

# Town of Suffield Annual Report\*

SUFFIELD, CONNECTICUT

PHELPS-  
HATHEWAY  
HOUSE &  
GARDEN

*Colonial Architecture*

*Very Beautiful*

55 South Main Street

July 1, 2012 to June 30, 2013

\*Summary Version

First Selectman  
Edward G. McAnaney  
(860) 668-3838

Suffield Town Hall  
83 Mountain Road  
Suffield, CT 06078  
[www.suffieldtownhall.com](http://www.suffieldtownhall.com)

Suffield Public Schools  
350 Mountain Road  
Suffield, CT 06078  
[www.suffield.org](http://www.suffield.org)

Superintendent of Schools  
Karen Baldwin  
(860) 668-3800

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## Administration

As with previous years, FY 2012-13 spending was largely constrained by the poor economy.

The tax rate remained the same as the previous year and, because of several actions taken by the Selectmen during this year, a significant budgetary savings was realized.

Additionally, for the first time, the Town was paid for the recyclables that are put out on the curb or dropped off at the landfill. Also, the Town accepted 30,000 tons of clean dirt from the New Britain-Hartford busway project at our landfill. We were paid \$210,000 to take the dirt.

At the same time, capital projects continued on town roads. Substantial projects at the library and town hall will commence during the next fiscal year. Those projects include improved electrical and mechanical systems in the library and heating and ventilation replacement in both buildings. Both projects are multi-year ones and will make the buildings much more efficient. Significant road and drainage work was completed with more to be completed in FY 2013-14.

The Town issued its bonds in the amount of \$9,000,000 in December of 2012 for a term of 15 years. Our timing was superb as the interest rate on the bonds on that day was the lowest it had been prior to that date and also since that date. The bond funds were used for the two fire trucks, the Boston Neck Bridge and many miles of town roads.

In February, storm Nemo dumped two feet of snow on Suffield. Although the effect was not the same as Albert in October of 2011, the Town still qualified for some federal disaster relief, which we subsequently received.

We are near completion of the repair work and are expecting to reopen the Boston Neck Bridge to pedestrian and vehicular traffic early in the next fiscal year. The second fire truck for which we had bonded in December of 2012 was purchased and placed in service.

*Edward G. McAnaney*  
First Selectman

## HUMAN RESOURCES

*submitted by Joyce Feeney, Director*

The Human Resources (HR) Department serves as a point of contact for the public, employees and management seeking information and guidance on a variety of topics related to employment and benefits. Topics include recruitment; health and dental insurance; short term and long term disability; workers' compensation; family medical leave; wages; vacation; sick and personal leave; discipline; unemployment; deferred compensation; employee assistance program; classification; contract interpretation; and other employment issues.

In addition, the Department assists the First Selectman with contract negotiations, drafting or revising policies related to employment, performance evaluation, researching assigned topics and making recommendations as needed.

HR continued to partner with the Finance Department to resolve a variety of issues in order to achieve cohesive results ensuring that both departments' requirements were met. It prepared unemployment protests/appeals and participated in hearings as necessary in addition to providing assistance and advice to departments on disciplinary issues. The Department attended board and commission meetings as requested in order to provide updates, guidance and/or information.

Specific projects undertaken during this year included:

- Conducting internal recruitments for Highwayman, Civilian Dispatch, Assistant Tax Collector and Assistant Town Clerk positions. Three positions were filled with internal candidates.
- Conducting open competitive recruitments for a Minibus Driver, Public Works Clerk and Assistant Tax Collector.
- Conducting a Benefits Fair where employees were provided the opportunity to speak with representatives on site to get information about services available.

## TOWN CLERK

*submitted by Elaine O'Brien, Clerk*

The Town Clerk's office during the past year underwent changes in the office staff with the retirements of Fern Alderman and Nancy Drenzek from the Town of Suffield after 14 and 12 years of service respectfully. The Town wishes them the best in their retirements and thanks them for their dedication to the Town of Suffield.

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

All records are open to the public with exception of birth and veteran's records which are confidential. The following are available in the Town Clerk's 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 that must be shown at the time of new registration or renewal if necessary regarding expiration status.
- 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. The cost is \$30.

- Voter registration forms are available in the clerk's office.
- During an election absentee ballots are also applied for at the clerk's office.

## REGISTRAR OF VOTERS

*submitted by*

*Darlene Burrell and Lynn Joyal, Registrars*

As of June 30, 2013 there were 8,418 registered voters in Suffield. Voter record activity included 2,081 voter record changes, additions and removals during FY 2012-13 – an average of 122 per month. Voter information packets were sent to 131 new Suffield residents. The mandated annual Canvass of Voters was done using the National Change of Address System.

A mock election was held at Suffield High School on November 2nd. Out of 811 students 341 voted or 42% participation.

### Suffield High School Mock Election Results

#### Presidential Electors

- 140 Romney and Ryan
- ✓ 172 Obama and Biden
- 8 Anderson and Rodriguez
- 5 Johnson and Gray

#### United States Senator

- ✓ 171 Linda McMahon
- 126 Christopher Murphy
- 21 Paul Passarelli

#### Representative in Congress

- 75 Paul Formica
- ✓ 173 Joe Courtney
- 17 Colin Bennet
- 17 Daniel Reale

## TOWN CLERK STATISTICS

	FY 2010-11	2011-12	2012-13
Documents Recorded	3477	3533	3327
Land Transfers	168	161	220
Local Conveyance Tax	\$ 127,694	\$113,699	\$181,366
Dog Licenses	1350	1260	1359
Marriages	85	59	48
Births	61	66	65
Deaths	142	135	158

#### State Senator

- 138 John Kissel
- ✓ 150 Karen Jarmoc

#### State Representative

- 138 Tami Zawistowski
- ✓ 148 Elaine O'Brien

A voter registration session was held at the Suffield Academy on October 5th and at the Suffield High School on October 12th. All eligible students were given the opportunity to register to vote on those days, and pre-registration was made available to 17-year-olds who would turn 18 before the November election.

The Office of the Registrars of Voters is a position, governed by the CT General Statutes and financially supported by the municipality in which the Registrars serve. Registrars work closely with the Office of the Secretary of the State to develop methods and procedures to ensure the voting rights of citizens and administer all elections (i.e. National, State, Municipal, Primaries, and Referenda) based on current election laws.



***Fern Alderman and Nancy Drenzek retired from the Town Clerks's Office after serving 14 and 12 years respectfully.***





***A proposal to sell the Bridge Street School property for an apartment complex was voted down at a Town Meeting. A public forum and open house was organized to receive public input regarding plans for the future use of the building and property.***

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

Registrars attend meetings called by the Secretary of the State in order to keep current on impending and new legislation that impacts the Office. Registrars are members of the Registrars of Voters Association of Connecticut. Office hours vary depending on the workload and sessions mandated by statute.

DATE	VOTERS	ELIGIBLE VOTERS	TURNOUT PERCENTAGE
Nov. 8, 2011	3,010	8,274	36%
Nov. 3, 2009	3,010	8,347	36%
Nov. 6, 2007	2,927	7,816	37%
Nov. 8, 2005	3,350	7,829	43%
Nov. 4, 2003	3,171	7,505	42%
Nov. 6, 2001	3,250	8,044	40%
Nov. 2, 1999	2,677	7,252	37%

Posted office hours are Tuesdays from 10am to 2pm and by appointment.

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

The August 14th, 2012 double primary results are as follows:

#### **DEMOCRATIC PRIMARY**

United States Senator  
 ✓ 230 Christopher S. Murphy  
 117 Susan Bysiewicz

#### **REPUBLICAN PRIMARY**

United States Senator  
 ✓ 506 Linda E. McMahon  
 114 Christopher Shays

Representative in Congress  
 ✓ 348 Paul M. Formica  
 216 Daria Novak

#### **PRESIDENTIAL ELECTION**

November 6, 2012

Out of 8,630 Registered Eligible Voters 7,507 voted. Elections had an 87% voter turnout.

President & Vice President  
 ✓ Romney & Ryan 3,863 R  
 Obama & Biden 3,332 D  
 Anderson & Rodriguez 20 I  
 Johnson & Gray 56 L  
 Stein & Honkala 3 WI  
 U.S.Senator  
 ✓ Linda McMahon 3,885 R  
 Christopher Murphy 3,089 D  
 Paul Passarelli 106 G

Representative in Congress  
 Paul Formica 2,591 R  
 ✓ Joe Courtney 4,161 D  
 Colin Bennett 87 G  
 Daniel Reale 68 L  
 State Senator  
 ✓ John Kissel 3,682 R  
 Karen Jarmoc 3,274 D  
 State Representative  
 Tami Zawistowski 3,293 R  
 ✓ Elaine O'Brien 3,647 D

## **INFORMATION TECHNOLOGIES**

*submitted by  
 Daniel Beaudoin, Director*

Information Technology Department is expected to be the "thought leader" on technology. Therefore, the IT Department has been aggressively preparing for the future by working on distinct and significant development projects that position the IT to respond to anticipated future development needs.

Its strategy has been to offset budgetary increases for the Town. To minimize the impact of budget cuts the Department focused on driving down operating and maintenance costs, preparing for a virtualized computing environment, improving operational processes, automating management of systems, and eliminating applications that don't produce value in light of reduced personnel.

The Information Technology Department analyzes new technologies to reduce cost and still meet the demands of a well-maintained, always operational, secure and efficient networks and systems.

# Planning and Development

## ECONOMIC DEVELOPMENT

*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.

The EDC marketed the availability of a new State program called the Small Business Express Program. The EDC also facilitated the Town's adoption of the C-PACE program that provides low-interest financing for energy efficiency improvements for commercial and industrial buildings.

Merchandising Partners acquired 21 Kenny Roberts Memorial Drive and established its business next to Zanger Polish Pottery. Metal Finish and Supply moved forward with a 10,000 s.f. addition at 19 Kenny Roberts Memorial Drive.

