffield, the EDC continued to work with Citizens Restoring Congamond (CRC) on promoting the renovation of the historic Babbs skating rink.

The EDC also published a "Cultural Connections" e-newsletter.

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

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

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

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

ZONING AND PLANNING

submitted by

Frank E. Bauchiero, Jr., Chair

The Zoning and Planning Commission (ZPC) spent a lot of time updating the Plan of Conservation and Development (POCD) during the 2009-2010 fiscal year. There were two public workshops held during the year to gather input from residents about what they perceived as being important topics that the updated plan should address. The ZPC hired a consultant to help run the public meetings associated with the update process. The first public workshop was held in November; approximately 60-70 people attended. The attendees participated in exercises that provided the ZPC with valuable input regarding what the residents wanted most to protect in Suffield. The updated POCD reflects the concerns that were conveyed at that meeting and throughout the updated process. The public hearing on adoption was scheduled for September 20, 2010.

Similar to last year, residential development reflected the economic times as there were only two subdivisions approved totaling 6 lots. A 3-lot subdivision was approved on Copperhill Road in May and another 3-lot subdivision located on Sheldon Street was approved in June. The 10-lot Cassotta Lane subdivision, located between First Street and Rawlins Brook Road, began road construction. The ZPC expects the Cassotta Lane subdivision to begin building new homes during the next fiscal year. Other new home construction has slowed with the turn of the economy but Suffield has a few previously approved subdivisions that have been moving forward.

Commercial development in town was active during the year as the ZPC approved a 12,000 square foot office/manufacturing facility off of Kenny Roberts Memorial Drive. Arcor Laser Services received a special permit to construct the building in February. Another exciting project was approved at 82 North Main Street for a 26 unit continuing care retirement facility. The historic house on the property is going to be preserved and rehabilitated for incorporation into the project. Additionally, the ZPC approved two site plan modifications so that existing businesses could expand their facility. With the help of the Director of Economic Development and economic development commission, the ZPC works diligently with current business owners to ensure their site plans meet the regulations so that the necessary approvals are obtained as quickly as possible.

The Open Space Account received a \$150,000 allocation through the Town budget process for the FY 2009-10. The Town had previously entered into agreement to purchase the development rights to approximately 165 acres at the corner of Phelps and Quarry roads in West Suffield during FY 2008-09. We are still working with the landowner and State of Connecticut Department of Agriculture to close on the property and we are very hopeful this will occur during the FY 2010-11. The Open Space Subcommittee met several times to rate five new properties based upon the set of criteria they developed. These landowners approached Town officials expressing interest in permanently preserving their properties. Two of these properties ranked very high and as a result they are in the top five of 24

properties on the farmland preservation master list. We began working with one of these property owners during the year in the hopes that the Town will enter into an agreement to preserve the property next fiscal year.

The ZPC processed 10 applications with fees totaling \$4,944.83 for the year. The Zoning Board of Appeals processed 14 applications during FY2009-10. After review, 244 building permits, driveway permits, liquor license permits, non-profit/fundraising event permits, sign permits, and certificates of occupancy were processed for zoning compliance. There is a \$50 zoning compliance certification fee associated with several types of building permits like additions, pools, and sheds. These fees totaled \$9,400 for the year. A total of \$10,000 of fees-in-lieu of open space will be added to the Town's Open Space Fund as a result of subdivision approvals.

Jim Taylor, Zoning Enforcement Officer, investigated 213 complaints.

*Suffield welcomes
a new high tech
welding company,
Arcor Laser
Services, to the
Mach One Industrial
Park at a recent
groundbreaking
ceremony.*



CONSERVATION COMMISSION

*submitted by
Arthur Christian, Chair*

The Conservation Commission for the Town of Suffield is mandated by the Federal government to maintain the integrity of the Town's watercourses, inland wetlands and aquifers by a process of stringent reviews and permitting. The Commission receives and acts on applications or proposals to conduct activities in an inland wetland/watercourse or adjacent to an inland/wetland watercourse. Following a thorough evaluation and review, applications are given conditional approvals or denials.

During the FY 2009-10 year, thirteen applications were acted upon by the commission with approval for seven potential new homes, three commercial sites, and two wetland map amendments. In addition, the Commission also acts on, logging operations, pond or watercourse work, violations, and other activities within regulated areas as well as numerous informal discussions as requested. Applications can be obtained from and submitted to the Conservation Commission office located in the town's offices at 230C Mountain Road.

It is important that landowners understand the dynamics of inland wetlands areas and the impact of a landowner's actions to the ecosystem. All activity within 50 feet of a wetland or 100 feet of a named water body or stream is regulated and the landowner is responsible for compliance with regulations adopted by the Town of Suffield. If a landowner/property owner would like assistance in determining the location of wetland soils on their property, please contact

the Conservation Commission prior to any work in or near the wetlands.

Suffield has extensive wetland soils as outlined by the Inland Wetlands and Watercourse Map of Suffield. That map is updated through a process of review using field delineation by certified Soil Scientists and the services of North Central Conservation District

It is sad to note the passing of John (Jack) Leahey who died this past year. Jack was a longtime member of the commission and lifetime resident of Suffield. As an active farmer, Jack was a true steward of the land he worked and loved.

HISTORIC DISTRICT

*submitted by
Douglas Mayne, Chair*

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 is responsible for the oversight and enforcement of the preservation of and appropriate development within these districts.

Owners of property within the Districts are custodians of the past. By living within 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.

The past year was typified by the review of many smaller projects ranging from the replacement of existing elements (windows / siding / roofing) to small additions. The Commission continues to be challenged by the growing desire to use alternative (vinyl, aluminum, composites) in lieu of traditional (wood) materials for replacement. The Commission works with property owners on a case-by-case basis to evaluate the appropriateness of the use these materials which continue to evolve and improve. Also of note was the review of a "green design" involving the use of rooftop solar panels within the District possibly indicating the beginning of a new trend that will require the attention of the Commission.

The highlight of the year was the review and approval of the addition and renovation to 82 North Main Street into an assisted living facility. This sizable project in the center of the District was seen by the Commission as a positive balance between a development opportunity and the needs of the Historic District. The Commission worked closely with the owner to ensure that this new project would be a positive part of our Historic Main Street.

ENGINEERING DEPARTMENT

*submitted by
Gerald J. Turbet, Town Engineer*

Engineering Project Work

- Pavement Management Study – Coordinated with consultant who

completed study summarizing conditions of roads along with costs of repair projects. The study indicated that an annual amount of \$950,000 was needed for projects to maintain the Town road system in its present overall condition.

- Pavement management Projects - Work was started to develop road improvement projects based on the pavement management study. This involved inspections of candidates for projects in addition to visits to other towns to view different types of pavement management projects.
- Overhill Drive Area Road Reconstruction Project – Finished design and bid documents along with bidding process to obtain contractor for low bid of under \$600,000 to complete the reconstruction of 1.2 miles of roads in the Overhill neighborhood by the end of 2010 (mid FY 2010-11).
- Farmington Valley Bikeway SU-1 Section (North of Phelps Rd. to Massachusetts line) – Performed construction administration for this project which was completed by spring 2010.
- Replacement of Suffield Street Bridge over Stony Brook – Involved in correspondence with consulting firm and state agencies to attempt to move this project toward bidding in FY 2010-11.
- Drainage Projects – Designed, bid and administered construction on small drainage project at 57 Susan Drive and restoration project at Conservation Road detention basin. Work continues, as allowed by other responsibilities, to address drainage problems in various areas of Town. This is an ongoing process as significant

storms coupled with poor draining soils (particularly on the east side of Town) result in a steady stream of drainage complaints.

- Thrall Avenue Drainage/Road Improvement Project – Designed small underdrain and road improvement project for bid by Public Works Department.

Phase II Stormwater Permit: The 2009 Annual Stormwater report was not completed by the end of the fiscal year, as other projects took priority. Work completed included annual sampling and placement of “Only Rain Down the Drain” stickers on 500 catch basins.

Marketing Drive and Whitfield Way were presented for acceptance at the July 14 Town Meeting.

