

# Town of Suffield

Annual Report - July 1, 2010 to June 30, 2011



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860-668-3838

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## Table of Contents

Selectman	3
Assessor's Office	3 - 4
Board of Education	4 - 5
Building Department	5
Conservation Commission	6
Economic Development Commission	6 - 7
Engineering Department	7 - 8
Advisory Commission on Capital Expenditures	8
Finance Department	8 - 9
Fire Commission	9
Human Resources	9 - 10
Kent Memorial Library	10 - 11
Parks & Recreation	11 - 12
Police Department	12 - 14
Public Works	14 - 15
Registrar of Voters	15 - 17
Social Services Commission	17 - 18
Tax Collector	19
Town Clerk	19 - 20
Water Pollution Control Authority	20
Zoning & Planning	20 - 21
Financials	22 - 26
Town Officials	27





## Selectmen

The 2010-11 fiscal years kicked off with plans to address some long delayed infrastructure projects. A redesigned Agri-Science building for the High School was approved for construction using grant funds originally awarded ten years ago by the State of Connecticut. A grant to help with repairs to the Kent Memorial Library roof was applied for and ultimately approved. Work continued on the second year of a \$1m+ three-year project to upgrade and improve the radio systems used by our police, fire and ambulance first responders, as required by federal rules.

The poor local, state and federal economy dictated much of the agenda for town government. The town's tax rate was unchanged from the previous year and every department had to watch expenses carefully as belts were tightened. At the same time focus was renewed on improving the town infrastructure. The Board of Selectmen held a series of Public Forums to assess public interest and support for improvements in roads, equipment and town buildings. Four proposals were defined for voter consideration and in April 2011 a referendum was held where \$3.1m in road repairs and \$1.4m in fire

truck replacements were approved. The proposal for a new library, at half of the cost of the one proposed in 2008, was defeated, as were repairs to Town Hall.

Plans were then made to perform significant repairs to the roof, skylights and drainage in the existing Kent Memorial Library building. In future years there will be additional repairs to the heating, accessibility and other systems needed. Town Hall repairs will still be needed but are being funded on an annual basis rather than with long term borrowing.

The winter of 2010-11 provided big challenges with near-record snowfall and significant costs for snow removal. Town crews were able to keep up with the storms which caused quite a number of roof collapses on barns and other outbuildings in the area. The rough winter left roads with many potholes to repair in the spring of 2011, and several new road upgrade projects were started as the warmer weather arrived.

Even with the difficult economy, we continued to support the preservation of open space and keep farming viable with the purchase of the development rights to the Leahy Farm on Taintor Street, with the help of state grant money.

In light of the difficult economic times, steps were taken to control the costs for salaries and health benefits for town employees, with the result that any salary increases were to be offset by savings in health benefits.

As part of the budget approved in May, the separate fee for residential curbside trash collection was rolled into the tax rate. The change included extending the service to condominium owners, and will result in overall reduction in costs for town residents.

We ended the fiscal year with newly repaired front steps to Town Hall. All Town employees appreciate your good ideas and suggestions for how to improve services, and look forward to working with you in the coming years.

## Assessor's Office

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 Assessor 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, we review 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 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, which comprise the Motor Vehicle and Supplemental Motor Vehicle Grand Lists. All property is assessed at 70% of the current fair market value, with Real Estate assessments based on values set for the 2008 revaluation, as provided by state statute.

All state and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by this department.

An accurate Grand List of all property and its assessed value is maintained. The total taxable 2009 Grand List for the 2010-2011 fiscal year was \$1,386,705,343, which was used to develop a mill rate of 23.15 mills. The exempt real estate property in Town was valued at \$336,642,250.

Various annual reports based on the Grand List are compiled and provided

*(continued on next page)*



timely to the Office of Policy and Management, as mandated by the State of Connecticut, in order to ensure a proper equalized net Grand List that affects state grants and reimbursements.

## Board of Education

The 2010-2011 year was a dynamic one for the Board of Education. During the 2010-2011 school year the Board of Education and district leadership team focused their efforts in the following areas: (1) improving operational efficiencies in the district; (2) leveraging information technology in the district through the implementation of a new student management system; (3) 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 learners, and (4) the Board conducted a highly competitive and successful Executive Search for a new Superintendent of Schools.

The Board engaged the services of Blum Shapiro Consulting to conduct an operational and management efficiency study of the school system. The goal of the efficiency study conducted by Blum Shapiro Consulting in the spring of 2011 was to review the current processes and operations of the district, confirm current technologies, evaluate core systems and

functions, assess roles and responsibilities of staff, identify business process reengineering opportunities and develop recommendations for improvements. The recommendations and findings of the report were reported out in three categories: Technology, Operations, and Personnel. The Board will charge the new Superintendent of Schools with implementing recommendations and strengthening the work of the central office. As a result of this study, the

2011-2012 operating budget was reduced by \$50,000.

In an effort to improve the use of data in the school system as well as improve communication with all stakeholders, the Board of Education converted to a new student management system called PowerSchool. PowerSchool has a parent portal that allows parents to access student schedules, grades, and assignments. Initial training began in

the 2010-2011 school year and future work will include a training protocol for both certified and non-certified staff to maximize the benefit of this powerful system.

The school district is committed to improving learning outcomes for all students and ensuring that all students leave the Suffield Public Schools prepared to be successful and productive citizens in the global society. The district began the work of revising the English Language Arts Curriculum and the Mathematics curriculum to align with the Common Core State Standards, and the district engaged in Instructional Rounds to examine the level of challenge and rigor present in the district's classrooms. Suffield students continue to perform well on the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) as compared to their peers in the State and in similar districts in the State.