The EDC is working to make the land by Bradley International Airport development ready. As such, the EDC worked with State Representative Elaine O'Brien on a request for State funds for the extension of water and sewer utilities in the light industrial zone. The Town was awarded a \$980,000 state grant for this purpose and a request for proposals was distributed to engineering firms for the design of the new infrastructure.

The Town continues to participate in the Bradley Development League (BDL), an economic development partnership with the towns of Windsor, Windsor Locks, and East Granby. The Town worked with the new Connecticut Airport Authority in the development of procedures for the Bradley Airport Development Zone and assisted businesses in securing incentives under the zone. The BDL continued to update its website highlighted by information on the new Development Zone.

The EDC administered a \$150,000 Small Town Economic Assistance Program (STEAP) grant for the landfill expansion project. The Town was awarded a \$250,000 STEAP grant for reconstruction of Canal Road. Tecton Architects was selected for designs of ADA improvements to the Kent Memorial Library and a \$700,000 Small Cities application was prepared for that project.

The EDC continued to focus attention on the Town Center. A Market Analysis and Fiscal Impact Study of the redevelopment of Ffyer Place into a mixed-use office, retail and residential development was completed. A public forum was held in November attended by approximately fifty residents to learn more about the development opportunities. The EDC investigated options for the relocation of the town's highway facility. Sage Engineering was retained to conduct a feasibility study of building a new highway facility on Town-owned land in the light industrial zone.

The EDC worked to find a private sector use of the Bridge Street School. A request for proposals was distributed that resulted in two residential development proposals. A Town Meeting was held regarding the sale of Bridge Street School for an apartment complex but the sale was not approved. The EDC also worked with students from the University of Hartford's engineering program to look at site plan issues related to Bridge Street School. The EDC also assisted the Town Planner with a public forum and a series of open houses that was held to seek community input regarding the future of Bridge Street School.

The Commission also published a monthly e-newsletter called *Suffield Town Center News*.

The EDC continued to sponsor the Suffield Farmer's Market which began its thirteenth year of operation. The EDC also continued to publish an e-newsletter called *Suffield Ag News*.

Lincoln Educational Institute vacated 1760 Mapleton Avenue which is a 130,000 s.f. former seminary building. The EDC has worked with the owners on new potential uses.

The EDC assisted Friends of the Farm at Hilltop on marketing events at the farm. The EDC also worked closely with the Chamber of Commerce on upgrading its website and other initiatives. In West Suffield, the EDC continued to work with Citizens Restoring Congamond (CRC) on promoting the renovation of the historic Babbs skating rink.

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. It 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.

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

## ZONING AND PLANNING COMMISSION

*submitted by*

*Frank E. Bauchiero, Jr., Chair*

The Zoning and Planning Commission (ZPC) has the powers and duties prescribed to it by both the Connecticut General Statutes (Chapters 124 & 126) and other applicable Special Acts of the General Assembly. Some of these duties include adoption of a long range plan; review and decisions on municipal improvement projects such as roads and bridges; and decisions on subdivision or resubdivision plans, site plans, special permits, and zone change applications.

The ZPC approved twenty-two new building lots created through the subdivision process. One of the lots created was for a commercial building in the Town Center Village District with the balance of the lots approved being for single family residential purposes. A site plan was approved for Suffield Academy for a new perimeter road on the north side of campus on Main Street. The purpose of the new road is to take traffic that would travel down Stiles Lane and move it away from the center of campus making for a more pedestrian friendly area for students and staff.

The ZPC adopted amendments to the Flexible Residential Development (FRD) section of the Zoning Regulations to address certain outdated requirements. The FRD regulations are the Town's Open Space Subdivision regulations that were enacted in 2004. Among other things, the FRD

regulations require 50 percent of a parcel of land to be subdivided as open space while allowing more flexibility in terms of lot size and building setbacks. The amendments make for a more workable set of regulations that still realize the stated goals of the FRD. Altogether, the ZPC reviewed 16 applications with fees totaling \$24,998.01 for the fiscal year.

Staff approved a total of 220 permits this fiscal year. These permits include but are not limited to certificates of occupancy, sign applications, liquor permits, and driveway applications. Of the 220 permits, 166 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new construction, additions, sheds, pools, fences or other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$8,300 for the year. Other fees collected by the Zoning and Planning Department included \$15,000 for fee in lieu of open space. A fee in lieu of open space allows the ZPC to accept a fee for each approved lot as opposed to a dedication of open space during the subdivision process. The money received from this fee is placed into the open space account which is used to purchase open space that is more desirable.

## Farmland Preservation

Farmland preservation efforts continue as the ZPC works on the highest rated and ranked farms on Suffield's master preservation list. The overall goal with the farmland preservation

program is to help preserve Suffield’s agricultural heritage. Purchasing development rights to farms also contributes to the goal of preserving a minimum of fifty-five percent of the town’s residentially zoned land as open space. In FY 2012-13, the Commission entered into a joint agreement with the State Department of Agriculture and property owners to preserve their farm on East Street. Town Meeting approval was given in November, and a closing is anticipated in the fall of FY 2013-14. The Town continues to have a backlog of landowners that are interested in selling the development rights to their farms.

There are 20 farms that have been permanently preserved through this farmland preservation program dating back to the early 1990’s. Suffield remains a leader in the state in this regard, thanks to the vital and persistent support from residents. Additionally, the Town continues to have strong relationships with its preservation partners: the State and Federal Departments of Agriculture.

**Zoning Statistics**

The ZPC decides the manner in which the zoning regulations are to be enforced. The Zoning Enforcement Officer (ZEO) is charged with enforcing the zoning regulations under the direction of the ZPC. The ZEO investigated 203 complaints this year.

The ZEO also works with people that want to make an application to the Zoning Board of Appeals (ZBA). The ZEO is the town staff person that

receives and reviews applications to the ZBA to ensure the applications are complete before they are reviewed at a meeting. This year, the ZEO received 4 applications for the ZBA.

**CONSERVATION COMMISSION**

*submitted by  
Keith Morris, Consultant*

Whether it was prompted by the insight John Muir brought to the American public or the leadership of Theodore Roosevelt, concern for our environment continues to have an impact on how we treat our fragile earth. The Conservation Commission has the responsibility to monitor and regulate activities that directly impact Suffield’s watercourses, inland wetlands and aquifers. After review of all available information, the Commission establishes regulations based on the Clean Water Act (Public Act 155), the U.S. Environmental Protection Agency (EPA) and the Department of Energy and Environmental Protection (DEEP) directives.

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

wetlands will invariably come under increased pressure for development.

The economy has slowed the flow of applications for land development during this past year. However, there continues to be “informal” interest shown in future development. During FY 2012-13, the following actions have been taken by the Conservation Commission.

Applications acted upon	15
Approval for home(s)	
construction	7
Farming Activities	1
Wetlands map amendments	2
Commercial	1
Other	4

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

**HISTORIC DISTRICT COMMISSION**

*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 Com-



***Charles Flynn, the Fire Chief of Whethersfield, CT was sworn in as the Suffield Fire Chief on August 26, 2012***

mission (HDC) is responsible for the oversight and enforcement of the preservation and appropriate development within these districts.

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

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

The past year was marked by projects that have presented challenges to the integrity of the Historic District and has signaled the need to bolster the HDC's role in the protection of this unique town treasure. The HDC has sought the input from the State Historic Preservation Office to review our process, map out strategies to improve our effectiveness and provide better communications between the HDC and property owners.

One outcome of this effort has been the reaffirmation of the Secretary of the Interior's Standards that has served as the foundation of our existing handbook, and going forward, will serve more directly as a refer-

ence/benchmark for more consistent decision making and greater clarity for property owners.

The highlight of the year has been the addition of three new members. Their presence has added significant new expertise and energy to the commission that will serve Suffield well in the coming years.

## **Public Safety**

### **FIRE COMMISSION**

*submitted by Philip Barrett, Chair*

The Fire Commission was established in 1945 by the State Legislature to organize and maintain a Town Fire Department. The Commission consists of 6 electors who are resident taxpayers and serve 4-year terms.

After a lengthy hiring process Charles Flynn, the Fire Chief of Whethersfield, accepted the Commission offer and was sworn in as the new Suffield Chief in an August 26, 2012 ceremony. According to Commission Chairman Philip Barrett, Chief Flynn has garnered the respect and support of the Fire Service personnel, the Townspeople and the Commission during his first year in Suffield.

A rescue/pumper and a pumper/tanker, approved through a referendum, were delivered in July 2012 and June 2013 respectively. These new vehicles enhance Suffield's firefighting capabilities.

Replacement windows, doors and an electrical panel have been ap-

proved for the main Firehouse with the work anticipated for completion in FY 2013-14. This renovation will improve energy consumption and update the electrical system.

Chief Flynn provided information to the Commission on a Dry Hydrant program. The Commission agreed that we should move forward with this initiative. It is a system that enables pumper/tanker apparatus to obtain water in areas that do not have fire hydrants. Commissioner Gemme offered the use of a pond on his property for this project. Other locations will be sought. The State will fund 50% of this project.

The Commission authorized the procurement of four Automatic External Defibrillators (AED's) and two Thermal Imaging Cameras with payment coming from the Reserve Fund. The AED's and Thermal Cameras will improve the safety of firefighters and townspeople. The Commission also authorized the expenditure of \$11,349 from the Reserve Fund for the renovation and improvements to the Fire Museum that is located behind the Main Firehouse. Department members performed much of the work.

A new Chief's vehicle was purchased in March 2013. His prior vehicle had many costly mechanical problems and severe undercarriage corrosion that had become a safety concern. The Boards of Selectman and Finance authorized the purchase from the Contingency Fund.

The Suffield Fire Department is one of only 117 fire departments in the



nation to receive the Life Safety Achievement Award for its fire prevention accomplishments in 2012. This award, presented by the National Association of State Fire Marshals and the Fire Research and Education Foundation, is offered to recognize departments for their role in saving lives.