Additional Town Engineer Functions:

- Advising the Zoning & Planning Commission including engineering reviews of subdivisions, site plans, bond release requests and road acceptances and supervision of construction inspections of public facilities on all subdivision roads.
- Advising the Conservation Commission on drainage issues including attendance at meetings as requested.
- Responding to drainage complaints with reports including recommended solutions submitted to Public Works Department for follow-up along with work on designs for bid projects.
- Responding to requests from Town agencies and public for maps and interpretation of maps.
- Maintaining and updating the Pavement Management Program including design or design coordination of road improvement projects.

Public Safety

BUILDING DEPARTMENT

submitted by
Ted Flanders,
Building Inspector

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

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

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

BUILDING DEPARTMENT STATISTICS

New Single Family Home Permits	27
Residential Renovations/Additions	260
Commercial Renovations/Additions	22
Total of all permits issued	1,183
Total inspections conducted	2,563
Total Certificates of Occupancy	26
Total Certificates of Use	29
Total Dollar Value	
of all Construction	\$26,500,000
Fees Collected	\$249,975.11



The new Senior Center was connected to the Suffield Housing Authority complexes with new sidewalks, giving seniors easy access.

that the appropriate corrections are made before the next phase of construction can continue.

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

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

The enforcement of the building code has a major impact on the economic well being of Suffield and the safety of its citizens. The support of the community and the commitment of local Building departments in enforcing the code is reviewed and graded by Insurance Services Offices to help underwriters determine property/causality rates for the residents of Suffield.

Our building department is rated among the best in Connecticut in both residential and commercial enforcement. Our goal is to continue to establish reasonable goals and procedures to help maintain a high standard of public health, safety, and welfare.

Construction activity increased from \$18,852,169 last fiscal year to

\$26,500,000 this fiscal year. The number of new home permits rose from 18 the previous year to 27 this year.

There were 260 new additions and renovations started this year compared to 226 the year before. Commercial activity remained steady. The building department issued 1,183 permits of all types and conducted 2,563 inspections. In addition, we also inspected improvements to Town Building projects (the new Senior Center, Spaulding School, Town Hall, and Police Station roofs, etc.) valued at about \$1,500,000.

FIRE COMMISSION

*submitted by
Fred Hackenyos, Chair*

During the past year, the Commission spent a great deal of time and effort on personnel related matters. Recruitment and retention of volunteers continues to be our top priority given the fact that we have been averaging only eight firefighters per call, with paid staff representing half of the responders. Turnover continues to be a significant problem. Although we have managed to recruit additional personnel to maintain our level of manpower, the decline in the number of experienced firefighters is a significant concern. Several steps have been taken in order to address this issue:

- A special committee of volunteers has been established to look at various approaches that may help to expand the number of volunteers. As an initial step, a brochure has been created to promote opportunities for volunteer service available with the Fire Department. A copy of this document has recently been posted

to the Town website along with a membership application form.

- The Department is currently partnering with the University of Connecticut to identify issues impacting volunteer staffing levels in an effort to improve recruitment and retention. Preliminary findings and recommendations of the Capstone program are expected to be available in the Spring of 2011.

The Department already offers a number of programs that are designed to attract and retain volunteers. These include the use of training stipends, per call reimbursement and property tax abatements. Hopefully new initiatives coming out of the Capstone project will prove to be effective in reversing adverse long-term trends. If not, we are faced with the prospect of hiring additional paid staff or accepting a significantly lower level of emergency service capabilities.

In other personnel matters, Captain George Hastings retired from his full time position in May, 2010 after 39 years of service with the Suffield Fire Department. George joined the department in 1970 as a volunteer and became a full time firefighter nine years later. In 1986 he was appointed to the position of Deputy Fire Marshal and in 1988 he was promoted to the position of Fire Marshal holding the rank of Captain. George continues to serve the department as a volunteer, providing support to the fire marshal's office as a Deputy Fire Marshal. The dedication and professionalism that Captain Hastings provided to the Department during his career are greatly appreciated.

The current economic environment has imposed significant fiscal con-

straints on most governmental agencies and the Fire Department has not been immune to these pressures. In an effort to stretch taxpayer dollars as far as possible, the Department has aggressively pursued grants available from various sources. Projects submitted to the Federal Emergency Management Agency (FEMA) are listed below:

- 2009 Staffing for Adequate Fire and Emergency Response Program. The Department applied for an additional Firefighter position under this grant in an effort to address ongoing manpower issues. The program would cover the costs of incremental personnel for a period of three years. Unfortunately our application was not approved.
- 2009 Assistance to Firefighters Grant – The department applied for and was awarded \$48,647 to purchase structural fire fighting gear (coats, pants, etc.), a washer/extractor to clean the gear and a hydro tester to test gear to NFPA Standards.
- 2009 Fire Prevention & Safety Grant – Applied and awarded \$8,035 to purchase fire prevention materials to support our public education program
- 2010 Assistance to Firefighters Grant – Applied for funding to cover portion of Radio upgrade project for both Fire & Police. This project is required in order to comply with revised FCC narrow band frequency standards. A decision from FEMA is pending.

An additional grant was awarded by the Amiel P. Zak Public Service Fund through the Hartford Foundation for Public Giving:

- \$5,357.00 to purchase hardware to support new interoperability software between Fire & Police.

SUFFIELD POLICE

submitted by

Michael Manzi, Chief of Police

Donald Miner, Commission Chair

The FY 2009-10 Suffield Police Department annual report presents an overview of the major functions of the police department and representative accomplishments during the past year. The accomplishments of our department would not have been possible without the hard work of the men and women, both sworn and civilian, of the Suffield Police Department.

During this fiscal year the members of the Suffield Police Department demonstrated their personal dedication and quality training resulting, once again, in a safe community. While the contents of this report will show that Suffield is well below the state and national averages in crime, our community has not been immune from the negative effects of a sluggish economy. The statistics detailed in this report show that Suffield continues to be a safe place to live and visit. This is made possible by the strong contributions of each member of this department. You will find the report divided into several sections, so as to assist in demonstrating the broad scope of your police department's activities.

The mission of the Suffield Police Department 'to provide professional, high quality and effective police services through a policing philosophy that promotes community, government and police partnerships'.

New Equipment

During this fiscal year the Suffield Police Department received a \$30,000.00 grant administered by the Office of Policy and Management.

Police Department Statistics

	FY 2007-08	2008-09	2009-10
Calls for Service	19,756	19,370	18,925
Value Property Stolen	\$124,698	\$199,216	\$236,994
Value Property Recovered	\$4,078	\$3,134	\$63,801
Criminal Arrests:	282	261	222
Motor Vehicle Violations:			
Summons Issued	432	407	317
Citations	1,853	1,707	1,622
Accidents	303	304	292
Fatal Accidents	3	2	1
Crime Data:			
Auto Theft	8	7	12
Value Loss	\$56,333	\$55,100	\$176,935
Value Recovered	\$38,634	\$3,000	\$43,446
Sexual Assaults	2	2	1
Robbery	0	3	1
Assaults (includes domestic)	88	114	73
Burglary	73	36	78
Larceny	98	61	86
Arson	0	0	0
Narcotic Arrests	54	49	69

This grant was made available through the Recovery Act, Connecticut Local JAG Program. Our application and approval of this grant was for the following items:

- Five police mobile radios at \$2,600 apiece,
- One mobile radar Laser at \$1,800
- Three WATCHGUARD DV-1, digital in-car video systems at \$4,900 apiece.

The video cameras for the police cruisers is a revolutionary video system that records onto re-writeable DVD-Video discs and has a Pre/Post event recording system of up to ten minutes. For example, if a cruiser

is stopped at a red traffic control and an accident occurs within the intersection, the video camera when activated can go back in time and capture the actual incident.

During the winter months of 2009, the Suffield Police Department received two All Terrain Vehicles and two Ski Doo Snowmobiles, which were purchased through the department's donation fund. These vehicles will be utilized to augment patrol activities in regard to search and rescue missions, enforcement actions, town sponsored events, medical assist calls and to provide police services in areas of the community which involve rugged terrain and are normally non-navigable by conventional means. Officer Ryan Burrell is to be commended for his research, overall involvement and purchasing of these vehicles.