As the district transitions to the 2011-2012 school year the Board and the Superintendent of Schools will be engaging the community in the strategic planning process to chart the district's pathway for continuous improvement over the next three to five years. The Board hired Karen Baldwin to serve

### Percentage of Students at State Goal (CMT) - Spring 2011

Grade	Reading	Writing	Math	Science
Grade 3	69.8%	82.2%	76.8%	
Grade 4	81.5%	84.8%	86.2%	
Grade 5	82%	77.8%	85.3%	82.9%
Grade 6	87.7%	79.0%	85.0%	
Grade 7	91.2%	85.8%	87.7%	
Grade 8	85.8%	78.3%	83.9%	85.0%

### School Enrollment October 1, 2010

PreK	41	Gr. 6	185
K	117	Gr. 7	208
Gr. 1	170	Gr. 8	211
Gr. 2	167	Gr. 9	226
Gr. 3	165	Gr. 10	218
Gr. 4	200	Gr. 11	208
Gr. 5	191	Gr. 12	220
		<b>Total</b>	<b>2527</b>

### Class of 2011

Graduating Class Size	206
Number of students taking SAT's	165
Mean Score Reading	545
Mean Score Math	562
Mean Score Writing	546
% Attending College	88%

as the Superintendent of Schools and she began this assignment in August 2011. She brings to the position prior experience as a superintendent, strong executive leadership skills with a human resources background, and the knowledge and skills to move the district forward to the next level of excellence in education. The strategic plan will yield district goals that will likely leverage technology, the use of data to improve instruction, and the teaching of critical thinking skills for all students. The Board and the Superintendent will be establishing a shared governance model emphasizing communication, trust, transparency and high expectations for all.

## Building Department

The Building Department plays a vital part in the safe development and growth of Suffield. We work with people throughout the life of a building project, from the planning stages, through the permitting process, during construction-all the way to completion. In between we handle all the problems that might arise and sometimes help resolve issues even after a project is completed. We also address complaints and problems brought to us by other government agencies-including Police, Fire, Zoning, Social Services, North Central Public Health, Schools, Public Works, Conservation and the Historic Commission.

After an application for a permit is made by a homeowner or contractor, 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. Reinspections are done to ensure that the appropriate corrections are made before the next phase of construction can continue.

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

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

New Single Family Home Permits	28
Residential Renovations/Additions	230
Commercial Renovations/Additions	20
Total of all permits issued	1186
Total inspections conducted	2451
Total Certificates of Occupancy	25
Total Certificates of Use	40
<b>Total \$ Value of all Construction</b>	<b>\$23,044,197</b>
<b>Fees Collected</b>	<b>\$246,666.91</b>

Our staff includes two full time inspectors and one administrative assistant. We are on call 24 hours a day-seven days a week. We respond to fires, explosions, gas leaks, carbon monoxide leaks, vehicle-building collisions, freeze ups, electrical problems, and all unsafe conditions. This past winter the heavy snows kept us busy monitoring school roofs and responding to building collapses and the potential danger of overstressed roofs.

In the office, we provide information on hundreds of properties, permits and inspections to owners, contractors, banks, surveyors, realtors, and attorneys during the year.

The enforcement of the building code has a major impact on the economic well being of Suffield and the safety of its citizens. Our goal is protect the public

and enhance the quality of life through the evenhanded enforcement of the Building Code.

Construction activity remained essentially unchanged compared to the previous fiscal year. The number of new home permits rose from 27 the previous year to 28.

There were 250 new additions and renovations started this year compared to 282 the year before. Commercial activity also remained steady with 5 new commercial building permits issued this year compared to 3 the previous year. The building department issued 1,163 permits of all types and conducted 2,451 inspections. In addition, we also inspected improvements to Town Building projects valued at about \$605,000.



## Conservation Commission

The Conservation Commission for the Town of Suffield is mandated by the Federal government to maintain the integrity of the Town's watercourses, inland wetlands and aquifers by a process of stringent reviews and permitting. The Commission receives and acts on applications or proposals to conduct activities in an inland wetland/watercourse or adjacent to an inland/wetland watercourse. Following a thorough evaluation and review, applications are given conditional approvals or denials. During the 10 – 11 fiscal year, eleven (11) applications were acted upon by the Commission with approval for sixteen (16) potential new homes, three (3) farming activities,

two (2) wetland map amendments, and one approval for the Agriscience Facility at the high school. In addition, the Commission acts on, logging operations, pond or watercourse work, violations, and other activities within regulated areas. Numerous informal discussions are held to offer guidance to property owners in regards to wetlands regulations. Applications can be obtained from and submitted to the Conservation Commission office located in the Town's offices off Mountain Road.

It is important that landowners understand the dynamics of inland wetlands areas and the impact of a landowner's actions to the ecosystem. All activity within 50 feet of a wetland

or 100 feet of a named water body or stream is regulated and the landowner is responsible for compliance with regulations adopted by the Town of Suffield. If a landowner/property owner would like assistance in determining the location of wetland soils on their property, please contact the Conservation Commission prior to any work in or near the wetlands.

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

In addition to the above, the Conservation Commission is also in the process of revising their regulations to include an after the fact permit fee for those instances where regulated activities have taken place without the proper permit first being obtained. This fee will cover the costs for the Conservation Consultant's additional time for review of an activity that has already taken place. The Commission shall then have to decide between granting an after the fact permit or, based on wetland impacts, requiring that the site be restored to its original condition.

## Economic Development Commission

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

Construction was completed on a 12,000 s.f. facility for Arcor Laser Services, a high tech laser welding company, at Lot 8 of the Mach One Industrial Park.

The EDC is working to make the land by Bradley International Airport development ready. As such, the EDC is seeking funds for the extension of water and sewer utilities.

The Town continues to participate in the Bradley Development League (BDL) that is an economic development partnership with the towns of Windsor, Windsor Locks, and East Granby. The BDL signed on to an inter-municipal agreement related to the new Bradley Airport Development Zone which will provide tax abatement and business tax credit incentives for businesses that locate in the vicinity of the airport. A Build-out Analysis of the Airport Development Zone began in this fiscal year. The BDL





also updated its website highlighted by information on the new Development Zone. The EDC Director testified on behalf of the BDL in favor of establishing a Connecticut Airport Authority.

The Board of Selectmen and Board of Finance approved the Town's acceptance of a donation of 4.75 acres of land off of Bennett Road zoned Planned Development Industrial Park.

The EDC continued to administer grants that were utilized to acquire and renovate the former Calvary Church into the Town's permanent senior center. A grand opening celebration of the new facility took place in September. The EDC administered \$68,000 in federal stimulus funds through the Energy Efficiency Conservation Block Grant Program for: energy audits of the Town Hall, Library and Bridge Street School, and new windows for Town Hall. The EDC administered a \$125,000 Small Cities CDBG grant for the Senior Housing Authority for replacement of sidewalks and hot water heaters. A \$200,000 Small Town Economic Assistance Program (STEAP) grant was secured toward the Library Roof Replacement Project. Grant applications were submitted to the STEAP program for \$250,000 for reconstruction of Harvey Lane and \$250,000 for Canal Road.

The EDC Director worked with the Public Works Director and First Selectman on public outreach regarding a bonding package for various capital projects including Town Hall, Bridge Street School, Kent Memorial Library, fire trucks and roads.