In the aftermath of the October 2012 Super Storm Sandy, Suffield firefighters gave mutual aid to Westport, Connecticut. Personnel and one engine were dispatched to the scene to provide assistance as needed.

Chief Flynn continually monitors what is available for fire service grants. At the present time, there is nothing available relative to the Department's needs.

Total calls for FY 2012-13 were 425. In addition, 360 burn permits were issued.

Many hours of training – both on-line and practical – were conducted throughout the year. Response of personnel to calls has been improving, particularly during the more serious incidents. Volunteer recruitment and call response are areas of primary concern to the Chief and the Commission.

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

The Building Department plays a vital part in the safe development and growth of Suffield. It works with people throughout the life of a build-

ing project: from the planning stages through the permitting process and during construction – all the way to completion. In between, the Department handles all the problems that might arise and sometimes helps resolve issues even after a project is completed. Its responsibilities extend to addressing complaints and problems brought forth by other government agencies including Police, Fire, Zoning, Social Services, North Central Public Health, Schools, Public Works, Conservation and the Historic Commission.

After a homeowner or contractor makes application for a permit, it is checked to see that the appropriate approvals have been obtained and that the proposed construction plans conform to the building standards in the State code. A visual inspection during construction is the method used to verify that code compliance has been achieved. Re-inspections are done to ensure that the appropriate corrections are made before the next phase of construction can continue.

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

Many other related construction activities are regulated by the code. Additions, renovations, replacement windows, new roofs, pools, pellet stoves, gas and oil tanks are just a

few. Applications for these are reviewed in the same manner as new construction and the appropriate permit is issued when code compliance is verified. A Certificate of Completion or a Certificate of Use is issued after inspections and approval of the work.

Department staff includes two full-time inspectors and one administrative assistant. The staff is on call 24 hours a day, seven days a week to respond to fires, explosions, gas leaks, carbon monoxide leaks, vehicle-building collisions, freeze ups, electrical problems, and all unsafe conditions. The Department provides information on hundreds of properties, permits and inspections to owners, contractors, banks, surveyors, realtors, and attorneys during the year. Its goal is to protect the public and enhance the quality of life through the evenhanded enforcement of the Building Code. The enforcement of the Building Code has a major impact on the economic well being of Suffield and the safety of its citizens.

Building activity in Suffield increased about 21% in FY 2012-13. The amount spent on construction increased from about \$17 million in FY 2011-12 to almost \$21 million this

**BUILDING DEPARTMENT STATISTICS**

New Single Family Home Permits	23
Residential Renovations/Additions	280
Commercial Renovations/Additions	22
Total of All Permits Issued	1,211
Total Inspections Conducted	2,887
Total Certificates of Occupancy	28
Total Certificates of Use	30
Total Value of All Construction	\$ 20,751,223
Fees Collected	\$ 282,106



**Officer Christopher Richards became a member of the Suffield Police Department in July 2012.**

fiscal year. It appears that this trend will continue through next fiscal year.

The number of new home permits remained steady at 23, identical to FY 2011-12. There were 280 new additions and renovations started this year compared to 246 last year. Over the same period, commercial activity slowed from 29 renovations to 22 commercial building renovations permits issued.

The Building Department issued 1,211 permits of all types and conducted 2,887 inspections. In addition, it also inspected improvements to Town Building projects valued at \$307,344.

## **SUFFIELD POLICE DEPARTMENT**

*submitted by*

*Michael Manzi, Chief of Police*

*Matt Joyal, Commission Chair*

The Suffield Police Department report is offered with the primary focus on bringing awareness to the community on the ever-changing challenges of modern day policing. "Our commitment to meet mandates has always been geared toward a fundamental requisite of accountability," writes Chief Michael Manzi. "This report does not reflect my accomplishments but rather the drive and determination of all the men and women of this Department."

Because of the unpredictability of events and circumstances, police budgets are difficult to foretell. Public safety has always been the number one priority, while still being cognizant of the responsibility to be

fiscally responsive to the community it serves. In order to implement effective practices, the Department must recognize and adapt to the changing patterns of criminal activity in Suffield as well as those in surrounding communities. CompStat reports (computer generated statistics) make these patterns evident, and they are also apparent in the daily interactions with citizens, businesses and other social agencies. The Department's actual focus is dependent upon resources available and on the degree of importance to the overall goal of a safe community.

The unpredictable events experienced by law enforcement today has emerged in the area of work place violence and certainly with a particular mass school shooting incident during the past year that has torn at the heart strings of the entire state. These senseless acts of violence have introduced new emergency responses by all police agencies in the country. The Suffield Police Department – along with most all other local law enforcement agencies – has now deployed active shooter training as a first response to these type incidents. No longer can local police wait for regional S.W.A.T. teams to arrive. Action with the resources available from within its own Department must be taken immediately.

The Suffield Police Department currently has 19 full-time sworn police officers, two supernumerary officers, four full-time dispatchers, three part-time dispatchers, one administrative assistant and one civilian employee. In July 2012, Officer Christopher

Richards was welcomed into the Department as a full-time officer.

During FY 2012-13, the organizational command structure has been modified into Administrative Services and Patrol Operations. Chief Michael Manzi is responsible for the overall operation of the Department. The Administrative Services Division is commanded by Captain Craig Huntley while the Patrol Operations Division is commanded by Lieutenant Richard Brown. First line field patrol supervisors include Sergeant Shawn Nelson, Sergeant Ryan Burrell and Sergeant John Trovato. Fourteen officers in the Patrol Operations are regularly assigned to the patrol division with four officers assigned to the day shift, six officers assigned to the evening shift and four officers assigned to the midnight shift. That number includes one lieutenant and three sergeants who supervise three eight-hour shifts each day. The primary function of the patrol division is to handle daily calls for service. During this fiscal year, they responded to 16,685 calls for service.

The Department currently maintains a fleet of 15 police vehicles. Three unmarked vehicles are used by the command staff, six vehicles are used for basic patrol purposes, one vehicle is used by the K-9 Officer, one vehicle is used by the School Resource Officer, one vehicle is used by the Animal Control Officer; and three vehicles are used for off-duty road jobs. The off-duty road vehicles generate significant revenue for the Town of Suffield. In addition two military grant vehicles are housed at the police station. The

Department vehicles are maintained and managed by Fleet Manager Sgt. Ryan Burrell.

A partnership with the Suffield Public School system has continued for over eight years. School Resource Officer Terrence Antrum has enhanced his relationship with students and faculty alike by searching for innovative ways to involve both. Community Service Officer Thomas Kieselback, while maintaining his responsibility as a patrol officer, reached out to the senior citizens once again by providing leadership and initiative to the summer picnic and Christmas events. The Department's ongoing working relationship with the Volunteer Ambulance Association, Fire Department and the Parks and Recreation Department is vital to coordination of many town activities and emergencies.

In addition, there are 13 members on the Police Explorers Program that assist in many town-wide events. Officer Pete Osowiecki is in his eighth year as the Department's K-9 officer. Officer Osowiecki and K-9 Zee have received extensive training in search and rescue and narcotics detection and have been nationally accredited as a train-the-trainer. The full-time Animal Control Officer position is held by Angelo DiMauro. He is responsible for enforcing town animal ordinances. His duties include stray animals, license compliance, animal abuse/neglect and nuisance animals. He is assisted in these matters with the part-time Animal Control Officer Stacey Robins.

Suffield's patrol officers include Peter Osowiecki, John Lacic, Jeffrey

Reynolds, Terrence Antrum, Robert Dabkowski, John Chevalier, Thomas Kieselback, Justin Fuller, Justin Nelson, Richard Devin and Christopher Richards. Mark Sargent is the department's detective and; Walter Skowron and John Kowalski are the two remaining supernumerary officers.

On July 9, 2012, two solar powered crosswalk signs were installed on Bridge Street. The signs were purchased from Solar Traffic Systems at a cost of \$1,445 per sign for total of \$2,890. Upon debate as to where the funding would come from, Chief Manzi reached out to the Stephen Bixler Foundation to purchase the items.

In FY 2012-13, routine community service was punctuated by three fatal events. In July, a motorcycle accident on South Grand Street resulted in Suffield's only motor vehicle fatality. In May, Suffield officers became involved in a Braintree, Massachusetts homicide when the body of the victim was found in a wooded area off Babb's Road. Less than a week later, a house fire on Mapleton Avenue took the life of a Suffield resident.

After a nearly three-month investigation allegedly involving a home invasion/sexual assault, the Department received a signed arrest warrant for female suspect of Suffield charging her with Falsely Reporting an Incident (2nd degree), Providing a False Statement (2nd Degree) and Misuse of the Emergency 911 System. During the initial stage of the investigation certain inaccuracies and inconsistencies led investigators to

question the validity of the female's report of being sexually assaulted. On May 22, 2013, Detective Mark Sargent conducted a final interview with the female and at this time she finally confessed that her initial complaint of being sexually assaulted was contrived. Due to the sensitivity of the initial complaint, a tedious and arduous investigation was conducted. Detective Mark Sargent was the lead investigator and did an excellent job in bringing closure to this case.

Commissioner Kevin Armata replaced Chairman Don Miner upon his resignation midway through his term.

## POLICE DEPARTMENT STATISTICS

	2012-13	2011-2012	2010-2011
Calls for Service	16,685	18,320	19,478
Value Property Stolen	\$86,290	\$171,244	\$123,271
Value Property Recovered	\$2,700	\$39,897	\$10,707
Criminal Arrests:	189	142	192
<b>Motor Vehicle Violations:</b>			
Summons Issued	223	223	216
Citations	1,818	1,807	1,814
Accidents	247	243	225
Fatal Accidents	1	2	1
<b>Crime Data:</b>			
Auto Theft	3	5	3
Value Loss	\$6,100	\$44,300	\$53,000
Value Recovered	\$2,700	\$36,800	\$2,500
Sexual Assaults	2	2	0
Robbery	1	0	0
Assaults (includes domestic)	80	106	84
Burglary	31	29	40
Larceny	72	95	55
Arson	0	0	3
Narcotic Arrests	32	46	47



***Work on the Boston Neck Bridge is nearing completion. It is expected to be finished early in the next fiscal year.***

## **SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION**

*submitted by Art Groux, Chief*

It has been another eventful and exciting year for Suffield Volunteer Ambulance Association (SVAA). The SVAA responded to over 1,400 calls for service. There were over 165 occasions where two of the ambulances were out at the same time.