Emergency Operation Center/Homeland Security

On July 15, 2009, the Police Department participated in a functional exercise planned by Emergency Management inside the Town's Emergency Operation Center. The exercise was conducted by the Public Safety & Homeland Security Regional Planner.

During the actual exercise, we were critiqued on our ability to handle emergency situations. The scenario was "The National Weather Service has issued a severe winter storm/ice storm for our area. The watch is to remain in effect from 12 AM Wednesday to 9 PM Wednesday, July 15." During the course of the practical exercise, several situations were directed to the EOC staff and we were graded on our ability to handle each situation.

The situations involved emergencies that unfolded or occurred during the course of the winter weather advisory.

Typical situations included a fatal truck versus car accident at the intersection of Mountain Road and Main Street, diesel fuel in the generators at the water pollution control began to gel and emergency back-up generators were needed, an SVAA ambulance needed assistance and an escort to Saint Francis Hospital due to the icy road conditions, two Alzheimer patients were missing from the Suffield House and possibly wandered over the 190 bridge, a tree fell through a house on North Grand Street; and media personnel demanded information about all events before their 3:00 PM deadline.

At the end of the day, two moderators gave Suffield an excellent rating and indicated we were well ahead of the curve in handling emergency situations.

Personnel

On February 21, 2009, Captain David Bourque officially retired from the Suffield Police Department. Captain Bourque's history with the Suffield Police department started back in October of 1981 when was sworn in as a supernumerary officer. In early 1983 he was appointed as a full time police officer and continued his career in patrol for the next seventeen years. On November 20, 2000, Dave was promoted to the rank of Sergeant and served in that capacity until being promoted to rank of Captain on February 2, 2004. Dave has had many highlights throughout his career and received numerous letters of recognition. Most recently he was appointed

Commander of the North Central Municipal Accident Reconstruction Squad. Captain Bourque has continued his career in law enforcement by accepting a Captain's position with the Granby Police Department.

In March, Sergeant Thomas Van Tasel submitted a letter of resignation, which became effective on April 17, 2010. Sergeant Van Tasel was employed for the past six years with the Suffield Police Department and resigned in good standing. On August 10, 2009, Supernumerary Officer Roger Tharaldson submitted a letter of resignation. Officer Roger Tharaldson was an asset to this department and his years of experience have prevailed on several investigative occasions.

On behalf of the Suffield Police Department and the Police Commission we wish Captain Bourque, Sergeant Van Tasel and Officer Tharaldson the very best in their new endeavors.

In April, the Suffield Police Department held a Command Staff Promotional Ceremony at the Suffield Police Department. As a result of Captain Bourque's retirement, two command positions became available. Congratulations are in order for newly promoted Lieutenant Richard Brown and Captain Craig Huntley. We congratulate them on their achievement and wish them a rewarding career in their new assignments.

In November, Richard Devin was appointed to full-time officer status. Officer Devin has over 30 years experience with the Suffield Police Department as a Supernumerary Officer and has successfully fulfilled his requirements for full-time status. On December 29, 2009, Officer Wes

Lord was appointed full-time officer status as well. Officer Lord also has over 30 years experience as a Supernumerary Officer.

Community Events

Members of the Suffield Police Department participated in numerous community events this year including the Memorial Day Parade, Firemen's Carnival, Hilltop Farms Festival, Senior Picnic event, Senior Health/Safety Fair, Christmas Adopt a Family Program, Rape Aggression Defense (RAD) Classes, D.A.R.E. program and Suffield on the Green. In addition, the Suffield Police Department hosted its second annual "Tip-A-Cop" night at Tosca's Restaurant on October 18, 2009. Proceeds from this event (approximately \$6000) went to the Special Olympics.

Our partnership with the residents of the Town of Suffield has led to many significant arrests this year as a vast majority of these arrests can be directly attributed to the watchful eye of our community. Lastly, we continue to maintain and foster a cohesive relationship with the Suffield Fire Department and the Suffield Volunteer Ambulance Association.

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

submitted by Art Groux, Chief

It has been another eventful and exciting year for Suffield Volunteer Ambulance Association (SVAA). We responded to over 1,650 calls for service. There were 195 occasions where 2 of our ambulances were out at the same time and 14 times that all 3 our ambulances were out. We began the process of starting a bid process to replace our 3rd ambulance.

The ambulance being replaced is a 2000 that has served us well over the past 11 years. At present this ambulance has been moved to the 3rd unit out pending its replacement.

We have started a community effort to offer CPR training, open to all, at a nominal cost every month. Program information can be found on our web site www.suffieldems.org or by calling our office Monday thru Friday from 8 am to 4 pm at 860-668-3881.

The number of volunteers continues to grow with the addition of many new faces over the past year. During the fiscal year our volunteers provided over 27,600 hours of service on the ambulance. In addition to these hours there were hundreds of hours volunteered to help keep the service running through fund-raising, administrative support and program development.

Public Works

DEPARTMENT OF PUBLIC WORKS

*submitted by
Jack Muska, Public Works Director*

Roofing Projects

The Department continues to follow the replacement plan developed in 2006. During this fiscal year, the Police Department roof and sections of Spaulding School roof were replaced. The roof of the Landfill Building and the Town Hall upper roof were repaired. During the current fiscal year, the Library and sections of the Middle School (Central Offices) and McAlister School will be replaced. The goal in the replacement program is to extend the life of the roofs from 20-23 years to 25-30 or 45 years depending on the roof type.

Building Maintenance

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

The Town Hall, Library, Town Hall Annex, Main Fire Station and Thompsonville Road Fire Station have been converted to gas heat from oil heat. These conversions included the removal of underground oil tanks. The Town would have been responsible for continuous monitoring of the tanks had they continued in operation. Their removal eliminates the yearly monitoring fees and long-term potential risks. During the last two years, gas has been less expensive than oil, thus providing an added savings.

Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield continued to provide significant cost savings to the Town. The Inmates assisted with the interior painting at the new Senior Center and have helped the Garden Club at the Library and Senior Center with landscaping. They have been doing the painting in the schools during vacations and general cleanup and landscaping of Town Buildings. They are also responsible for the periodic cleaning of the Mini Buses.

LANDFILL STATISTICS

Landfill Superintendent: Robert Heintz

Landfill Assistant: Kevin Pepka

Waste Oil	3,535 gallons
Scrap Metal	88 tons
Newspaper & Cardboard & Mixed Paper	278 tons
Commingled Containers	40 tons
Bottles/Cans/Junk Mail, Single Stream	1,307 tons
Auto Batteries	1,500 lbs.
Ni-cad batteries	250 lbs.
Leaves	300 tons

Municipal Solid Waste taken to the C.R.R.A. Burn Plant	
Residential Solid Waste	4,264 tons
Commercial & Municipal Waste	1,872 tons

Bulky Waste buried at the Landfill	805 tons
Tree stumps hauled for chipping	361 tons
Tires removed	658 tires
Freon-Containing Appliances	105 units
Propane tanks	133 units

Households receiving Curb Side Pickup	4,083
Households signed up for Transfer Station	174
Trash area add-on Stickers issued	684
Bulky Waste Pickup by Appointment	60
Fees collected for Bulky Waste Pickup	\$1,549.00
Christmas Tree Pickup	12 tons

April 2010 Household Hazardous Waste Collection Day	
Households participating	256
Disposal Cost	\$13,222.28

Landfill

Anchor Engineering has completed the plans for the expansion of the landfill by reopening the closed solid waste cell. The plans and the permit application have been submitted to the DEP for review and approval. The approval is expected during the FY 2010-11, and work be expected to begin shortly thereafter. There was a significant decrease in burn fees due to the single stream recycling and a general reduction in the amount of material sent to CRRA. The reduction in burn fees saved the Town about \$100,000 in fees, representing 25% of the burn fee budget.