The EDC continued to focus attention on the Town Center. The EDC worked with the developer of the Bissel Inn – a new senior housing project between Second Baptist Church and the Suffield Village. The project includes 26 units including the innkeeper. The EDC also continued to investigate the redevelopment of Ffyller Place into a mixed-use office, retail and residential development. A Phase II Environmental Study was conducted on the highway garage site. Cardinal Engineering was hired to design a reconstruction of Ffyller Place to meet town road specifications. The EDC also published a monthly e-newsletter called Suffield Town Center News.

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

In West Suffield, the EDC continued to work with Citizens Restoring Congamond (CRC) on promoting the renovation of the historic Babbs skating rink. The EDC also assisted Friends of the Farm at Hilltop on marketing an Indian Motorcycle Rally at the farm. The EDC assisted River Bend Associates in identifying a farmer to purchase a 165 acre tract by the Farmington Canal Heritage Trail.

The Town executed a new lease with Clearwire for the Betty Lane Water Tower.

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

The EDC also provided the Town Planner suggestions for the update to the Open Space Plan.

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

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

fantastic job of making the planting beds look great.

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

## Engineering Department

### Project Work

- Pavement Management Projects
  - Utilizing the results of the 2009 Pavement Management (PM) Study, a \$100,000 crack seal project for 12 miles of Town roads was developed with a contractor obtained via CRCOG bid process. The project anticipated to last a couple of months started in May 2010.
  - A project to reconstruct and improve drainage on 3 miles of Town roads including Bridge Street, Suffield Meadow Drive, Spruce Street between Hill and North Grand Streets and a half mile of Phelps Road (Copper Hill road to cemetery), estimated to cost \$1.1 million dollars, was designed and bid for construction during the 2011 season.
  - Developed a \$3 million dollar road reconstruction plan including 5 miles of through roads and 2 miles of



neighborhood roads to be funded by bond issue (along with several other projects) by referendum vote.

- Overhill Drive Area Road Reconstruction Project – Construction administration on \$700,000 project for the reconstruction of 1.2 miles of roads with drainage improvements in the Overhill neighborhood which was completed by the end of 2010.
- Farmington Valley Bikeway State Line Monument – Worked on design of this project to be bid and completed in 2012.
- Replacement of Suffield Street Bridge over Stony Brook – Worked with consulting firm on bid process and start of construction for this \$1.6 million bridge replacement project to set the stage for project completion by the end of 2011 construction season.
- Thrall Avenue Drainage/Road Improvement Project – Authorized payments for small underdrain and road improvement project completed by outside contractor during summer 2010.
- White's Pond Dam Outlet Structure – Developed RFP to obtain consulting firm to design new outlet structure to replace existing buried valve system experiencing problems. Oversaw consultant's work to develop

preliminary estimate for submittal to ACCE to obtain funding in Town budget process (ultimately unsuccessful).

Phase II Stormwater Permit –Work completed included submitting results of annual sampling to DEP and completion and submittal to DEP of 2008 Stormwater Management Report.

Acceptance of Town Roads – Worked with developer to prepare Stony Brook II subdivision roads for Bond release and Town road acceptance process.

#### **Additional Town Engineer Functions**

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

agencies and public for maps and interpretation of maps.

- Maintaining and updating the Pavement Management Program including design or design coordination of road improvement projects.

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

Our Commission met during January, February and March of 2011. The Town Department Heads made their presentations to us for Funding requests included in the next five fiscal years. Their presentations included documentation and they answered all questions posed by our Commission.

ACCE reviewed all requests and considered their importance and urgency. We generated our recommendations by priority for fiscal year 2011-2012. It also generated a document that included recommendations and projections for the next five fiscal years.

A Public Hearing was advertised as required and was held on March 14, 2011. The chairman attended a Board of Selectmen meeting and made a brief presentation of our recommendations, and answered their questions.

In April, the Commission met with the Board of Finance, made a presentation of its recommendations and answered their questions.

### **Finance Department**

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

The Board of Finance is responsible for the budget. This process begins for the board in late February and lasts until the budget is passed at the Town Meeting held the second Wednesday in May. The Board of Finance meets weekly to review the budget presented to them by the Board of Selectmen. The public is welcome to attend these meetings. At the end of March the Board of Education submits their budget for review.

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



Finance must find the balance between an equitable budget to be able to operate the town and school system and also recognize the ability of the residents to support the budget. The Town's budget is dependent on the State of Connecticut. We receive approximately 25% of our revenue from them. The majority is from property taxes.

The Finance Director would like to thank everyone that has assisted me during the year especially Christine Mills and Janell Wray. Janell Wray retired at the end of June and we wish Janell the best in her retirement and we will miss her in the office.

## **Fire Commission**

The Commission was occupied with personnel matters during this past year. Of main concern was the filling of positions that became available. The Commission conducted the hiring process and hired three fire fighters. We also interviewed candidates and selected a Fire Marshal.

Recruitment and retention of volunteers continues to be a major area of concern. In addition to hard copy and Town web site brochures that promote volunteer fire service, we have purchased two sandwich board signs promoting recruitment. The

signs were paid for with donations. We also have a volunteer group working on establishing a web site to aid in recruitment. This will be funded by a grant and donations.

Other currently offered benefits designed to enhance recruitment and retention are: Property tax abatements, a volunteer call response payment and training stipends. We will be emphasizing better communication with new recruits by the Department team. Developing loyalty and an "esprit de corps" is paramount. We need new volunteers but we also need our existing volunteers to be more active. We are still in difficult economic environment which places constraints on our budget. We try to obtain grants whenever possible to alleviate the stress on our finances.

The following are some of the grants we have applied for:

**Hartford Foundation for Public Giving**  
Awarded \$3,500 to set up a web site to aid in recruitment.

## **2010 Staffing for Adequate Fire and Emergency Response**

We applied for an additional fire fighter under this grant. Would cover the costs of incremental personnel for a period of

three years. Status-Pending

## **Fire Prevention Grant**

Monies from this grant used for prevention materials and video upgrades

## **Fire Grant Application**

Requested \$122,000 in funding to support radio upgrade project for fire and police. This project is required in order to comply with revised FCC narrow band frequency standards. Status-This grant is not being funded at this time

## **IMC Software System**

Received a grant from the Hartford Foundation for Public Giving

## **Field Service Gas Meters**

Two ordered for \$3,000 and paid from the donation account

The Taxpayers approved a bonding package that will enable the Fire Department to modernize and upgrade their fire fighting capabilities. A volunteer apparatus committee put together a vehicle, Rescue/Pumper, to fit the needs of our Department. An apparatus committee will be formed to begin work on a second vehicle.