In an effort to grow within the community, the Association offers CPR training – open to all – at a nominal cost every month. Information can be found at [www.suffieldems.org](http://www.suffieldems.org) or by calling the SVAA office Monday thru Friday from 8 am to 4 pm at 860-668-3881. This program was expanded to include area businesses as well as citizens.

The number of volunteers continued to grow with the addition of many new faces over the past year. The volunteers come from both Connecticut and Massachusetts towns to serve the residents and visitors to Suffield. More than half of the volunteers are from a town other than Suffield.

During the FY 2012-13, volunteers provided over 25,500 hours of service on the ambulance. In addition to these service hours, there were hundreds more hours volunteered to help keep the service running through fundraising, administrative support, training and program development.

## **ENGINEERING DEPARTMENT**

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

Following the guidelines of the 2009 Pavement Management Study, several projects were completed in FY 2012-13:

- Nineteen miles of crack sealing for a total of \$313,000.
- Reconstruction of Burbank Avenue, Suffield Meadow Drive Extension, Longview Drive, Randall Drive, Fair Hill Lane, Brookside Court and Huckleberry Circle that was funded by bonding approved by the Town. Cost: \$1,046,000.
- Reconstruction of Devine Road that utilized Pavement Management Funds. Cost: \$258,000.

The reconstruction of approximately 5.5 miles of that includes portions of Hickory Street, Kent Avenue, Mapleton Avenue, Phelps Road, Spencer Street, Prospect Street, South Grand Street, Warnertown Road and Rising Corner was designed by an outside consulting firm and put out for bid. The projects are expected to be complete by the end of FY 2013-14 at a cost of \$2,200,000, also funded by Town bonding. The engineering design of another 9 miles of road reconstruction has begun with construction anticipated in 2014.

The Town Engineer has made application to CROG for a STP-Urban Project Grant for the milling and paving of Thrall Avenue. The project, scheduled to begin in 2015 or later, would receive 80% reimbursement through this grant.

The one-lane bridge over Stony Brook on Boston Neck Road, a pedestrian bridge and associated drainage projects were reaching completion at year end.

The cost of reconstruction of the Remington Street bridge over Stony Brook has been updated and resubmitted to the DOT Local Bridge section to secure a funding commitment.

Because of the large volume of road projects this year, the longstanding drainage project at 3220 Phelps Road was held off. Also postponed was a parking lot planned near the Farmington Canal Heritage Trail access.

Final design plan for the White's Pond Dam outlet structure were submitted to DEEP for permit approval during FY 2012-13. Construction is expected in the Spring 2014.

## **DEPARTMENT OF EMERGENCY MANAGEMENT**

*submitted by*

*John H. Woods, Director*

During FY 2012-13, the Department of Emergency Management (DEM) conducted several drills involving the Town in state-wide and regional exercises. Surrounding towns, State and federal agencies joined with Suffield agencies and Suffield volunteers in training for real world disaster scenarios. The groups practiced unified command, communication links, information sharing and protocols.

DEM has also been working with the State and the Suffield school district

to improve security and emergency response for our schools.

Several major storms in the past few years, have given real-time opportunities to fine tune response capabilities to major emergencies. Additional resources and contacts have been established as a result. DEM efforts continue to keep Suffield up-to-date on all resources and training available to aid in safety within Suffield.

## Public Works

### DEPARTMENT OF PUBLIC WORKS

*submitted by John Cloonan, Director*

#### Building Maintenance and Construction Projects

The Department continues to follow the roof replacement plan that was developed for the Town properties. The maintenance plan for the 17 Town-owned non-school buildings is still being followed. The plan focuses on HVAC, plumbing, electrical systems and site work. The Main Fire Station electrical system nears completion and plans were reviewed for both the Town Hall and library HVAC systems upgrade. The lower level of the Town Hall was also renovated to accommodate the Parks and Recreation Department. Sidewalks were replaced at the entrance to Spaulding School, and the tennis courts at the Family Recreation Complex near completion. Work continued on the High School Agriculture Large Animal Facility and the fire pump house to address items still outstanding on the Haynes Construction Company punchlist.

#### Grounds & Road Maintenance

The Highway Department is responsible for maintaining approximately 80 miles of town roads and seven miles of private roads in the Congamond Lakes area with a seven-person crew. During large storms the force is assisted by plowing contractors. The Department responded to 32 callouts during the winter snowplowing season and works with the School Superintendent to determine late openings and school closings. Crews responded to pothole patching on town roads as well as maintaining small drainage projects. They also assisted with major events taking place in town and perform all roadside mowing. Approximately 150 acres of Town-owned lawns and fields are maintained by Highway Department. Although most of the mowing, field marking and trash pickup on this acreage was done by the staff, two summer interns assisted with the field mowing. Work was done to landscape around the new Rotary Hut at the High School. In addition to the above-mentioned responsibilities, Foreman Mark Cerione recently took over all landfill operations and supervision of the inmate program.

#### Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield continues to provide a significant cost savings to the Town. The inmates assisted the department with a variety of park maintenance projects including weeding and trimming. The inmates performed many building maintenance tasks and are also responsible for the periodic cleaning of the Mini Buses.

### LANDFILL STATISTICS

Waste Oil	2,993	gallons
Scrap Metal	108	tons
Newspaper & Cardboard & Mixed Paper	319.4	tons
Bottles/Cans/Junk Mail, Single Stream	4,659.7	tons
Auto Batteries	0.7	tons
Antifreeze	306	gallons
Leaves	303	tons
Electronics	30	tons
Rechargeable Batteries	219	pounds
Disposed of mattresses and box springs	308	units
Disposed of stuffed furniture	117	tons
Municipal Solid Waste taken to the C.R.R.A. Burn Plant		
Residential Solid Waste	4,055	tons
Commercial & Municipal Waste	8,451	tons
Bulky Waste buried at the Landfill		
Tires removed	543	tons
Freon-Containing Appliances	427	tires
Propane tanks	97	units
	147	tanks
Households receiving Curb Side Pickup	4,179	households
Households signed up for Transfer Station	166	households
Trash area add-on Stickers issued	568	stickers
Fees collected for Bulky Waste Pickup	\$1,330.00	
Christmas tree pickup	3.8	tons
April 2011 Household Hazardous Waste Collection Day		
Households participating	203	cars
Disposal Cost	\$12,224.11	

#### Landfill

The expansion of the landfill has been completed. This will allow disposal of bulky waste into the new cell that increases the life expectancy of the landfill for another eight years. The landfill has the capacity to open a total of five cells that would extend its life for a total of 40 years. A new gravel access



## SCHOOL ENROLLMENT

PreK	32
Kindergarten	119
Grade 1	159
Grade 2	135
Grade 3	178
Grade 4	179
Grade 5	184
Grade 6	208
Grade 7	204
Grade 8	187
Grade 9	222
Grade 10	213
Grade 11	213
Grade 12	214
Special Ed outplaced students	18
Total Enrollment	<b>2,465</b>

road was also constructed for better traffic flow. The Town entered into a contract with the State DOT to accept 30,000 tons of excess construction soil from the New Britain-Hartford busway project. This soil will be used to cap the existing landfill and prepare it for eventual closure. This transaction netted the town \$210,000 and eliminated the need to purchase additional cover material.

During this fiscal year the Town entered into a contract with Covanta for trash processing, saving the town \$15 per ton in burn fees.

## WATER POLLUTION CONTROL AUTHORITY

*submitted by*

*Julie Nigro, Business Administrator*

*James Rusczyk, Acing Chief Operator*

The WPCA staff maintains the treatment plant, 65 miles of sewer line, 19 pumping stations and the underground treatment system at the Kent Farms subdivision. They report that the treatment plant has performed extremely well and received nitrogen credits for 2012 from the DEP. Credits of \$4,517 were received even though annual limits have become more stringent.

The study to assess the septic systems around the Congamond Lakes that began in 2010 is still ongoing. It is examining alternatives for wastewater treatment in that area if problems are identified. The DEEP is funding

55% of the \$182,000.00 cost for the study. WMC Engineers of Newington is the engineering firm conducting the study. The firm completed the Phase 1 sewer implementation in Southwick and brings a great deal of knowledge to Suffield regarding the lake area.

The WPCA entered into a contract with World Energy to retrofit electrical fixtures. The estimated annual electricity savings of nearly \$9,000 is expected.

The Authority maintained the same use fee rates as last year and the same annual fee for the Kent Farms Sewer District. The Commercial/Industrial rate is \$6.60 per 1,000 gallons. Contracts with H.P. Hood and the Connecticut Department of Corrections are maintained for the treatment of their wastewater that is discharged into the plant.

## 2013 COLLEGE AND CAREER READINESS RESULTS

Number of Stidents taking ACT 153

	<b>2013</b>	<b>National 2013</b>	<b>CT 2013</b>
ACT Score English	24.0	20.2	24.0
ACT Score Math	24.3	20.9	23.9
ACT Reading	24.3	21.1	24.4
ACT Score Science	23.3	20.7	23.3
ACT Score Composite	24.2	20.9	24.0

Of the 150 students who sat for Advanced Placement Exams, 92% scored a 3 or better.