Grounds & Road Maintenance

The Department responded to 24 callouts during the winter snowplowing season. The callouts consist of a 2-3 men crew for salting operations to the entire group for large storms.

The Department works together with the Police Dept. and Board of Education to determine late openings and school closings. The Department is assisted by a contractor that is responsible for the 7 miles of private roads in the Congamond Lakes area.

New street signs mandated by the DOT have been installed town-wide. The Department completed numerous small drainage projects, including rebuilding catch basins in several areas. A significant effort was needed to install all new drainage piping and catch basins in the front and rear yards of the new Senior Center.

The Department continues to maintain the lawns and fields of all town properties, totaling approximately 150 acres. The staff completed the majority of the work including mowing, field marking and trash pickup. One contractor has been hired to provide mowing for several smaller properties on the west side of town allowing the Department to concentrate on the central area of town consisting of the four school properties, Bruce Park, Bridge Street School, the town green and the new Senior Center.

WATER POLLUTION CONTROL AUTHORITY

submitted by Julie Nigro, Business Administrator

The treatment plant has performed extremely well, and the WPCA received nitrogen credits for 2009 from the DEP of \$1259.00. The performance of the plant has been noted in several local papers, and a presentation was given at the annual meeting of the New England Water Environment Association in Boston in January 2010. The WPCA also negotiated with the Department of Corrections for flows over their contract limits, and received over \$163,000.00 in assessment funds that were turned over to the Town to pay bonded debt.

A new pump station at the Malec Farms subdivision was added, bringing the total number of pumping stations to 19. The WPCA staff also maintains the treatment plant, 65 miles of sewer line, and the underground treatment system at the Kent Farms subdivision.

A study to assess the septic systems around the Congamond Lakes began in March 2010. It will examine alternatives for wastewater treatment in that area if problems are identified. The DEP will be funding 55% of the \$182,000.00 cost for the study. WMC Engineers, of Newington, CT, were awarded the contract after interviews of several firms. WMC did the Phase 1 sewer implementation in Southwick, and bring a lot of knowledge to Suffield regarding the lake area.

The WPCA increased the sewer use fee for 2009/2010 to \$283.00, an increase of \$25.00 per year. The Kent Farms Sewer District annual fee remained at \$178.00 per year. The Commercial/Industrial rate per 1000 gallons discharged to the system is \$6.60. The WPCA 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.

EDUCATION

*submitted by
Mary K. Roy
Chair, Board of Education*

The mission of the Suffield Public Schools is to meet the diverse academic, social and emotional needs of all students with a safe, challenging and caring educational environment. In partnership with the community and parents, we will prepare each student to demonstrate the academic competencies and personal character needed to be a productive contributor in an ever-changing world.

The ongoing challenge of improving the quality of education for our students remains the school district's primary focus. Our children continue to improve and excel as demonstrated in state and local assess-

ments. The administration pledges to manage and allocate resources in a manner that addresses the greatest need for all students.

During the 2009-2010 school year, we saw continued gains in reading achievement through our intensive work in the area of reading instruction. Our math scores excelled as we fine tuned our math programs to meet the needs of our students.

The district worked intensively on honing the SRBI (Scientifically Researched Based Interventions) programs that guide us as we provide tiers of support to our students in need. The district Pupil Services department has worked to meet the challenges of our most struggling learners so that they may be provided with interventions that are individualized and targeted to

meet their needs, in the least restrictive environment.

Technology has been an area of continued improvement as we made the move to improve our data collection and finalized our adoption of a new student management system, Power School. We also explored ways to utilize technology to improve communication with parents, staff and students and to enhance educational opportunities for students.

Through an initiative of the Board of Education, a Communications subcommittee was established. This committee held several forums over the year to share information about our schools and their programs with the school community.

In addition to these forums, the subcommittee also established a task force aimed at determining how our school system can continue to find ways to better reach out to families and the community at large.

The subcommittee is expected to bring their recommendations forward to the full Board of Education in the spring of 2011.

As we move to the next year, our strong commitment to provide a world class educational program to our students remains strong. Through community support and the help of many we continue our strong commitment to the teaching and learning of 21st century skills.

Our commitment to improving communication with parents and community remains steadfast, and our determination to provide excellent services to all our students continues as our number one goal.

SCHOOL ENROLLMENT

PreK SpEd	46
Kindergarten	158
Grade 1	152
Grade 2	159
Grade 3	200
Grade 4	184
Grade 5	178
Grade 6	203
Grade 7	208
Grade 8	223
Grade 9	227
Grade 10	215
Grade 11	214
Grade 12	209

Total 2,576

Percentage of Students at State Goal (CMT) Spring 2010

	Reading	Writing	Math	Science
Grade 3	71.4	74.9	74.7	
Grade 4	75.5	78.9	83.2	
Grade 5	74.0	79.8	83.9	81.0
Grade 6	86.6	84.2	92.6	
Grade 7	87.3	78.3	87.3	
Grade 8	79.9	74.7	85.9	81.9

Connecticut Academic Performance Tests (CAPT) Spring 2010

Mathematics	67.6
Science	57.9
Writing	66.7
Reading	50.5

Percentage of Students Designated at or Above Proficient under No Child Left Behind (NCLB)

	CMT	CAPT
Mathematics	94.6	89.6
Reading	88.3	86.8

Class of 2010

Graduating Class Size	204
Number of students taking SAT's	157
Mean Score Verbal	537
Mean Score Math	551
% Attending College	89%

Social Services

PARKS AND RECREATION

submitted by

Wendy LaMontagne, Director

Lou Casinghino, Chair

The Parks and Recreation department continues to provide a wide variety of recreational opportunities that enhance the quality of life in Suffield. We continuously evaluate and introduce new programs and services to residents. This past fiscal year several new programs were highlighted and quite popular with participants.

We launched a variety of new activities throughout the year for children comprising of science, nature, magic, martial arts, music and cooking just to name a few. Children looking for something fun to do during their summer vacation participated in local day camps held at beautiful Sunrise Park, along with numerous sporting camps conducted at Bruce Park and McAlister field throughout July and August. Over 1,000 children attended 40 camps and programs that were hosted by the department.

The Summer Concerts on the Green series took on a new approach. As funding for concerts was a challenge, we were able to provide two free concerts by tapping into local talent. Local performers shared their talents with residents by providing free musical entertainment and kept the Concerts series alive.

The Jets Youth Football & Cheerleading Club moved from Windsor Locks to Suffield for their first season in August, hosting practices and games during the fall.

The annual 5K and 10K road races continue to be a popular family event with 182 children and adults participating. We appreciate the generosity of the First National Bank of Suffield, the main sponsor of this community event.

The fall soccer program continues to be our largest activity for youth with 441 children participating. This season we moved a portion of the children to Sullivan field for practice and play. The Public Works Department installed a new cross walk between the Middle School and Sullivan field for additional parking and safe pedestrian crossing. They continue to work on developing an additional playing area at Sullivan field which will open up more space for play.

The youth basketball program continues to be our second largest activity for youth with 272 children participating during the winter season. The field hockey, softball and tee ball programs were well attended with over 100 children donning the fields.

During the fall and winter, we continued to introduce new and exciting programs. Adult residents joined in on a new walking program that became very popular for those looking for exercise and a walking partner. We partnered with a new business in town (Unique Fitness) to offer residents numerous fitness programs. "Suffield's Biggest Loser" soon became very popular along with Gutts and Butts and a Zumba class. These classes help promote healthy lifestyles for active adults.

Youth participated in numerous new afterschool activities including bowling, ice skating lessons and a gymnastics program.

Providing safer recreation environments occurred this year thanks to the Suffield Ambulance Association and the Rotary Club of Suffield. These organizations generously donated nine automated external defibrillators (AED's) to our local parks and fields. This project totaling \$20,000 was completed by the Highway department constructing special housing units, signs and installing the devices. The Ambulance Association will maintain the AED's annually.

The Friends of Suffield contributed to enhance our park system with a donation of picnic tables that are located at Bruce Park and Sullivan field for residents to enjoy.