The Fire Department responded to 643 incidents in the last year.

## **Human Resources Department**

The Human Resources 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.

Specific activities undertaken during this year included:

- Partnered with the Finance Department on resolving a variety of issues in order to achieve cohesive results to ensure that both departments' requirements are met.
- Prepared unemployment protests/appeals and participated in hearings

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as necessary.

- Assisted legal counsel assigned to represent the Town in preparing the defense against claims filed against the Town.
- Provided assistance to departments to resolve some longstanding employment issues.
- Attended Board and Commission meetings as requested in order to provide updates, guidance and/or information.

Specific projects undertaken during this year were:

- Conducted internal recruitments for Police Sergeant, Administrative Secretary and Civilian Dispatcher.

Administered the written examination for the Police Sergeant position.

- Continued the negotiation process with five bargaining units for successor agreements: Town Hall, Highway, Fire, Police, and Library. The Town Hall contract was fully ratified by February 2011.
- Coordinated Reasonable Suspicion training for department heads and supervisors and Sexual Harassment training for members of the Fire Department.
- Conducted an investigation on a complaint alleging a hostile work environment, including interviewing 25 individuals.
- Conducted a Benefits Fair in May

2011 during which employees were provided the opportunity to speak with representatives on site to get information about services available. The providers in attendance were: The Hartford, Anthem, Lindberg & Ripple and ESI Employee Assistance Program. Informational sessions were held on such topics as: Health Savings Accounts, “What to expect for Those Switching to the HSA”, Fund Selection for the 457 Plan, and Financial Planning for Retirement.

- Implemented the transition of two groups of employees to High Deductible Insurance Plans.

## Kent Memorial Library

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

We had a very busy and productive year, circulating 122,219 items (a little over 10 items per capita). Our Interlibrary Loan activity continues to soar with requests from patrons passing the 16,000 mark.

We received a grant from the Hartford Foundation for Public Giving enabling us to make Amazon Kindles, Barnes and Noble nooks, and Apple iPads available for loan to patrons.

The Library hosted 612 meetings and programs in the Auditorium and Gallery in the past year. 6,538 people attended these events, which included a diverse series of programs, e.g. a classical guitar concert, a concert version of Leonard Bernstein’s opera *Candide*, and readings by The Suffield Players.

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

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





In an effort to improve the look of the library, the carpeting in the auditorium was replaced this past September. The staff decided it would be prescient to forbid food and drink in the room, so signs have been put up announcing the ban. We also replaced a computer table in the room. Along with the carpet, the chairs in the auditorium have been recovered and, most importantly, padded.

The town held a referendum on April 28 concerning bonding on four issues, including a library project. The library project did not pass.

### Grants

The library received two grants from the Hartford Foundation for Public Giving in May. The first gave the library and its patrons access for two years to Vault Career Insider, a job-finder database that offers a wide range of aids for finding and applying to jobs, including resume analysis and job opportunities and listings, employer profiles and company rankings.

The second allowed the library to purchase five Apple iPads, four B & N nooks, four entourage eDGes (the world's first dualbook, combining the functions of an e-reader, netbook, notepad, and an audio/video recorder and player in one) and two Amazon Kindles. These

e-readers have been very popular with our patrons.

### Programs

Our Children's Summer Reading programs had record attendance at both their programs and crafts. There were 334 children signed up for summer reading. A Children's Summer Reading program on birds of prey attracted 65 children and caregivers. Two programs, one on making sand castles and one given by a puppeteer, were fully booked and had long waiting lists.

The Adult Summer Reading program attracted 300 participants with prizes, programs, and raffles. We hosted a program given by Archer Mayor, the mystery writer, who drew over 80 people to the library. We also hosted a program on making books that was fully attended. We had the author Amy Liptak Caruso here earlier in the summer and 18 people attended the program given by the first-time author.

Other programs throughout the year included: Socrates' Café, a philosophically-inclined discussion group that has been going strong since its inception, and the Suffield Photo Club, a group dedicated to exploring all aspects of photography.

## Parks & Recreation

The Parks & Recreation Department continues to provide a vast array of programs and services for residents. We play a key role in the growing need for recreation in our town and continuously look for ways to improve and expand services, as we respond to the changing times and community needs. We also oversee town athletic fields, outdoor courts and parks.

Improvements and new additions to parks and facilities have also been accomplished throughout the year with the assistance from the Public Works Department. Maintaining beautiful parks, athletic fields, and the addition of a playing space at Sullivan field were accomplished this year.

Throughout the year thousands of people participated in a variety of over 170 programs we had to offer. The Parks & Recreation Commission continues to evaluate programs in the continuing effort to improve programming ideas and customer service. This information assists in the planning of current program trends and activities as we added classes for zumba, yoga, hip hop dance and speed training clinics all promoting healthier choices.

Sunrise Park, Bruce Park, the Town Green and school facilities become the home for our summer time activities. We provided opportunities for over 1,000 children to attend the 51 camps and program offerings ranging from arts, sports, fitness, and educational programs. The Friends of Suffield assisted us by sponsoring a children's entertainment program on the Town Green on a warm summer evening.

Our core youth programs: Soccer, Basketball, Field Hockey, Softball and Tee-Ball continue to be very popular and maintained steady attendance with 800 children participating in these developmental programs. We appreciate the support from parent volunteers that help make these sport programs successful.

Our afterschool programs continue to expand with gymnastics, arts, and science and fitness activities being well received. The Family Recreation complex which has lighted tennis, basketball and a sand volleyball court are used daily/ nightly and very popular during the warmer seasons.

The annual 5K and 10K road races held in conjunction with the Suffield on the Green weekend promotes our

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community spirit, as this popular event had 202 children and adults participating. Special thanks to the First National Bank of Suffield, the main sponsor of this community event.

The department continues to be involved with community groups, clubs and agencies. We actively participate on the Juvenile Review Board and work directly with Emergency Aid and the Schools throughout the year. We also work closely with the local sports groups: Travel Soccer Club, Little League, Lacrosse Club, Travel Basketball, and Jets Youth Football & Cheerleading to facilitate scheduling needs and working relationships. We partner with local business when possible; Unique Fitness offers great fitness opportunities through our department.