## BOARD OF EDUCATION

*submitted by*

*Karen Baldwin, Superintendent, and Susan Porcello, Board Chair*

The 2012-13 school year represented the second year of purposeful transition for the Board of Education as they worked to implement the newly adopted Strategic Plan and strived to develop a strong shared governance model with the Superintendent of Schools. During this school year the Board of Education and district leadership team focused their efforts in the following areas:

- continuing to develop a strong shared governance model between the Superintendent of Schools and the Board;
- staffing of the restructured district leadership positions to provide a continuum of learning for all students by merging general education and special education services;
- developing the policy framework and resource allocation to implement the four Strategic Goals to guide the district for the next five years;
- continuing the work of revising curriculum to reflect the national shift to the Common Core State Standards and increase the level of challenge for all students to be college and career ready; and

- maintaining a commitment to review opportunities to achieve operational efficiencies in the district.

The Board of Education uses the subcommittee structure to manage and lead the work of continuous improvement in the district. The Board subcommittees are

- Policy;
- Budget & Finance;
- Human Resources and Personnel;
- Student Programs and Services; and
- Facilities.

The shared governance model emphasizes communication, trust, transparency and high expectations for all. Board members work collaboratively with the Superintendent to focus on priority areas of need in the district and use the subcommittee structure as a vehicle to review and challenge data and information that shapes local decision making.

The Board of Education and the Superintendent restructured the district leadership model in an effort to strengthen supervision and evaluation of programs and personnel, increase the focus on teaching and learning, and lead the implementation of the four strategic goals. The strategic goals are

- Develop and implement policy, systemic practices and cultural shifts needed for a digital learning environment;
- Design and implement an integrated plan for professional learning aligned with district needs;
- Systemically use meaningful data

to drive and improve student learning; and

- Revise and implement a curriculum that embeds 21st-century skills and is aligned with the Common Core State Standards.

Accomplishments for the 2012-13 school year include:

- installing a wireless network and development/revision of seven technology-related policies;
- instituting digital learning pilot program in Social Studies in grades 6-8 and grades 10-11;
- launching a new website effective June 2013;
- completing a curriculum audit and developing a standards-based reporting tool in grades 5 & 6 in ELA and mathematics;
- creating a committee to study feasibility for and gaining approval of full-day kindergarten from the Board for the 2013-14 school year;
- developing a long-range budget model using the factors of enrollment, operational efficiencies, unfunded mandate, inflation, and improvement programs; and
- increasing security measures in all four schools and central office.

### Student Assessment Results

The 2013 CMT and CAPT represent a teaching and learning environment that is undergoing significant change. While the assessments are essentially the same, our standards, curriculum, instructional and assessment methodology are shifting to align with Common Core State Standards (CCSS) and the Smarter

Balanced Assessment Consortium (SBAC) assessment. Therefore, we have decided not to include the assessment data in this report.

## Social Services

### SUFFIELD MINI BUS

*submitted by Denise Winiarski, Coordinator*

The Suffield Mini Bus provides transportation for Suffield residents over 60 years of age and permanently disabled adults. Through FY 2012-13, three handicapped accessible mini buses and three cars were in service. Bus #15 was retired in December of 2012 and Bus #18 came on line in its place. The Mini Bus staff includes one full-time driver and five part-time drivers, as well as a full-time coordinator who is also scheduled to drive.

Transportation is provided daily to Adult Day Care programs in Enfield as well as to Allied Rehabilitation Center 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 Mini Bus reports to the Suffield Social Services Commission and to the Connecticut DOT for vehicles procured through them and the Municipal Matching Grant program. It is also overseen by the Department of Transportation.

## CLASS OF 2012

Graduating Class Size	209
Number of students taking SAT's	171
Mean SAT Score Reading	528
Mean SAT Score Math	547
Mean SAT Score Writing	531

### MINI BUS Statistics

Bus mileage:	53,005 miles
Car mileage:	30,009 miles
Total:	83,458 miles
Transports:	17,728 people
Days of Operation:	265 days
New Riders:	57 people

## SUFFIELD YOUTH SERVICES

*submitted by Peter Black,  
Executive Director*

Suffield Youth Services is a non-coercive agency established to serve youth and families by

- mobilizing community resources to solve youth problems,
- strengthening and developing new and existing youth resources, and
- promoting positive programs.

Along with 107 youth bureaus statewide, Suffield Youth Services subscribes to annual goals in two components: administrative and direct service units. The goals are in management, research, resource development, community involvement, youth and family advocacy, and direct services. Direct services include juvenile justice, mental health, child welfare, education, youth development, and outreach.

Our program began 17 years ago with a teen center that eventually lead to a community program. Today it is an integral part of the

community structure. It continues offering individual and group services for Suffield. In FY 2012-13, there were twelve separate programs from one-time events to ongoing year-long events. Each program was offered collaboratively with the Board of Education and/or other Town departments. The goal is to increase individual potential and growth through positive youth programs.

Individual intervention services involved 68 youth referrals receiving counseling, support and referral services. Forty-four families received intervention and 68 cases were referred for additional services. A total of 465 youth participated in full year services.

Grants of \$19,000 from the State Department of Education and \$3,105 from the Capital Area Substance Abuse Council were received.

## SENIOR CENTER

*submitted by Paula J. Pascoe, Director*

The Center continues to strive to meet its mission to provide information, programs, and activities specifically designed to promote the health, independence, and well-being of our aging population. After three years in their new building, membership and program participation continued to increase. The Center has successfully taken over all exercise programs that were once run through North Central District Health Department.

Monthly workshops were held dealing with a wide range of "hot topics."

AARP Driving Refresher classes scheduled throughout the year are always full. AARP Tax Assistance proves to be a valuable service for area seniors between the months of February and April. Research began on the feasibility of bringing Wi-Fi to the Senior Center. This would not only enable the AARP Tax Aide preparers to submit tax documents directly to the IRS, but also enable computer lab volunteers to instruct members in the use of wifi and improve internet speed.

## KENT MEMORIAL LIBRARY COMMISSION

*submitted by  
James McShane, Director*

The Kent Memorial Library's renovated building attracted a good deal of attention during the year, bringing nearly 80,000 people through their doors and circulating nearly 110,000 items. They continued fine tuning the changes to the library with the last of the major renovations including

- a new circulation desk, funded by a donation by the late Anna DeHoff.
- a new granite countertop thanks to a generous donation by the Friends of Suffield, and
- new shelving for their popular magazine collection.

KML received a \$10,000 grant from the Hartford Foundation for Public Giving for two iMacs as well as an overhead projector and screen for the computer room. They also installed a glass display case in front of the auditorium thanks to William Sullivan, a grant from the Hartford

## YOUTH SERVICES STATISTICS

	2010-11	2011-12	2012-13
Referrals	56	76	68
Case Management	52	63	67
Service Interventions	141	163	140
Programs	26	13	12
Family Interventions	39	44	48
Average number of calls per year	600/year		

Foundation for Public Giving, and the Amiel P. Zak Fund. The case was made by artist Rex Brodie of the Suffield Academy and will be used to display pictures and documents from the Local History collection.

The Library started off the year with summer reading programs for youth and adults. The Children's Summer Reading Program had 353 participants. The Adult Summer Reading Program had over 390 participants!

The Tecton architectural firm completed a design for the new entryway to the current library building. Melding with the modernist, the design includes a stairway, an elevator, and two handicapped-accessible bathrooms.

The Kent Memorial Library supplemented its downloadable audio books and e-books with downloadable music through a program called Freegal. Freegal allows each patron to download three free songs a day.

The library continues to add electronic databases for patrons to access. It now offers *Consumer Reports* online, Auto Repair Reference Center, AtoZ Maps and AtoZ Travel, iConn databases, and many others. All you need to access them is a library card.

The library continues to be a destination for the many programs and resources offered to patrons as well as through online services. It hosted 540 of its own programs for attendees of all ages and attracted 5,657 participants.

## **PARKS AND RECREATION DEPARTMENT**

*submitted by*

*Wendy LaMontagne, Department Director*

*Lou Casinghino, Commission Chair*

The Parks and Recreation Department is a vital contributor to the community by providing quality recreation opportunities for residents. It continues to serve the community through its parks, sports fields, playgrounds, courts, trails, recreational programs and the services it provides.

Once the children end their school year, they jump into the Department's summer camp season. Over 55 camps and programs were offered during the summer and over 1,000 children participated in fun, educational and exciting activities. This year, Parks and Recreation partnered with the Suffield Academy and was able to offer the teen campers the opportunity to take trips to the Academy's Outdoor Leadership Center. This new program added an exciting flair to the teens' camp experience as they climbed rock walls and challenged their abilities on the low and high rope courses.

The Concerts on the Green series embraced a new sponsor, as Johnson Memorial Hospital celebrated their 100th anniversary. The hospital hosted a concert as part of its celebration in local communities. The Friends of Suffield continue their support as they donate to this wonderful summer community event.

A record number of runners registered for the annual 5K and 10K road races.

239 runners crossed the finish lines at this popular family event. The Department appreciates the generosity of the First National Bank of Suffield, the main sponsor of this community event.

The fall soccer program continues to be the largest activity for youth with 282 children participating and 55 volunteer coaches assisting this program. Parents, grandparents, and children cheer on their favorite players providing a great social outlet for everyone involved on Saturday mornings.

Other main staple programs for youth – basketball, field hockey, softball and tee-ball – continue to be popular and have a steady attendance of over 350 children participating in these instructional and developmental programs. Parent volunteers help make these sport programs successful and the Parks and Recreation Department appreciates their support.

A new series of activities including Lego programs, photography classes, nature lectures and Kripula yoga were initiated this year. Fitness, sports and walking programs continue to be popular for all ages, as regular physical activity is one of the best methods of insuring good quality health. Suffield is fortunate to have walking, biking and hiking trails meandering through town that are used on a daily basis. To meet current trends and to provide popular activities constant evaluation and assessment of programs continues.

The Department moved from their rental offices to the lower level of Town Hall in December in an effort to reduce costs to the Town.



*After working in the Tax Office for just over five years, Kathleen Dunai-Thibedeau, transferred to the Town Clerk's Office.*

Preparations for a capital improvement project to renovate and repair to the four tennis courts at the Family Recreation Complex began in FY 2012-13. Requests for proposals were completed and the physical project is scheduled to resume in the upcoming year. The Family Recreation Complex is a popular gathering place for tennis, basketball and volleyball players. The lighted courts are heavily used and host a variety of programs, lessons, tournaments and school physical education classes.