We are fortunate to work with local Boy Scouts on achieving their Eagle Scout Awards. This year, Morgan Wilson earned his Eagle Scout award by enhancing the quality of the Family Recreation Complex. New benches, a picnic table and recycle bins were constructed out of eco friendly recycled materials and added to the gazebo area of this site for the public to enjoy.

Suffield is fortunate to have several walking, biking and hiking trails meandering through town. In May, we celebrated with Southwick, Massachusetts, the completion of the regional inter-state rail trail connection between Massachusetts and Connecticut. We hosted several family walking-hiking events throughout the year on town trails.

The final paving and painting portion of a capital project was completed on the basketball courts at the Family Recreation Complex. The lighted courts continue to be



Suffield Garden Club members put the finishing touches on the exterior of the new Senior Center prior to its opening.

very popular with the public and used heavily. The tennis courts hosted numerous programs including lessons, round robins, and general play.

Looking ahead we are optimistic that the Babb's recreation site can become a viable recreation area for residents. The partnership between the Town and the Citizens Restoring Congamond continues with the CRC progressing along with improvements and special events at this location.

It is the intention of the Commission to develop this site into a future recreation area.

Many thanks to our dedicated volunteers, coaches, parents, commission members, staff and community based services clubs who help us make Suffield a great community to live and play!

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

KENT MEMORIAL LIBRARY

*submitted by
James McShane, Director*

The Kent Memorial Library is the main public library serving the residents of Suffield. We supply town residents with access to books, magazines, audio and video formats, all available for borrowing not only at the Library, but from libraries throughout Connecticut, as well as museum passes, e-book readers, and various online databases unique to this Library.

We had a very busy and productive year, circulating 137,968 items. Our Interlibrary Loan activity continues to soar with requests from patrons nearing almost 16,000. We are branching out into the electronic book format as aggressively as our budget will allow, offering both downloadable e-books and audio book formats that patrons can access from home. We have also been making an Amazon Kindle 2 available for loan to patrons.

The Library hosted 638 meetings and programs in the Auditorium and Gallery in the past year. 6,420 people attended library programs, which included a diverse series of programs, e.g. how to sell on e-Bay, cooking with gourmet chocolate, a seminar on investing.

The Kent Memorial Library makes downloadable audio books and e-books available through our website, www.suffield-library.org. Patrons can download audio books in either MP3 or iPod formats, and can download e-books to Nooks, iPads, iPods, etc. If they choose, they can have chapters from e-books sent to their e-mail and they can keep up with the latest acquisitions at the library by signing up to Wowbrary, our electronic notification newsletter. Library patrons may also sign up for a monthly electronic newsletter of events at our website.

The library is a wireless hotspot in town. All patrons need is a library card in order to log on to our internet service via their laptop or handheld device.

Our Children's Summer Reading program was very popular again, with 288 children participating in

the reading. They read collectively over 5,700 books! Other programs put on by the Children's department this year ran the gamut from candle making to a Fancy Nancy tea party. The end of the year holidays once again saw our traditional two trips on the Polar Express, but again the surprise popular craft program proved to be gingerbread house construction! Around these traditional events, the Children's Department hosted storytimes, 'Times for Tots,' and pumpkin carving.

SOCIAL SERVICES COMMISSION

*submitted by
Ernie Petkovich, Chair*

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

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

The EAA team provides support through a number of programs including the Connecticut Energy Assistance Program whereby the State of Connecticut appropriates money to assist with heating costs for low-income residents. Last year, EAA staff submitted 233 applications to

the state on behalf of our residents, resulting in \$131,803 in fuel aid to 213 eligible Suffield households.

The Meals-On-Wheels program provides meals that are prepared at the Community Renewal Team kitchen in Hartford and are delivered five days a week to Suffield. EAA coordinated volunteers distributed approximately 8,893 meals last year to an average of 23 homebound seniors a day.

The Renter's Rebate program is administered

through the Connecticut Office of Policy and Management to municipalities, and EAA staff processed 100 applications and submitted claims totaling \$50,350 on behalf of eligible Suffield residents.

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

Working with the Salvation Army, the towns of Suffield and Windsor Locks are grouped together for purposes of the Salvation Army budget and service area. Suffield was allocated \$3,000 during this fiscal year. An additional \$2,346 was raised during the Salvation Army Kettle Drive held at CVS plaza during the month of December.

The Suffield Youth Services Bureau continued offering individual and group services for our community. There were 16 separate programs offered, ranging from onetime ROPES training to programs lasting the entire year. All programs are offered in collaboration with Town departments and the Board of Education with the overall goal of increasing individual potential and growth through positive youth development programs.

The departments' individual intervention services involved 96 youth referrals receiving counseling and personalized referral services resulting in 67 families participating in the program.

Outside funding services included \$19,000 from The Connecticut State Department of Education and \$3,105 from Capitol Area Substance Abuse Council.

The Suffield Mini Bus provides transportation for Suffield residents over 60 years of age as well as permanently disabled adults. In FY 2009-10 we were fortunate to continue to receive a Municipal Matching Grant from the State of Connecticut. Grant funds were allocated on the geographic area of towns, which gave Suffield \$31,585.00. This funding allowed us to continue extended service. During the year we had in service three handicapped accessible mini buses and a car. Our staff includes one full time driver and four part time drivers, as well as a full time coordinator who is also scheduled to drive.

Traveling 61,943 miles we serviced 16,998 pick-ups during our 243 days of operation. We recorded 193

members, accepting 42 new applications this fiscal year.

Application for a 5310 grant was processed and approved through the Connecticut Department of Transportation which will give us a new bus in fiscal year 2010-2011 to replace an existing high mileage vehicle. Transportation is provided daily to Adult Day Care programs in Enfield as well as to the Allied Rehabilitation Center, the Walgreen warehouse and Enfield Dialysis. The Mini Bus also provides service for Suffield Senior Center programs, medical and dental appointments, grocery shopping and hair appointments. Frequent stops at area banks, pharmacies, cleaners and the post office are part of a regular day.

The Suffield Senior Center began the new fiscal year with high hopes and anticipation of the opening of our new Senior Center. The plan for the new building was set in motion as demolition began of the former Calvary Church building early in the fall. Throughout the winter, work crews could be seen going in and out while curious on-lookers attempted to sneak a peak at the progression. The Capital Campaign was in full swing as a town-wide appeal letter was sent to residents to help us raise money for our new building. As a result of the town-wide appeal, over 100 residents contributed to our cause.

In the spring, we were busy pre-registering seniors for our new scan-card technology, MySeniorCenter, which would enable us to better track Senior Center usage. New programs were being planned for the larger space and final touches were being put on the new building in anticipation of a July 1st opening.



The beautiful vaulted ceiling shown here and on the front cover was uncovered during the renovations. It now serves as the showpiece of the dining room of the new Senior Center.

By the end of the fiscal year we raised \$288,673.33 through our capital campaign leaving only \$97,326.67 to come from the Town's Undesignated Fund Balance, not the original \$386,000 approved at a Town meeting. Additional money was also raised outside of the scope of the original project for commercial-grade kitchen equipment, kitchen renovations, and dining room furniture.

Whether you donated financially or with the gift of your time, we thank the citizens of Suffield for supporting the new Suffield Senior Center and a truly worthwhile project that will continue to promote the independence, health, and well being of our senior community.

Social Services Chairman Ernie Petkovich commends Senior Center Director Pascoe, Minibus Coordinator Winiarski, Youth Services Director Black and EAA Executive Director Frechette for their dedication and efforts on behalf of the Town of Suffield during a time where funding has been tight and yet there has been a significant increase in the call for the services provided by their agencies, especially in the areas supporting the needs of an aging population.

FINANCE

TAX COLLECTOR

*submitted by
Jill Schechtman, Tax Collector*

My name is Jill Schechtman. I have been your new Tax Collector since August 28th 2009 when I was sworn in. I fill a position that was occupied by Christine Lucia for many years with great success.

I have a background in Mathematics and Collections. I am a lifelong resident of Suffield and am delighted to have been able to fill the Tax Collector's position for the majority of this past year.