The department received funding from the Amiel P. Zak Grant for a pavilion to be located at the Sullivan Field Park. This pavilion provides patrons with a sheltered area and enhances the beauty of this park facility.

Continuous use of the Town's web site and department web pages helps us promote our programs in a "green environment". Email blasts have become more popular and an efficient way to advertise.

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

The department team underwent change this year as Carol Scheitlin, administrative secretary and 16 year town employee retired in June.

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

We are proud to promote a sense of community and enhance the quality of life for all residents in the town of Suffield.

The Parks & Recreation Commission meets the second Wednesday of each month at 7:00 p.m. in the conference room located at 230C Mountain Road.

## Police Department

The Suffield Police Department is proud to present its annual report for fiscal year 2011. The Town of Suffield enjoys a low crime rate as a result the police department's strong emphasis on crime deterrence through highly visible and proactive police patrols. During this fiscal year the Town of Suffield ranked sixth lowest in the entire State for Part I Crimes. The police department consists of 19 full-time sworn officers, two supernumerary officers, four full-time dispatchers, four part-time dispatchers, an administrative assistant, and an Animal Control Officer. The accomplishments of our department would not have been possible without the dedication of the sworn and civilian employees of this department.

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

### Training

Our department is committed to training officers in developing strategies to keep our community safe. One of our top priorities for our officers continues

to be training in the areas of tactics, officer safety and realistic scenarios. We have evolved from a basic firearms qualification course to a very dynamic active shooter training session. Detective Mark Sargent and Sergeant Shawn Nelson are the department's firearm instructors and have been instrumental with implementing advanced tactical training scenarios.

### School Resource Officer

The School Resource Officer program has been in existence since 2005. The position is currently being held by Officer Terry Antrum. Officer Antrum is in his fifth year, and he is the second officer to hold the position for the Suffield Police Department. Officer Antrum spends most of his time at the high school, and has an office there, but he is also the School Resource Officer of the Middle School and Elementary schools.

The SRO duties and responsibilities include taking care of all law related incidents that happen in the Suffield Public School System ranging from crime requests about anything from internet safety, to how to prevent one's self from becoming a victim of crime. During this year there was a concerted effort to conduct a drug sweep at the high school. These efforts are randomly conducted

in order to help keep the schools drug free. The SRO'S number one job is the protection of students and staff. In addition, we have conducted Lock Down and Evacuation drills with the assistance of school administrators. The SRO works very closely with the school administrators and he falls under the direct supervision of Captain Craig Huntley.

#### K-9 Officer

Officer Peter Osowiecki is in his sixth year as our department's K-9 Handler. Officer Osowiecki's canine, 'Zee', is a cross trained dog and is primarily used for tracking and narcotics detection. One of Zee's primary duties consists of tracking searches for suspects involved in criminal activity, lost children, elderly and or Alzheimer patients. Zee is well

trained, sociable and responds to the handler's every command. The K-9 team is a viable public relations tool providing demonstrations at our schools, civic organizations and other public functions.

#### Promotions

On April 25, 2011, Officers Ryan Burrell and John Trovato were promoted to the rank of Sergeant. Sergeant Trovato is a seven year veteran of the Suffield Police Department and is presently assigned to the midnight patrol division. Sergeant Burrell is a six and a half year veteran and is presently assigned to the evening shift patrol division. Both Sergeants have excelled in their new positions and represent the department in a true professional manner.

#### Projects

During the past year we have made great strides in meeting an impending deadline for compliance with FCC regulations regarding the narrow band radio system. The police departments dispatch center, known as the Public Safety Answering Point (PSAP) dispatches emergency calls for the ambulance, fire and police departments. The manner in which radio calls are dispatched shall be narrow banded by January 1, 2013. Narrow banding is an effort to ensure more efficient use of VHF and UHF spectrum

by requiring all PSAP's to migrate to at least 12.5 kHz efficiency by the due date.

Our system presently operates in the 150-174 MHz band and we are subject to the narrow banding mandate. This was an expensive undertaking by our Town, however; failure to comply with the mandate could lead to FCC enforcement action, which may include admonishment, monetary fines and loss of license. This endeavor is a major undertaking which is being implemented and coordinated by Lieutenant Richard Brown.

#### Community Events

During this year, our officers have volunteered and participated in numerous community events including the Memorial Day Parade, Firemen's Carnival, Hilltop Farms Festival, Senior Picnic event, Senior Health/Safety Fair, Christmas Adopt a Family Program, Seat belt Safety Inspections, Rape Aggression Defense (RAD) Classes, D.A.R.E. program and Suffield on the Green.

It is important we continue to foster positive relationships with the stakeholders, businesses and residents in our community. This is exemplified by our commitment to the school system and by our introduction and continued

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#### Police Department Statistics:

	2010-2011	2009-2010	2008-2009
Calls for Service	19,478	18,925	19,370
Value Property Stolen	\$123,271	\$236,994	\$199,126
Value Property Recovered	\$10,707	\$63,801	\$3,134
Criminal Arrests:	192	222	261
Motor Vehicle Violations:			
Summons Issued	216	317	407
Citations	1,814	1,622	1,707
Accidents	225	292	304
Fatal Accidents	1	1	2
<b>Crime Data</b>			
Auto Theft	3	12	7
Value Loss	\$53,000	\$176,935	\$55,100
Value Recovered	\$2,500	\$43,446	\$3000
Sexual Assaults	0	1	2
Robbery	0	1	3
Assaults (includes domestic)	84	73	114
Burglary	40	78	36
Larceny	55	86	61
Arson	3	0	0
Narcotic Arrests	47	69	49

cooperation with newly appointed School Superintendant Karen Baldwin.

## Public Works

### Roofing Projects

The department continues to follow the replacement plan developed in 2006. During this fiscal year, a section of the Middle School (Central Office) and was replaced. During the current fiscal year, the library roof, a section of the McAlister roof and the phase 4 roof (old VoAg) at the Middle School will be replaced. The goal in the replacement program is to extend the life of the flat roofs from 20-23 years to 25-30 and the pitched roofs to 45 years.

### Building Maintenance

The facilities manager has completed a comprehensive maintenance plan for the 16 town owned non-school buildings in 2009. The plan focuses on the HVAC, plumbing, electrical systems and site work. Several major items have been identified for replacement/refurbishment: the generators at the police department and highway garage, the boiler at the Bridge Street School, the HVAC systems at the town hall and library.

The generators at the police department and highway garage have been replaced this year and funds have been approved

to begin design work of the HVAC system for the town hall.