The Department continues to have strong relationships with many youth and civic organizations and local businesses. It works with local Boy Scouts to help them achieve their Eagle Scout Awards. This year, James Fisher earned his Eagle Scout Award by designing and constructing a lifeguard chair and information kiosk for Sunrise Park. Praxair celebrated Earth Day with the Town by their generous donation of trees and bushes that were planted at park locations around Suffield.

The Department and the Commission continue to be 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 to be a work in progress. It is the intention of the Commission to develop this site into a future recreation area.

The Department and the Commission extend thanks to all the parents who volunteer their time to help make programs successful. Additional thanks are given to private donors who continue to support and enhance programs and services throughout the year.

## Finance

### ASSESSOR

*submitted by  
Helen Totz, Assessor*

The Assessor's Office is responsible for discovering, listing and valuing all real estate and taxable motor vehicle and personal property in Suffield. The goal of Assessor Helen Totz and assistant Timothy Hutvagner is to insure that the assessed value of individual taxpayers is proper so that each taxpayer pays no more than his fair share of the property tax. In order to accomplish this, the Office reviews all three classes of property for accuracy. This process includes conducting random audits of Personal Property business accounts, inspecting and listing new construction (as well as verifying any demolition of property), reviewing and updating tax maps, and maintaining current title information for all real estate parcels. The Department of Motor Vehicles provides the office with lists of all motor vehicles registered within the Town, and once each vehicle has been valued, these lists comprise the Motor Vehicle and Supplemental Motor Vehicle Grand Lists. All Personal Property and Motor Vehicles are assessed at 70% of the current fair market value, as of October 1 of each year. Real Estate assessments in the past fiscal year were based on values set for the 2008 revaluation, as provided by state statute.

In addition, all state and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by this Department and applied to the assessed

value of eligible property. All this information results in a "Grand List" which is an accurate list of all property and its assessed value. This information is the basis for the Tax Collector's tax bills.

The total taxable 2011 Grand List for FY 2012-13 was \$1,407,054,334. This total was used to develop a mill rate of 24.84 mills. The exempt real estate property in Town was valued at \$486,941,030.

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

### TAX COLLECTOR

*submitted by  
Jill F. Schechtman, Tax Collector*

Not only does the Tax Collector collect taxes, but also has the responsibility to make deposits, balance QDS (tax software) and Munis (finance software) on a monthly basis, file and release liens, prepare the budget, balance the Ratebook to the Abstract, file necessary State forms, return phone calls, process refunds, and work with the Auditors.

Assistant Tax Collector Robin Lutwinas collects taxes at the counter, processes mail, creates and mails delinquent notices and demands, creates a Suspense List, sends bills and provides customer service. The Assistant Tax Collector also keeps track of bankruptcy accounts that



impact tax bills and has been part of this office for fourteen years.

In September, Kathleen Dunai-Thibedeau, who had worked in the Tax Office for just over five years, transferred to the Town Clerk's Office. Raven Reid joined the team in November and now has taken over the duties of updating escrow accounts, processing payments at the counter, processing mail, billing and Customer Service.

In April of 2012, the Law Office of Alfano and Flynn helped to collect back taxes from Suffield's largest delinquent Taxpayer, resulting in over \$311,000. The Office continues to focus efforts on delinquent accounts and is delighted to report a 98.7% collection rate.

The Tax Office is moving to make online payments possible for Suffield taxpayers, although the Tax Collector noted that it has taken much more time than anticipated.

## **FINANCE DEPARTMENT**

*submitted by*

*Deborah J. Cerrato, Director*

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. Revenue from all departments is also recorded into the Financial Management System. The Department is responsible to enforce the Bid and Purchase Policy adopted by the Board of Selectmen and process the purchase orders. It also maintains the general ledger

that is used to create various reports and financial statements for the annual audit. A copy of the Audited Financial Statements is available to be reviewed on the Town's website [www.suffieldtownhall.com](http://www.suffieldtownhall.com).

The Town of Suffield issued General Obligation Bonds December 15, 2012 in the amount of \$9,000,000. These bonds were for the following projects approved at Town Meeting: Roads and Drainage Improvements - \$6,850,000, Fire Trucks and Related Equipment - \$1,400,000 and Boston Neck Road Bridge - \$750,000. Standard & Poor's Ratings Services assigned a rating of AA+ to the Bonds and affirmed the AA+ rating on the Town's currently outstanding general obligation bonds.

The Board of Finance is responsible for the budget. The Town departments begin the budget process in December. Each department's budget is reviewed by the First Selectman and changes are made at this time. A Town Department Budget is submitted by the Board of Selectmen to the Board of Finance at the end of February. The Board of Finance meets weekly to review the budget presented to them. The public is welcome to attend these meetings. At the end of March, the Board of Education submits its budget for review. The Advisory Commission on Capital Expenditures (ACCE) reviews all requests for capital projects and prioritizes them. ACCE makes its recommendation to the Board of Finance for projects to be included in the budget. The budget is presented to the public at the Town Meeting

that is held two weeks before the Town Meeting to adopt the budget. The Town Meeting must be held on or before the second Wednesday of May. The Board of Finance 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 receives approximately 23% of our revenue from the State of Connecticut. The majority is from property taxes.

Director Cerrato thanked Chris Mills and Katie Martin for their service to the Town of Suffield.

## **ADVISORY COMMISSION ON CAPITAL EXPENDITURES**

*submitted by*

*J. Michael Stevens, Chair*

The Commission, made up of four members and two alternates, met between January and March with each of the Town's department heads and the First Selectman to review and discuss their requests for project funding. As opposed to previous years, ACCE adopted a new approach to the funding and prioritization of projects by forecasting the current and future needs. The goal that was to forecast a more predictable year-over-year budget and to become more proactive than reactive. It also instituted a quarterly meeting schedule with the department heads so that adjustments to the financial forecasts could be made throughout the year, providing to the Selectmen and Board of Finance a higher quality deliverable before the start of each fiscal year.



***Raven Reid joined the Tax Collector staff in November.***

As a result of the meetings with the department leads, the First Selectman and the Board of Finance, the Commission was able to create a list of prioritized projects that included both items that it recommended for funding in the coming fiscal year as well as items that it would like to begin saving for rather than fully funding in a future year – potentially at the cost of another important project. That list was presented to the Board of Finance for consideration as part of the FY 2013-14 budget.

As per the Commission Charter, the final review session of the prioritized list was open for public review in March of 2013, with the First Selectman in attendance in order to address and respond to any questions that were posed.

With very few adjustments made, ACCE presented to the Board of Finance its list of recommendations, answering those questions that the Board of Finance had, and outlined the new approach to planning and funding of the Town's capital projects. Except for an adjustment to the funding pool being created for future needs, the recommended priority and project list was accepted for inclusion into the overall town budget.

## **Town Meetings**

*submitted by  
Lester Smith, Town Historian*

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

### **SEPTEMBER 27, 2012 Open Space Tax Classification Approved**

The Meeting authorized the creation of a new tax classification for open space in subdivisions and individually owned undeveloped spaces of at least 15 acres. In accordance with PA490, the classification allows the Town to assess the land according to usage, rather than its potential value if developed.

### **Grant Application Authorized**

The Meeting authorized the Town to apply for a \$500,000 state grant to reconstruct Ffyer Place, a private road running south from Mountain Road in the Town Center Village District.

### **School Sale Rejected**

A Proposal to sell the building and lot of the Bridge Street School, out of use since 2004, for conversion to six apartments, with 59 apartments in a large building to be built alongside, was rejected by ballot, 321 to 134.

### **NOVEMBER 1, 2012 Road Repair Authorized**

The Meeting unanimously authorized an appropriation of \$3,742,000 for road and drainage improvements, to be financed by the issuance of Town bonds or notes.

### **Boston Neck Road Bridge Rehabilitation Authorized**

The Meeting unanimously authorized an appropriation of \$750,000 for the rehabilitation of the Boston Neck Road bridge, to be financed by the issuance of bonds or notes. The old bridge, closed in March 2012, would

be replaced by a new, one-lane span.

### **Acceptance of State Grant Approved**

The Meeting voted unanimously to accept a state grant of \$980,000 to extend sewer and water lines along South Street, serving the industrial area on Route 75 south of Austin and Spencer Streets.

### **Purchase of Development Rights to Bielanko Farmland**

The Meeting voted unanimously to spend \$201,000 from the open space fund to purchase the development rights to 58.4 +/- acres of Bielanko farmland on East Street North, across from Thrall Avenue.

### **MAY 8, 2013 Annual Town Budget Approved.**

By a unanimous voice vote, the Meeting approved the \$56,482,459 town budget for FY 2013-14 proposed by the Board of Finance. Prior to the final vote, two amendments were rejected by standing votes; the first would have reduced the budget by taking an additional \$2,000,000 out of the Undesignated Fund Balance, the second would have adjusted the budget to a zero increase in tax rate by taking needed funds from the Undesignated Fund Balance.