My collection rate this year is 99.9%. I would like you to know that I do not take full responsibility for this collection rate. This rate reflects the hard work and dedication of my office and many others.

I am privileged to work with Kathleen Dunai-Thibedeau who has been with Town of Suffield as Assistant Tax Collector for almost two years. Kathleen is currently working on her Certification Program. Kathleen has been instrumental with updating our Escrow accounts and Transfers just to name a few items.

Robin Lutwinas has been the foundation of the office. Robin has worked for the Town of Suffield as Assistant Tax Collector for twelve years. Robin has worked very hard at doing her diversified job and educating me at the same time. (I have been trained by a master!) I will be eternally grateful to my staff for all their patience and hard work in educating and working with me.

I have been blessed with the patience of Debbie Cerrato, Chris Mills and Janell Wray of the Finance Department. I think we have all worked very hard at improving a very important bond between the Finance Department and Tax Collector's Department. Balancing our two systems has become much easier as the year has progressed.

Thanks to the IT Department, the transition from Christine Lucia

to me has been wonderful. Dan Beaudoin has made sitting in my chair flawless. Phone management and email management were handled quickly and effectively. Debbie Howe has helped tremendously in many respects. Learning to download my many files seamlessly into QDS (Tax Collector's Software) is just one major accomplishment.

I have learned much about the year in the life of a Tax Collector.

Being Tax Collector is so much more involved than simply taking a July and January payment. We are taking payments year round. I have met many residents in the Tax Office under many circumstances. It has been a pleasure to serve all the Taxpayers: those individuals able to pay and those who have struggled throughout this difficult year attempting to pay.

I look forward to making improvements in the office in the upcoming year. I would like to see our town having the ability to pay online in the future.

My hopes are many for the upcoming year. I think we have all done a very good job this past year. I thank everyone for their extreme support and patience. I look forward to serving next year.

The new roof structure takes shape on the south wing revealing the new profile of the Senior Center.





New walls are being finished to surround the new Senior Center's spacious dining room.

ASSESSOR

submitted by Deborah J. Cerrato, Director of Finance

The Assessor's Office is responsible for the preparation of the Town's annual Grand List, a complete listing of all properties in town, ownership, and assessed value as of October 1st each year. The Board of Finance uses this information to help determine the mill rate and in preparing tax bills. The three categories which make up the Grand List are real estate, personal property, and motor vehicles.

This office is also responsible for the administration of the State's tax exemption programs for the elderly, blind, disabled. In addition to these annual requirements there is a re-valuation process that is done every five years. This usually involves the hiring of a firm that will do with the assistance of the department per-

sonnel. The office is staffed by 2 Full Time employees, the Assessor and Assistant Assessor.

During the fiscal year ended June 30, 2010 the Assessor, Frances Keenan, retired as of July 31, 2009 and the Assistant Assessor, John Killeen, retired as of January 31, 2010. We wish both Fran and John the best in their retirement. The Town contracted out these positions for the remainder of the year. As we look to the next year we are determining the best way to staff this department for the Town.

BOARD OF FINANCE

submitted by Deborah J. Cerrato, Director of Finance

The Finance Department is responsible for the day-to-day financial needs of the town. These functions include the processing of payroll and accounts payable, purchase orders and revenue into the financial management system. We are responsible to enforce the Bid and Purchase Policy adopted by the Board of Selectmen.

This was our first full year with utilizing the financial management system for both the payroll and accounts payable. We will be exploring the additional capabilities of this system.

The Board of Finance is responsible for the budget. This process begins for the board in late February and lasts until the budget is passed at the Town Meeting held the second Wednesday in May. The Board of Finance meets weekly to review the budget presented to them by the Board of Selectmen. The public is

welcome to attend these meetings.

At the end of March the Board of Education submits their budget for review.

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 Board of Finance must find the balance between an equitable budget to be able to operate the town and school system and also recognize the ability of the residents to support the budget.

The Town's budget is dependent on the State of Connecticut. We receive approximately 25% of our revenue from them. The majority is from property taxes.

Capital Projects

The major projects for FY 2009-10 were

Pavement Management Plan	\$300,000
Town Center Project	\$200,000
Spaulding School Roof Repair	\$120,000
Suffield Street Bridge Project	\$300,000
Radio System Upgrade for the Police and Fire Departments	\$270,000
Middle School Boiler Project	\$205,602

Total Capital Projects budgeted for year were \$1,661,648 with grants of \$294,926 for a net cost of \$1,366,722.

The amount approved for FY 2010-11 was \$3,700,161 with grants of \$1,424,837 for a net cost of \$2,275,324.

These FY 2010-11 projects include:
 Suffield Street Bridge Project \$1,200,000
 Phase II of the Radio System Upgrade for Police and Fire \$635,000
 Pavement Management \$750,000
 Farmland Preservation \$200,000
 Kent Memorial Library Roof \$250,000
 School Roofs and miscellaneous maintenance projects \$192,000

I would like to thank everyone that has assisted me during the year especially Christine Mills and Janell Wray.

Auditor's Recommendations

edited from the report submitted by BlumShapiro Accounting, Tax and Business Consulting

The entire report is available in the office of the Director of Finance.

After performing the audit of the financial statements of the Town of Suffield, constructive suggestions were given to the Town of Suffield by

BlumShapiro as part of the ongoing process of modifying and improving accounting controls and administrative practices.

Recommendation General Accounting:

For the Town to conduct a fraud risk assessment to identify, analyze and manage risk, assess integrity of existing controls and focus on measures aimed at preventing or detecting fraud within the Town.

Recommendations in Technology Security:

The Town needs to establish standard policies and procedures to provide personnel guidelines for the security and protection of the Town's network systems and information.

The Town should develop and implement e-discovery standards to ensure integrity of all data collected and preserved from networks, hard drives, backup tapes, CDs and work stations. This solution should archive all incoming/outgoing emails when sent/received. The Town should work with legal counsel to confirm the appropriate steps and actions needed to prepare a compliant e-discovery plan.

A documented Disaster Recovery Plan should be developed to provide a "road map" of key activities and responsibilities for staff in the event of an emergency. The plan should be tested regularly to confirm that procedures are applicable to current technology and a copy of the plan should be maintained off-site.

Recommendations for Purchasing at WPCA:

Purchase orders should be prepared to verify availability of funds and approval of the purchase prior to ordering goods and services.

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

Recommendations for Future Accounting Standards:

The Town should develop a systematic plan to ensure the proper fund classification in accordance with new fund definitions required by *Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions*, effective June 30, 2011.

OUTSTANDING DEBT

For Fiscal Year Ended June 30,	2006	2007	2008	2009	2010
Notes	0	0	0	0	0
Bonds	24,252,544	22,191,773	20,128,691	18,063,252	15,995,408
	\$ 24,252,544	\$ 22,191,773	\$ 20,128,691	\$ 18,063,252	\$ 15,995,408
Total Expenditures	\$ 39,742,063	\$ 42,506,695	\$ 45,138,675	\$ 47,771,665	\$ 46,249,963
Debt Service	\$ 3,226,909	\$ 3,142,126	\$ 3,074,000	\$ 3,005,874	\$ 2,934,099
Percentage	8.12%	7.39%	6.81%	6.29%	6.34%