The harsh winter weather required the snow removal from the roofs of the town hall, senior center and several sections of school roofs. The snow removal was completed by contractors and town staff. The snow loads caused the partial collapse of a shed on the newly acquired Ag Science property at the high school. The shed had to be completely torn down and removed.

### Grounds & Road Maintenance

The department responded to 33 callouts during the winter snowplowing season. The callouts consist of a 2-3 man crew for salting operations to the entire ten person group for large storms. The severe weather this winter required additional time after each storm to push snow from the edge of the roads and intersections to improve the sight lines. The department was assisted by a contractor that is responsible for the 7 miles of private roads in the Congamond Lakes area and two part time drivers. The department works together with the police department and board of education to determine late openings and school closings.

The department continues to maintain the lawns and fields of all town properties,

totaling approximately 150 acres. The majority of the work, including mowing, field marking and trash pickup, has been completed by the staff. Two summer

interns have been assisting with the field mowing. One contractor has been hired to provide mowing for several smaller properties on the west side of town

### Landfill Statistics - Fiscal Year 2010-2011

Waste Oil	3,515 gallons
Scrap Metal	161 tons
Newspaper & Cardboard & Mixed Paper	275 tons
Commingled Containers	27 tons
Bottles/Cans/Junk Mail, Single Stream	1,357 tons
Auto Batteries	.75 tons
Leaves	300 tons

### Municipal Solid Waste taken to the C.R.R.A. Burn Plan

Residential Solid Waste	4,149 tons
Commercial & Municipal Waste	2,440 tons
Bulky Waste buried at the Landfill	630 tons
Tree stumps hauled for chipping	103 tons
Tires removed	639 tires
Freon-Containing Appliances	79 units
Propane tanks	65 tanks
Households receiving Curb Side Pickup	4,113 households
Households signed up for Transfer Station	166 households
Trash area add-on Stickers issued	618
Fees collected for Bulky Waste Pickup	\$1,450.00
Christmas tree pickup	10 tons

### April 2011 Household Hazardous Waste Collection Day

Households participating	285
Disposal Cost	\$ 14,338.00
Disposed of mattresses and box springs	261 units
Stuffed furniture disposed of	76 tons





allowing the department to concentrate on the central area of town consisting of the four school properties, Bruce Park, Bridge Street School, the town green and the new Senior Center.

**Landfill**

Anchor Engineering has submitted the plans and permit application to allow disposal of bulky waste by reopening the closed solid waste cell. The reopened bulky waste cell will allow the town to dispose of material for another 40 years. The current disposal cell will reach capacity in the 2012-2013 time period. DEP approval is expected during the 2012 calendar year, and work be expected to begin shortly thereafter.

The amount of material disposed in the single stream recycling process continues to grow with a corresponding decrease in the material sent to CRRA. The reduction in burn fees saved the Town about \$50,000 in fees, representing 12% of the burn fee budget.

**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 ground and building maintenance tasks. They

continue to do the painting in the schools during vacations. They are also responsible for the periodic cleaning of the mini buses.

**Registrar of Voters**

As of June 30, 2011 there were 8230 registered voters in Suffield with 2195 registered Democrats, 2397 Republicans, 3477 unaffiliated and 161 registered to other parties.

Voter record activity was 1,325 voter record changes, additions and removals throughout the 2010/11 fiscal period, an average of 110 per month.

Voter Information packets were sent to 138 new Suffield residents.

A voter registration session was held at Suffield High School on June 1st. All eligible students were given the opportunity to register to vote that day, and pre-registration was made available to 17-year-olds who would turn 18 before the November election. These 17 year olds are eligible to vote in their party's primary.

A Referendum was held April 28, 2011 for the approval of bonding for Town Hall renovations/ improvements, road/ drainage improvements, a new library and new fire truck/equipment.

**The April 28th Referendum results are as follows:**

Question on Ballot		Number of Votes Received
"Shall the town of Suffield appropriate \$1,900,000 and authorize the issue of bonds and notes in the same amount for renovations and improvements to the Suffield Town Hall?"	YES	1,670
	NO ✓	2,027
"Shall the town of Suffield appropriate \$3,108,000 and authorize the issue of bonds and notes in the same amount for Road and Drainage improvements?"	YES ✓	2,821
	NO	886
"Shall the town of Suffield appropriate \$1,400,000 and authorize the issue of bonds and notes in the same amount for Fire Truck and Related Equipment Acquisition?"	YES ✓	2,005
	NO	1,693
"Shall the town of Suffield appropriate \$8,408,000 and authorize the issue of bonds and notes in the same amount of \$6,908,000 for Demolition of the former Bridge Street School and Design and Construction of a New Library on the Bridge Street School Site?"	YES	1,743
	NO ✓	1,987

A total of 3738 votes were cast. 3684 votes were cast by registered voters and 54 by unregistered property owners.

All Suffield registered voters and all Suffield property owners were eligible to vote in the referendum provided they

were U.S. citizens, 18 years or older, and were recorded in the last completed grand list as personally owning property assessed for over \$1000. Property owned in trust, LLC and corporations were not considered.

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### The November 2nd election results are as follows:

OFFICE	CANDIDATE	Party	Number of Votes Received
Governor & Lt. Governor	Tom Foley & Mark D. Boughton	R	3412
	Dan Malloy & Nancy Wyman ✓	D&WF	2003
	Thomas E. Marsh & Cicero B. Booker, Jr	I	78
United State Senator	Linda E. McMahon	R	2962
	Richard Blumenthal ✓	D&WF	2453
	Dr. John Mertens	CFL	29
	Warren B. Mosler	WF	89
Rep in Congress	Brian K Hill	I	61
	Janet Peckinpaugh	R	2731
	Joe Courtney ✓	D	2541
	G. Scott Deshefy	G	71
	Joe Courtney	WF	102
State Senator	Daniel Reale		1
	John A. Kissel ✓	R	2955
	Karen M. Jarmoc	D	2472
State Representative	Malvi Lennon	R	2335
	Elaine O'Brien ✓	D	3054
Secretary of the State	Jerry Farrell, Jr.	R	2769
	Denise Merrill ✓	D	2341
	S. Michael DeRosa	G	70
	Ken Mosher	L	53
	Michael J. Telesca	I	67
Treasurer	Jeff Wright	R	2683
	Denise L. Nappier ✓	D	2542
	S. David Bue	G	49
Comptroller	Andrew Grant White	I	67
	Jack Orchulli	R	2741
	Kevin Lembo ✓	D	2204
	Conin D. Bennett	G	65
	Joshua Katz	L	62
Attorney General	Hugh Dolan	I	78
	Martha Dean	R	2890
	George Jepsen ✓	D	2261
	Stephen E.D. Fournier	G&I	132
Judge of Probate	Edward G. McAnaney	R	3748
	Steven M. Zelman ✓	D	1564
Registrar of Voters	Lynn Joyal ✓	R	2979
	Darlene Burrell ✓	D	2177

DEMOCRAT GUBERNATORIAL PRIMARY was held on September 10, 2010 with a 24% voter turnout with 524 out of 2190 eligible Democrat voters voted.