	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Actual 2011-12</b>	<b>Actual 2012-13</b>	<b>Budget 2013-14</b>
<b>REVENUES 5-YEAR SUMMARY</b>						
Property Taxes	30,952,540	31,934,209	32,099,202	34,156,785	35,158,618	36,058,923
Licenses, Permits & Fines	220,419	278,463	275,483	246,670	338,624	305,210
Revenues from Use of Money & Property	273,470	161,945	97,546	32,940	34,911	30,000
Revenues from Other Agencies	276,740	258,484	26,686	911,482	962,936	39,000
State Grants	6,204,741	4,606,342	6,262,806	6,563,458	6,678,950	5,865,618
Federal Grants	1,344	0	0	1,016,374	42,539	0
Education Related Revenue	7,680,034	6,732,585	6,535,234	6,453,549	6,483,166	7,457,564
Charges for Current Services	253,306	296,356	268,683	225,183	362,563	346,900
Landfill	951,755	931,152	936,566	94,126	59,906	94,517
Recreation	129,434	140,625	127,869	119,235	122,816	119,905
Miscellaneous	1,024,802	397,245	658,365	1,551,263	719,779	305,000
Transfers in	358,577	683,825	453,000	410,000	1,093,000	333,123
Fund Balance - Bond Premium	0	0	0	0	520,793	344,183
Fund Balance	0	0	0	0	0	2,600,000
<b>Total Revenues</b>	<b>48,327,162</b>	<b>46,421,231</b>	<b>47,741,440</b>	<b>51,781,065</b>	<b>52,578,601</b>	<b>53,899,943</b>

#### **EXPENDITURES 5-YEAR SUMMARY**

Administrative	3,729,068	3,824,677	4,151,522	4,870,918	5,176,626	4,602,901
Planning & Development	352,712	365,746	371,440	371,937	368,360	389,875
Public Safety	3,312,697	3,299,267	3,363,645	3,314,681	3,515,608	3,647,961
Public Works	3,322,168	3,087,802	3,243,592	4,184,269	3,205,530	3,640,015
Health & Social Services	663,201	681,207	697,550	683,981	692,965	742,843
Library, Recreation & Parks	875,526	873,248	872,273	847,861	851,315	888,868
Other	3,189,860	1,965,452	5,816,838	3,346,524	3,329,131	5,724,290
Debt Service	3,005,874	2,934,099	2,363,255	2,248,430	2,184,530	2,406,951
Board of Education	29,320,559	29,218,465	29,536,866	30,407,419	31,214,874	31,856,239
<b>Total Expenditures</b>	<b>47,771,665</b>	<b>46,249,963</b>	<b>50,416,981</b>	<b>50,276,020</b>	<b>50,537,414</b>	<b>53,899,943</b>

Excess of revenues over (under) expenditures	555,497	171,268	(2,675,541)	1,505,045	2,041,187
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Adjustments for Budget to GAAP Reporting	386,415	1,744	91,194	27,673	58,790
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<b>Total Fund Balance (GAAP)</b>	<b>10,308,863</b>	<b>10,481,875</b>	<b>7,897,528</b>	<b>9,430,246</b>	<b>11,530,223</b>
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<b>Designated Fund Balance (GAAP)</b>	<b>923,931</b>	<b>2,925,675</b>	<b>1,529,018</b>	<b>1,074,901</b>	<b>3,777,082</b>
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<b>Undesignated Fund Balance (GAAP)</b>	<b>9,384,932</b>	<b>7,556,200</b>	<b>6,368,510</b>	<b>8,355,345</b>	<b>7,753,141</b>
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**Undesignated Fund Balance as**

<b>% of Total Expenditures (GAAP)</b>	<b>19.6%</b>	<b>16.3%</b>	<b>12.6%</b>	<b>16.6%</b>	<b>15.3%</b>
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\* GAAP - Generally Accepted Accounting Principles

# Revenues

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Property Taxes</b>			
Current list	34,271,735	34,400,156	128,421
Supplemental MV tax	210,000	271,230	61,230
Interest & Fees	125,000	178,233	53,233
Prior years	280,000	308,999	28,999
<b>Total Property tax</b>	<b>34,886,735</b>	<b>35,158,618</b>	<b>271,883</b>
<b>Licenses, Permits &amp; Fines</b>			
Building Dept.	250,000	282,106	32,106
Zoning & Planning	18,000	32,542	14,542
Zoning Board of Appeals	3,410	620	(2,790)
Police Permits	4,000	10,645	6,645
Conservation	4,000	12,561	8,561
Historic District Fees	800	150	(650)
<b>Total</b>	<b>280,210</b>	<b>338,624</b>	<b>58,414</b>
<b>Revenue from Use of Money &amp; Property</b>			
Fund Balance Utilization	450,000	0	(450,000)
Investment income	30,000	34,911	4,911
<b>Total</b>	<b>480,000</b>	<b>34,911</b>	<b>(445,089)</b>
<b>Revenues from Other Agencies</b>			
Telecommunications grant	8,000	22,859	14,859
<b>Total</b>	<b>8,000</b>	<b>22,859</b>	<b>14,859</b>
<b>State Grants</b>			
PILOT, State Property	3,345,108	3,352,605	7,497
Mashantucket Pequot	2,185,774	2,670,505	484,731
PILOT, Disabled Tax Relief	1,090	1,315	225
Veterans Exemption	7,200	7,375	175
Elderly Tax Relief	87,620	78,323	(9,297)
Property Tax Relief	200	2,000	1,800
LOCIP Reimbursement	94,098	94,098	0
Youth Services	14,000	14,000	0
Municipal Revenue Sharing	143,374	243,419	100,045
Capital Project Reimbursements	157,850	23,510	(134,340)
Miscellaneous	24,000	46,247	22,247
Town Aid Road	144,031	145,553	1,522
<b>Total</b>	<b>6,204,345</b>	<b>6,678,950</b>	<b>474,605</b>
<b>Federal Grants</b>	<b>0</b>	<b>42,539</b>	<b>42,539</b>

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Education Related Revenues</b>			
Tuition, Vo-ag	903,096	815,184	(87,912)
Tuition, Other	248,200	124,893	(123,307)
Education Cost Sharing	6,183,966	6,189,453	5,487
Vo-Ag Grant	229,272	209,741	(19,531)
Other Educational Grants	7,218	6,158	(1,060)
Pupil Transportation	101,144	77,814	(23,330)
Misc. School Income	0	0	0
<b>Total</b>	<b>7,672,896</b>	<b>7,423,243</b>	<b>(249,653)</b>
<b>Charges for Current Services</b>			
Assessor's Map Sales	1,000	988	(12)
Bulky Waste	2,000	1,330	(670)
Real Estate Conveyance Tax	160,000	171,479	11,479
Social Service, Mini-Bus	4,000	4,956	956
Police Alarm Fees	1,000	0	(1,000)
Town Clerk Historic Document Fees	18,000	1,933	(16,067)
Town Clerk Recording Fees	120,000	181,877	61,877
<b>Total</b>	<b>306,000</b>	<b>362,563</b>	<b>56,563</b>
<b>Landfill</b>			
Landfill Operation	40,000	36,817	(3,183)
Landfill Residential Permits	0	9,299	9,299
Sale of Scrap Metal	14,000	4,150	(9,850)
Permits	13,000	9,640	(3,360)
<b>Total Landfill</b>	<b>67,000</b>	<b>59,906</b>	<b>(7,094)</b>
<b>Recreation</b>			
Recreation Summer Programs	39,425	41,383	1,958
Recreation Activity	80,000	81,433	1,433
<b>Total Recreation</b>	<b>119,425</b>	<b>122,816</b>	<b>3,391</b>
<b>Miscellaneous</b>			
Miscellaneous Town Income	55,000	295,106	240,106
Premium on Bonds		520,793	520,793
Cell Tower	143,000	202,498	59,498
Capital Project Expenditures	52,000	40,000	(12,000)
Resource Officer	56,430	56,430	0
Rental of Town Property	100,000	125,746	25,746
<b>Total Miscellaneous</b>	<b>406,430</b>	<b>1,240,572</b>	<b>834,142</b>
<b>Transfers In</b>			
Off Duty Fund	100,000	100,000	0
Medical Insurance Fund	500,000	500,000	0
Sewer Assessment Payments	260,000	493,000	233,000
<b>Total Transfers</b>	<b>860,000</b>	<b>1,093,000</b>	<b>233,000</b>
<b>Total All Revenues</b>	<b>\$ 51,307,041</b>	<b>\$ 52,578,601</b>	<b>\$ 1,287,560</b>



# Expenditures

	Adjusted Budget	Actual	Variance <i>Favorable (Unfavorable)</i>
<b>Administrative</b>			
Selectmen	219,138	187,851	31,287
Human Resources	84,850	82,724	2,126
Probate Court	6,535	5,344	1,191
Election	43,346	37,625	5,721
Board of Finance	11,257	11,257	0
Assessor	273,526	235,714	37,812
Board of Assessment Appeals	1,450	757	693
Tax Collector	168,402	155,515	12,887
Tax Rebates	72,500	66,155	6,345
Finance	270,428	268,601	1,827
Information Technology	323,989	243,083	80,906
Town Counsel	182,657	174,894	7,763
Town Clerk	195,151	195,151	0
Town Hall	153,300	147,021	6,279
Insurance & Benefits	2,640,259	2,464,934	175,325
<b>Total Administrative</b>	<b>4,646,788</b>	<b>4,276,626</b>	<b>370,162</b>
<b>Planning &amp; Development</b>			
Zoning & Planning	180,025	165,928	18,097
Zoning Board of Appeals	5,797	1,401	4,396
Economic Development	141,893	141,329	56
Historic District Commission	885	202	683
Conservation Commission	58,426	57,975	2,752
<b>Total Planning &amp; Development</b>	<b>387,026</b>	<b>366,835</b>	<b>20,191</b>
<b>Public Safety</b>			
Fire	887,152	886,776	376
Police	2,292,618	2,222,445	70,173
Civil Preparedness	17,618	17,275	343
Building Department	217,909	214,656	3,253
Town Engineer	113,148	112,551	597
Dog Account	67,286	61,905	5,381
<b>Total Public Safety</b>	<b>3,595,731</b>	<b>3,515,608</b>	<b>80,123</b>
<b>Public Works</b>			
Public Works	483,861	414,229	69,632
Highways	1,137,112	1,028,632	108,480
State Aid Road	144,031	144,031	0
Public Utilities	512,487	512,487	0
Landfill	1,109,261	1,106,151	3,110
<b>Total Public Works</b>	<b>3,386,752</b>	<b>3,205,530</b>	<b>181,222</b>
<b>Health &amp; Social Services</b>			
Health & Social Services	191,890	186,128	5,762
Social Services Commission	1,658	1,548	110
Senior Center	99,827	99,129	698
Minibus	213,971	191,910	22,061
EMS / SVAA	223,728	214,250	9,478
<b>Total Health &amp; Social Services</b>	<b>731,074</b>	<b>692,965</b>	<b>38,109</b>