Revenues

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
Property Taxes			
Current list	31,115,946	31,283,532	167,586
Supplemental MV tax	275,000	191,758	(83,242)
Interest & Fees	75,000	181,299	106,299
Prior years	<u>150,000</u>	<u>277,620</u>	<u>127,620</u>
Total Property tax	31,615,946	31,934,209	318,263
Licenses, Permits & Fines			
Building Dept.	250,000	249,559	(441)
Zoning & Planning	15,000	14,672	(328)
Zoning Board of Appeals	3,360	2,730	(630)
Police Permits	3,000	5,570	2,570
Conservation	6,000	5,482	(518)
Historic District Fees	<u>800</u>	<u>450</u>	<u>(350)</u>
Total	278,160	278,463	303
Revenue from Use of Money & Property	200,000	161,945	(38,055)
State Grants			
PILOT, State Property	2,504,586	2,508,825	4,239
Mashantucket Pequot	2,183,180	1,592,897	(590,283)
PILOT, Vessels	5,656	2,898	(2,758)
PILOT, Mfg. Equipment	235,000	180,846	(54,154)
PILOT, Disabled Tax Relief	1,000	880	(120)
Veterans Exemption	9,000	7,038	(1,962)
Elderly Tax Relief	79,000	80,105	1,105
Property Tax Relief	8,000	4,000	(4,000)
LOCIP Reimbursement	184,259	0	(184,259)
Youth Services	14,000	14,000	0
Miscellaneous	142,667	70,779	(71,888)
Town Aid Road	<u>105,662</u>	<u>144,074</u>	<u>38,412</u>
Total	5,472,010	4,606,342	(865,668)

REVENUES 5-YEAR SUMMARY	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budget 2010-11
Property Taxes	25,909,809	27,703,347	29,655,308	30,952,540	31,934,209	32,033,347
Licenses, Permits & Fines	349,590	360,980	362,185	220,419	278,463	290,520
Revenues from Use of Money & Property	488,138	718,743	620,581	273,470	161,945	160,000
State Grants	4,691,685	5,903,187	5,762,607	6,204,741	4,606,342	7,422,179
Revenues from Other Agencies	286,973	278,968	279,642	276,740	258,484	45,000
Federal Grants	41,067	185,639	10,000	1,344	0	0
Education Related Revenue	5,736,571	5,735,240	7,218,683	7,680,034	6,732,585	7,409,433
Charges for Current Services	409,591	358,972	321,863	253,306	296,356	269,600
Landfill	774,846	759,893	780,286	951,755	931,152	950,792
Recreation	123,770	124,359	124,298	129,434	140,625	126,135
Miscellaneous	234,858	192,229	491,820	1,024,802	397,245	209,000
Transfers in	809,300	527,350	576,644	358,577	683,825	352,025
Short Term Borrowing						
Fund Balance						<u>2,500,000</u>
Total Revenues	\$ 39,856,198	\$ 42,848,907	\$ 46,203,917	\$ 48,327,162	\$ 46,421,231	\$ 51,768,031

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
Revenues from Other Agencies			
Telecommunications grant	45,000	38,519	(6,481)
Hood Share Sec Trtmt Plt	<u>215,000</u>	<u>219,965</u>	<u>4,965</u>
Total	260,000	258,484	(1,516)
Education Related Revenues			
Tuition, Vo-ag	743,256	771,075	27,819
Tuition, Other	32,400	316,613	284,213
Education Cost Sharing	6,082,494	5,290,367	(792,127)
Vo-Ag Grant	204,605	218,432	13,827
Other Educational Grants	7,420	7,777	357
Pupil Transportation	186,467	128,321	(58,146)
Misc. School Income	<u>0</u>	<u>0</u>	<u>0</u>
Total	7,256,642	6,732,585	(524,057)
Charges for Current Services			
Assessor's Map Sales	1,000	923	(77)
Bulky Waste	1,500	1,569	69
Real Estate Conveyance Tax	200,000	163,384	(36,616)
Social Service, Mini-Bus	4,000	5,081	1,081
Police Alarm Fees	1,500	2,550	1,050
Town Clerk Historic Document Fees	3,500	2,690	(810)
Town Clerk Recording Fees	<u>114,000</u>	<u>120,159</u>	<u>6,159</u>
Total	325,500	296,356	(29,144)
Landfill			
Landfill Operation	60,000	47,469	(12,531)
Landfill Residential Permits	882,916	856,990	(25,926)
Sale of Scrap Metal	20,000	14,793	(5,207)
Permits	<u>15,000</u>	<u>11,900</u>	<u>(3,100)</u>
Total Landfill	977,916	931,152	(46,764)
Recreation			
Recreation Summer Programs	44,840	38,566	(6,274)
Recreation Activity	<u>82,030</u>	<u>102,059</u>	<u>20,029</u>
Total Recreation	126,870	140,625	13,755
Miscellaneous			
Miscellaneous Town Income	55,000	63,173	8,173
Cell Tower	55,000	117,694	62,694
Capital Project Expenditures	-	152,306	152,306
Resource Officer	52,000	52,000	0
Rental of Town Property	<u>65,000</u>	<u>64,072</u>	<u>(928)</u>
Total Miscellaneous	227,000	449,245	222,245
Transfers In			
Insurance Fund	300,000	300,000	0
Sewer Assessment Payments	<u>168,767</u>	<u>331,825</u>	<u>163,058</u>
Total Transfers	468,767	631,825	163,058
Total All Revenues	47,208,811	46,421,231	(787,580)

Expenditures

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
Administrative			
Selectmen	229,597	203,219	26,378
Human Resources	86,292	82,064	4,228
Probate Court	5,045	4,423	622
Election	44,240	33,344	10,896
Board of Finance	11,325	9,609	1,716
Assessor	139,693	83,058	56,635
Board of Assessment Appeals	1,854	432	1,422
Tax Collector	158,199	150,899	7,300
Tax Rebates	62,038	48,400	13,638
Finance	262,646	258,703	3,943
Information Technology	317,009	316,372	637
Town Counsel	90,956	90,956	0
Town Clerk	183,303	179,290	4,013
Town Hall	166,142	151,837	14,305
Insurance & Benefits	<u>2,253,498</u>	<u>2,212,071</u>	<u>41,427</u>
Total Administrative	4,011,837	3,824,677	187,160
Planning & Development			
Zoning & Planning	168,779	166,664	2,115
Zoning Board of Appeals	5,940	4,595	1,345
Economic Development	142,769	141,351	1,418
Historic District Commission	1,685	638	1,047
Conservation Commission	<u>56,633</u>	<u>52,498</u>	<u>4,135</u>
Total Planning & Development	375,806	365,746	10,060
Public Safety			
Fire	856,273	809,367	46,906
Police	2,203,380	2,080,204	123,176
Civil Preparedness	17,943	16,288	1,655
Building Department	204,724	195,320	9,404
Town Engineer	112,956	112,189	767
Dog Account	<u>85,899</u>	<u>85,899</u>	<u>0</u>
Total Public Safety	3,481,175	3,299,267	181,908
Public Works			
Public Works	483,005	483,005	0
Highways	1,090,541	1,089,061	1,480
State Aid Road	105,662	105,662	0
Public Utilities	487,659	487,659	0
Landfill	<u>1,054,411</u>	<u>922,415</u>	<u>131,996</u>
Total Public Works	3,221,278	3,087,802	133,476
Health & Social Services			
Health & Social Services	119,638	119,638	0
Social Services Commission	1,967	1,112	855
Senior Center	127,482	126,968	514
Minibus	189,206	170,420	18,786
EMS / SVAA	214,851	202,665	12,186
Social Worker	<u>60,404</u>	<u>60,404</u>	<u>0</u>
Total Health & Social Services	713,548	681,207	32,341

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
Library, Recreation & Parks			
Library	435,480	435,480	0
Recreation	247,665	240,069	7,596
Recreation Activity	116,321	97,547	18,774
Youth Services	113,637	100,152	13,485
Tree Warden	<u>25,000</u>	<u>23,804</u>	<u>1,196</u>
Total Library, Recreation & Parks	938,103	897,052	41,051
Other			
Capital Expenditures	1,661,648	1,661,648	0
Cemeteries	30,000	30,000	0
Contingencies	123,713	0	123,713
Transfer to School Cafeteria	52,857	52,857	0
Transfer to OPEB (other post employment benefits)	<u>250,000</u>	<u>250,000</u>	<u>0</u>
Total Other	2,118,218	1,994,505	123,713
Subtotal of all Expenses	14,859,965	14,150,256	709,709
Debt Service	2,934,099	2,934,099	0
Board of Education	29,914,747	29,165,608	749,139
Total General Fund Expenditures	47,708,811	46,249,963	1,458,848