### The September 10th Democrat Primary results are as follows:

Office or Position Designation	CANDIDATE	# of Votes Received
Governor	Dan Malloy ✓	225
	Ned Lamont	289
Lieutenant Governor	Nancy Wyman ✓	250
	Mary Messina Glassman	256
Secretary of the State	Denise Merrill ✓	300
	Gerry Garcia	199
Comptroller	Kevin Lembo ✓	313
	Michael J. Jarjura	185

The Office of the Registrars of Voters is a position, governed by the CT General Statutes and financially supported by the municipality in which the Registrars serve. Registrars work closely with the Office of the Secretary of the State to develop methods and procedures to ensure the voting rights of citizens and

administer all elections (i.e. National, State, Municipal, Primaries, and Referenda) based on current election laws.

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

The November 2, 2010 Gubernatorial Election had a 67% voter turnout with 5573 voting out of 8344 eligible electors. The following statistics describe that turnout:

Party	Turnout	Percent
Republican	1,883	(45.3%)
Democrat	1,605	(42.9%)
Unaffiliated	1,976	(25.5%)
Other Parties	109	(52%)

REPUBLICAN GUBERNATORIAL PRIMARY was held on September 10, 2010 with a 30% voter turnout with 713 out of the 2385 eligible Republican voters voted.

**The September 10th Republican Primary results are as follows:**

Office or Position Designation	CANDIDATE	# of Votes Received
Governor	Tom Foley ✓	290
	Michael Fedele	202
	Oz Griebel	204
Lieutenant Governor	Mark Boughton ✓	272
	Lisa Wilson-Foley	360
U.S. Senator	Linda E. McMahon ✓	317
	Peter David Schiff	146
	Rob Simmons	243
Representative in Congress	Daria Novak	207
	Doug Dubitsky	148
	Janet Peckinpugh ✓	305
Attorney General	Martha Dean ✓	383
	Ross Garber	270

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

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

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.

**Social Services Commission**

The Social Services Commission meets the second Thursday of every month with the Senior Center Director, the Executive Director of the Emergency Aid Association, the Mini-bus Coordinator and the Youth Services Director. The commission is made up of seven town volunteers to help coordinate services for town residents.

**Senior Center**

The Senior Center opened its doors for business in the new facility on July 1, 2010. Thanks to the dedication of the Permanent Building Committee, the new center opened without a hitch and under budget. There is now a much larger facility, its own location, and many more possibilities for the future. Many local businesses and community organizations contributed to the effort. We exceeded the 3 year membership goal of 1,000 members and programs can now take place concurrently. The volunteer staff has grown from 24 to 75. The Wednesday hot lunch programs have doubled in attendance.

**Emergency Aid Association**

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

EAA Executive Director Janet Frechette led the EAA team in providing support through a number of programs that

included the Connecticut Energy Assistance Program whereby the State of Connecticut appropriates money to assist with heating costs for low-income residents. Last year, the EAA staff submitted 235 applications to the state on behalf of the residents, resulting in \$218,840 in fuel aid to 217 eligible Suffield households.

The Meals-on-Wheels program provides meals that are prepared at the Community Renewal Team kitchen in Hartford and are delivered five days a week to Suffield. EAA coordinated volunteers who distributed approximately 8,255 meals last year to an average of 20 homebound seniors a day.

The Renter's Rebate program is administered through the Office of Policy and Management to municipalities and EAA staff processed 99 applications and submitted claims totaling \$48,603 on behalf of eligible Suffield residents.

Through the Friendly Visitor/Friendly Shopper Program, the EAA recruits volunteers to visit and/or grocery shop for homebound residents. Last year, 11 volunteers served as visitors and/or shoppers to 9 isolated and homebound residents.

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Working with the Salvation Army, the towns of Suffield and Windsor Locks are grouped together for purposes of the Salvation Army budget and service area. Suffield was allocated \$3,000 for fiscal year 2011. An additional \$1,544 was raised during the Salvation Army Kettle Drive held at CVS plaza during the month of December.

### Mini Bus

The Suffield Mini Bus provides transportation for Suffield residents over 60 years of age and permanently disabled adults. In fiscal year 2010-2011, we were fortunate to continue to receive a Municipal Matching Grant from the State of Connecticut. Grant funds allowed us to continue extended service. Through 2010-2011 we had in service 3 handicap accessible mini buses and 2 cars. Our second vehicle, a 2008 Mercury Gran Marquis, was purchased with funds awarded from the Hartford Foundation for Public Giving through the Amiel P. Zak Public Service Fund.

Our staff includes 1 full time driver, and 5 part time drivers, as well as a full time coordinator who is also scheduled to drive. Traveling 70,009 miles, we serviced 15,930 pick ups for the 223 days we operated. We recorded 187 members, accepting 45 new applications this fiscal year.

Application for a 5310 grant was processed and approved through the Connecticut Department of Transportation which gave us a new bus in fiscal year 2011-2012. This vehicle will replace an existing vehicle which is presently in operation.

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, pharmacies, cleaners and the post office are part of a regular day.

The Mini Bus reports to the Suffield Social Services Commission, and the Connecticut DOT for vehicles procured through them and the Municipal Matching Grant program, also overseen by the Department of Transportation.

### Youth Services

A Youth Services Bureau is a, noncoercive independent public agency established to serve youth and families by 1) mobilizing community resources to solve youth problems, 2) strengthening and developing new and existing youth resources, 3) promoting positive programs.

Since 1968, 107 youth bureaus statewide subscribe to fulfilling twelve annual goals

in two components, administrative and direct service units. The goals are in the following areas.