	<b>Adjusted Budget</b>	<b>Actual</b>	<b>Variance</b> <i>Favorable (Unfavorable)</i>
<b>Library, Recreation &amp; Parks</b>			
Library	440,993	440,993	0
Recreation	261,479	251,357	10,122
Recreation Activity	110,336	79,991	30,345
Youth Services	74,185	65,304	8,881
Tree Warden	15,000	13,670	1,330
<b>Total Library, Recreation &amp; Parks</b>	<b>901,993</b>	<b>851,315</b>	<b>50,678</b>
<b>Other</b>			
Capital Expenditures	3,258,411	3,245,406	13,005
Cemeteries	34,790	34,790	0
Contingencies	0	0	0
Transfer to Cafeteria Fund	48,935	48,935	0
Transfer to OPEB (other post employment benefits)	900,000	900,000	0
<b>Total Other</b>	<b>4,242,136</b>	<b>4,229,131</b>	<b>13,005</b>
<b>Debt Service</b>	<b>2,184,530</b>	<b>2,184,530</b>	<b>0</b>
<b>Board of Education</b>	<b>31,215,011</b>	<b>31,214,874</b>	<b>137</b>
<b>Total General Fund Expenditures</b>	<b>\$ 51,291,041</b>	<b>\$ 50,537,414</b>	<b>\$ 874,166</b>

### OUTSTANDING DEBT

For Fiscal Year Ended June 30,	2009	2010	2011	2012	2013
Notes	0	0	0	0	0
Bonds	18,063,252	15,995,408	14,411,403	12,864,895	20,315,834
	<b>\$ 18,063,252</b>	<b>\$ 15,995,408</b>	<b>\$ 14,411,403</b>	<b>\$ 12,864,895</b>	<b>\$ 20,315,834</b>
For Fiscal Year Ended June 30,	2009	2010	2011	2012	2013
<b>Total Expenditures</b>	<b>\$ 47,771,665</b>	<b>\$ 46,249,963</b>	<b>\$ 50,416,981</b>	<b>\$ 50,276,020</b>	<b>\$ 50,659,605</b>
<b>Debt Service</b>	<b>\$ 3,005,874</b>	<b>\$ 2,934,099</b>	<b>\$ 2,363,255</b>	<b>\$ 2,248,430</b>	<b>\$ 2,184,530</b>
<b>Percentage</b>	<b>6.29%</b>	<b>6.34%</b>	<b>4.69%</b>	<b>4.47%</b>	<b>4.31%</b>

# TOWN OFFICIALS

## ADMINISTRATION

### Selectmen

Edward G. McAnaney, First Selectman  
Brian Fitzgerald  
Eileen Moncrief  
Tim Reynolds  
Joanne Sullivan

### Town Clerk

Elaine C. O'Brien

### Treasurer

Christine Davidson

### Human Resources

Joyce Feeney

### Town Counsel

Charles T. Alfano, Jr.

### Registrars

Darlene Burrell  
Lynn Fahey Joyal

### Town Historian

Lester Smith

### Ethics Commission

Gary Mandirola, Chair  
George R. Dalrymple, Jr.  
Phyllis Ryan  
Ellen S. Taylor-Stearns  
Carol B. Martin, Alt.  
Rev. Michael Devito, Alt.

### Board of Assessment Appeals

George J. Roebelen, Jr.  
Christopher W. Burke, Chairman  
James R. Wood

### CATV Advisory Commission

Alexander J. Fraser, Chair

## PLANNING & DEVELOPMENT

### Town Planner

William Hawkins

### Conservation Commission

Arthur Christian, Chair  
Glenn Neilson, Vice Chair  
Thomas Heffernan, Secretary  
Brian Cashinghino  
Andrew Krar  
Norman John Noble  
Raymond Wilcox  
Michael DiLorenzo, Alt.  
Keith Golembiewski, Alt.  
Keith Morris, Consultant

### Town Forest Commission

Abigail F. Wolcott, Chair  
Arthur M. Sikes

### Economic Development Commission

Howard W. Orr, Jr., Chair  
Caroline d'Otreppe  
Gloria Smith  
Susan M. Thorner  
Roger F. Tracy  
Brian R. Banak, Alt.  
Lynda G. Montefusco, Alt.  
Patrick J. McMahon, Director

### Zoning & Planning Commission

Frank E. Bauchiero, Jr., Chair  
Chester Kuras, Vice Chair  
Frank Ravenola, Secretary  
Eleanor Binns  
John J. Murphy  
Charles Sheehan  
Mark O'Hara, Alternate  
Gina Pastula, Alternate  
Mark Winne, Alternate  
Bill Hawkins, AICP, Town Planner

### Zoning Enforcement Officer

James R. Taylor

### Town Engineer

Gerald J. Turbet

### Zoning Board of Appeals

William Edward Arendt, Chair  
Mark Blackaby, Vice Chair  
Susan A. Hastings, Secretary

Mark O'Hara  
Marie-Renee Pacewicz  
Christine Rago  
Derek Donnelly, Alt.  
Jay Presser, Alt.  
John Schwemmer, Alt.

### Permanent Building Committee

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

### Historic District Commission

Douglas Mayne, Chair  
Brendan Begley, Secretary  
Gil Ahrens  
Margery Warren  
Milton Edmunds  
Danna Gauntner  
Thomas Dupree

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

Anita A. Wardell, Chair  
Elizabeth A. Stanley, Secretary  
Dale A. Baker  
Warren C. Packard  
Agnes M. Schulte  
Horace T. Sikes  
Michele Holcomb, Garden Club, Pres.  
Edward G. McAnaney First Selectman  
Kevin Sullivan, Tree Warden  
Christine Davidson, Town Treasurer

### Heritage Committee

William T. Hansen, Chair  
Arnold S. Magid  
Chester A. Kuras  
Joseph J. Quinn, Jr.  
Raymond R. Wilcox  
Mark D. Winne  
Roger Ives

### Central Regional Tourism District

Lorraine Erickson

## EDUCATION

### Board of Education

Susan Porcello, Chair  
D. George Beiter  
Robert Eccles  
Jeanne Gee  
Lori D'Ostuni  
Mary K. Roy  
Mary Lou Sanborn  
Scott Schneider  
Michelle Zawawi  
Karen Baldwin, Superintendent

## PUBLIC SAFETY

### Fire Commission

Philip Barrett, Chair  
Gerald Bland, Secretary  
Paul Christian  
Rick Gemme  
Jerry Mahoney  
Robert Quagliaroli  
Charles Flynn, Chief

### Police Commission

Matthew Joyal, Chair  
Kevin Armata  
Gary Paganelli  
Kenneth Pascoe  
Linda Carol Stevenson  
John H. Zavisza, Jr.  
Michael Manzi, Police Chief

### Emergency Management

John Woods, Director

### Building Inspector

Edward F. Flanders  
Lionel Mailloux, Assistant

### Suffield Volunteer Ambulance Association

Art Groux, Chief

### Alarm Review Board

Charles Flynn, Fire Chief  
Michael Manzi, Police Chief

### Animal Control Officer

Angelo DiMauro

## **Building Code**

### **Board of Appeals**

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

## **PUBLIC WORKS**

Louis Guy Boccasile, Chair  
George B. Rodgers  
Anthony J. Roncaioli  
Ron Rookey  
Steven Stoll  
John Cloonan, Director  
Mark Cervione, Highway Foreman

### **Public Works Appeals Board**

Louis Guy Boccasile, Chair  
Edward G. McAnaney  
Thomas J. Sheridan, Jr.

## **Water Pollution**

### **Control Authority**

Bruce Remington, Chair  
Kris Barthelmess  
John Gifford  
Rodger Ives  
R. Michael Kelley  
Ann Huntington Mickelson  
Wallace Rodger  
Craig O'Neil, Acting Superintendent  
Julie Nigro, Business Administrator

## **HEALTH & SOCIAL SERVICES**

### **Social Services Commission**

Rob Michalman, Chair  
Robert Brooks

**Photo: The Town purchased the development rights of the Bielonko Farm on East Street North across from Thrall Avenue.**

Ruth E. Clark  
Marcia Dufore  
Bridget Fidler  
Sharon Kozacka  
Faith Roebelen

### **Municipal Agent for the Elderly**

Patricia Beeman

### **Youth Services**

Peter Black, Director

### **Housing Authority**

Jonathan Carson, Chair  
Viola C. Carney, Vice Chair  
Kimberly Emmons, Secretary  
Kathleen Remington, Treasurer  
Elaine Nadeau, Tenant Rep.  
Debra S. Krut, Executive Director

### **North Central**

### **District Board of Health**

Michael DiLorenzo  
David Mack

## **LIBRARY, PARKS & RECREATION**

### **Parks & Recreation Commission**

Lou Casinghino, Chair  
Cindy Nicholson, Vice Chair  
Kerri Milne, Clerk  
Leeayn Burke

Brian Casinghino  
Bill Clark  
Gerry Crane  
Mike Roccanti  
David Rusnock  
Wendy LaMontagne, Director

### **Library Commission**

Lynn Cigal, Chair  
Robert W. White, Vice Chair & Sec  
Michael Alexopoulos, Treasurer  
Robert Brooks  
Melvin M. Chafetz  
Muriel P. Coatti  
Joan Greenfield  
Joseph Grimard  
Christine Rago  
Brude Rietberg  
Clair Kawalac  
Joyce Wilson  
James McShane, Director

## **FINANCE**

### **Assessor**

Helen Totz

### **Tax Collector**

Jill F. Schechtman

### **Board of Finance**

Justin Donnelly, Chair  
Ryan Anderson

Chris Childs  
Brian Kost  
Scott Lingenfelter  
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