	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budget 2010-11
EXPENDITURES 5-YEAR SUMMARY						
Administrative	3,117,870	3,286,353	3,827,879	3,729,068	3,824,677	4,217,240
Planning & Development	339,173	321,266	384,502	352,712	365,746	381,421
Public Safety	2,637,887	2,815,791	3,134,276	3,312,697	3,299,267	3,511,628
Public Works	2,651,985	2,884,945	2,874,049	3,322,168	3,087,802	3,262,563
Health & Social Services	557,037	607,825	620,358	663,201	681,207	719,046
Library, Recreation & Parks	737,497	798,243	805,286	875,526	873,248	926,902
Other	2,785,500	3,124,297	2,829,495	3,189,860	1,965,452	5,980,838
Debt Service	3,226,909	3,142,126	3,074,000	3,005,874	2,934,099	2,363,256
Board of Education	23,688,205	25,525,849	27,588,830	29,320,559	29,218,465	30,405,137
Total Expenditures	\$ 39,742,063	\$ 42,506,695	\$ 45,138,675	\$ 47,771,665	\$ 46,249,963	\$ 51,768,031
Excess of revenues over (under) expenditures	114,135	342,212	1,065,242	555,497	171,268	
Adjustments for Budget to GAAP Reporting	(1,221,859)	(12,804)	(3,426)	386,415	1,744	
Total Fund Balance (GAAP)	7,975,727	8,305,135	9,366,951	10,308,863	10,481,875	
Designated Fund Balance (GAAP)	1,059,418	896,754	1,237,516	923,931	2,925,675	
Undesignated Fund Balance (GAAP)	6,916,309	7,408,381	8,129,435	9,384,932	7,556,200	
Undesignated Fund Balance as % of Total Expenditures (GAAP)	17.4%	17.4%	18.0%	19.6%	16.3%	
GAAP - Generally Accepted Accounting Principles						

TOWN OFFICIALS

ADMINISTRATION

SELECTMEN

Tom Frenaye, First Selectmen
Brian Fitzgerald
Eileen Moncrief
Timothy J. Reynolds
Joanne Sullivan

ASSESSOR

Vacant

TOWN CLERK

Elaine C. O'Brien

TREASURER

Christine Davidson

TAX COLLECTOR

Jill F. Schechtman

TOWN COUNSEL

Edward G. McAnaney

JUDGE OF PROBATE

Charles T. Alfano, Jr.

TECHNOLOGY COMMITTEE

Samuel E. Johnston, Jr.
Michelle L. Long
Steven C. McKeen
Timothy M. O'Connor
Lisa Marie Trase
Deborah Howe, Director

REGISTRARS

Darlene Burrell
Lynn Fahey Joyal

TOWN HISTORIAN

Lester Smith

CATV ADVISORY COMMISSION

Alexander J. Fraser

ETHICS COMMISSION

Arthur G. Mandirola, Chair
George R. Dalrymple, Jr.
Kathryn T. Leis
Phyllis Ryan
Ellen S. Taylor-Stearns
Michael Devito, Alt.
Carol B. Martin, Alt.

BOARD OF ASSESSMENT APPEALS

Christopher W. Burke, Chair
George J. Roebelen, Jr.
James R. Woods

ALTERNATE ENERGY COMMITTEE

John Donahue, Chair
Mel Chafetz
David Liesman
Joseph Sangiovanni
Paul Savino
Terry Stearns
Richard Binns, honorary member

PLANNING & DEVELOPMENT

CONSERVATION COMMISSION

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Glenn A. Neilson, Vice Chair
Brian Casinghino
Thomas J. Heffernan
Norman J. Noble
Robert R. Roberts
Raymond R. Wilcox
Keith E. Golembiewski, Alt.
Andrew Krar, Alt.
Thomas and Mary Francis Drakely,
Park Co-Superintendents

TOWN FOREST COMMISSION

Abigail F. Wolcott, Chair
Arthur M. Sikes

ZONING ENFORCEMENT OFFICER

James R. Taylor

CONNECTICUT RIVER ASSEMBLY

Stephen Sorrow

ECONOMIC DEVELOPMENT COMMISSION

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Caroline d'Otreppe
Gloria Smith
Susan M. Thorner
Roger F. Tracy
Brian R. Banak, Alt.
Edward G. McAnaney, Alt.
Patrick J. McMahon, Director

ZONING & PLANNING COMMISSION

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Eleanor Butler Binns
Chester A. Kuras
John J. Murphy
Francis J. Ravenola
Charles P. Sheehan
Robert G. Vincent
Gina M. Pastula, Alt.
Mark D. Winne, Alt.

TOWN CENTER VILLAGE DISTRICT DESIGN REVIEW BOARD

George Fields, Chair
Matthew P. Falkowski
Bobbie Kling
John Morgan
Robbin Banks, Alt.
William Hansen, Alt.

WEST SUFFIELD VILLAGE DISTRICT DESIGN REVIEW BOARD

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Robert J. Borg
Chester Demko
Bobbie Kling
John Morgan
Raymond Wilcox

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Janet M. Banks
Roger L. Ives, Jr.
Arnold S. Magid
Chester A. Kuras
William S. Moncrief
Joseph J. Quinn, Jr.
Raymond R. Wilcox
Mark D. Winne

PERMANENT BUILDING COMMITTEE

Joseph Sangiovanni, Chair
Catherine Ellithorpe
Kevin Goff
William J. Gozzo, Sr.
Glenn Neilson
Eugene Torone

ZONING BOARD OF APPEALS

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Susan R. Hastings
Mark David O'Hara
Jay M. Presser
Christine Rago
William F. Somerville
Mark Blackaby, Alt.
Marie-Renee Pacewicz, Alt.

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Milton M. Edmonds, Jr.
Danna Gauntner
Margery C. Warren
Brendan Begley, Alt.
Thomas R. Deupree, Alt.

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Chester A. Kuras
William S. Moncrief
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Raymond R. Wilcox
Mark D. Winne

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Warren C. Packard
Agnes M. Schulte
Horace T. Sikes
Elizabeth A. Stanley
Edward (Ron) Vidal, Tree Warden

**CONNECTICUT RIVER VALLEY
TOURIST BOARD**

William E. Wood

EDUCATION

BOARD OF EDUCATION

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Mary Louise Sanborn
Michael J. Smith
Mary Ellen Tunsky
Mary Greenlaw,
Acting Superintendent

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Gerald R. Bland
Richard Gemme
Richard P. Leach
Robert F. Quagliaroli
Thomas L. Bellmore, Fire Chief

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Peter Hill
Matthew Joyal
Gary Paganelli
Linda Carol Stevenson
John H. Zavisza, Jr.
Michael Manzi, Police Chief

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AMBULANCE ASSOCIATION**

Art Groux, Chief

BUILDING INSPECTOR

Edward F. Flanders

TOWN ENGINEER

Gerald J. Turbet

ANIMAL CONTROL OFFICER

Angelo DiMauro

CONSTABLES

Richard Miner
Jack Quinn
Thomas Sheldon

ALARM REVIEW BOARD

Thomas L. Bellmore, Fire Chief
Michael Manzi, Police Chief

BUILDING CODE

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William J. Gozzo, Jr.
Joseph J. Sangiovanni
Eugene Torone, Jr.
Neilson A. LaMonica, Alt.

EMERGENCY MANAGEMENT

John H. Woods, II., Director
Thomas L. Bellmore, Fire Chief
Michael Manzi, Police Chief
Tom Frenaye, First Selectman

PUBLIC WORKS

WATER POLLUTION

CONTROL AUTHORITY

Bruce G. Remington, Chair
Brendan M. Begley
John S. Gifford, III
Donald G. Leis, Jr.
Ann Huntington Mickelson
Wallace Goodwin Rodger
Ian J. Urch
Bernie Gooch, Supt.
Julie Nigro,
Business Manager

**PUBLIC WORKS
COMMISSION**

Louis Guy Boccasile, Chair
Elaine M. Defocie
George B. Rodgers
Anthony J. Roncaioli
Ronald J. Rookey
Steven H. Stoll
John Muska, Director
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