- 1) Management
- 2) Research
- 3) Resource Development
- 4) Community Involvement
- 5) Youth and Family Advocacy
- 6) Direct Service Interventions:
  - Juvenile Justice - Mental Health -
  - Child Welfare - Education - Youth
  - Development - Outreach

Suffield Youth Services has a fifteen year history beginning with a teen center operation, leading to total community involvement and acceptance. We have been fortunate to become an integral part of the community structure and work diligently to preserve and increase our position. The following is a general overview of our growth pattern for the last three years.

The Suffield Youth Services Bureau continued offering individuals and group services for the community. There were 17 separate programs offered, ranging from one time ropes team building, to programs lasting the entire year. All programs were offered in collaboration with Town departments and the Board of Education, with the overall goal of increasing individual potential and growth through positive youth programs.

The department's individual intervention services involved 56 youth referrals receiving counseling intervention and referral services. The 56 referrals and 39 families received services. 17 youth were in full year group services. 52 cases were offered extended management services.

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

	2008-2009	2009-2010	2010-2011
Referrals	98	115	56
Case Management	65	85	52
Service Interventions*	152	163	141
Programs.	26	30	26
Family Interventions	36	48	39
Ave. # Tele. Calls	600/year		
Service Intervention - number of individual, crisis, group counseling and alternative educational/employment cases recorded services per year			



These activities are able to function due to the generosity of our community. We thank all those who have contributed this past year by donating time and funds.

Suffield's YSB target population is the "at risk", disconnected youth and the family. Our goal is to engage that individual and the family. Our preventative goal is to involve all youth and become connected so young people perceive us as positive, caring adults. Our method is be on the "front line", being discretely visible and active. We are proud of our profession and our community, Suffield.

## Tax Collector

My name is Jill F. Schechtman. I am your Tax Collector. I am responsible for collecting the taxes for the Town of Suffield. I completed this task with the help of Kathleen Dunai-Thibedeau who has been Assistant Tax Collector for the past four years and Robin Lutwinas who has been the Assistant Tax Collector for the past thirteen years.

Kathleen is responsible for collecting taxes over the counter, updating address changes, preparing and sending demands and delinquent notices, issuing Motor Vehicle releases and most importantly keeping our escrow accounts current, just to name a few.

Robin is responsible for collecting taxes over the counter, processing bankruptcy payments, transfers, creating and sending demand notices, delinquent statements and warrants, issuing Motor Vehicle releases and creating the Suspense List, just to name a few tasks.

I personally am responsible for returning phone calls, processing refunds, balancing the Ratebook to the Abstract, filing and releasing liens, publishing legal notices, making deposits, preparing the budget, preparing necessary reports and meeting with the Auditors, to name a few items.

Since becoming Tax Collector on August 28, 2009 I have seen many improvements within our office and the interaction of other offices. In August 2010 Helen Totz was hired as Tax Assessor. In October 2010 Tim Hutvagner was hired as Assistant Tax Assessor. The addition of these two individuals has helped our office immensely. Thanks to full time staffing in the Assessor's Office we have been able to eliminate many refunds and have been able to supply corrected bills on demand. The entire process of billing and balancing has been greatly enhanced by these two individuals.

Thanks to the help of the Finance Department, we continue to move

forward towards easier balancing techniques between the Munis system and Quality Data Systems (QDS), our software system. The auditing process should become easier in the upcoming year thanks to the efforts of Finance Department.

A special thanks to Dan Beaudoin, our IT Department. We rely heavily on Dan to keep our office running smoothly throughout the year. We will be challenging Dan in the next fiscal year. Thanks to the approval of my budget for the next fiscal year, we will be going online to take payments. This will be an exciting time for our office. We thank Dan in advance for supporting us in this new endeavor.

This year has been a great year in the Tax Office. My office has worked very well as a team to complete many diversified tasks while maintaining a 98.7% Collection

Rate. I have completed the necessary course/ test requirements for my CCMC certification. I need only to complete my three years experience as my final requirement. I have been very fortunate to meet and work with many residents this past year. We all are moving forward! I look forward to serving the Town of Suffield in the year ahead.

## Town Clerk

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

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

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	2008-2009	2009-2010	2010-2011
Documents Recorded	3,333	3,216	3,477
Land Transfers	176	221	168
Local Conveyance Tax	\$126,929	\$ 163,605	\$127,694
Dog Licenses	1,215	1,405	1,350
Marriages	74	74	85
Births	69	70	61
Deaths	126	142	142



The following is available in our office: Dog licenses are due annually during the month of June. The fee is \$19 or \$8 if the animal is neutered. The dog must have a current rabies certificate.

Sport licenses are for the calendar year and are available beginning in December. Marriage licenses are issued only in the town where the ceremony will take place at a cost of \$30.

Voter registration forms are available here and this is where you would obtain an absentee ballot.

## Water Pollution Control Authority

### 2010/2011 Awards and Achievements

- The WPCA maintained the same use fee for 2010/2011 as last year with a rate of \$283.00 – well below the 2009 state average of \$364 per year
- The Kent Farms Sewer District annual fee remained at \$178.00 per year.
- The Commercial/Industrial rate per 1000 gallons discharged to the system is \$6.60.
- The WPCA maintains contracts with H.P. Hood and the Connecticut Dept. of Corrections for treatment of their wastewater discharged to the plant.

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

### 2010/2011 Events

The treatment plant has performed extremely well, and the WPCA received nitrogen credits for 2010 from the DEP of \$8,276 while annual limits are becoming even more stringent. The performance of the plant has been noted in Treatment Plant Operator magazine for the nitrogen removal.

The total number of pumping stations remains at 19. The WPCA staff also maintains the treatment plant, 65 miles of sewer line, and the underground treatment system at the Kent Farms subdivision. A study to assess the septic systems around the Congamond Lakes began in March 2010 and is still ongoing. The study 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, CT is the engineering firm conducting the study and completed the Phase 1 sewer implementation in Southwick, and brings a lot of knowledge to Suffield regarding the lake area.

## Zoning and Planning Commission

The Zoning and Planning Commission (ZPC) approved two subdivisions creating a total of 11 building lots during FY10-11. The Deer Cliff Subdivision located on Newgate Road is a 7-lot Flexible Residential Development. The property contains a portion of the Metacomet Trail which was dedicated to the Suffield Land Conservancy as permanently protected open space which totaled over 21 acres in this subdivision.

The other approved subdivision which contains 4 lots is located off of Boston Neck Road. The ZPC also approved a site plan modification for Suffield Hardware so that they could expand their business and fully utilize their site when they are ready. An antique shop was approved on Mapleton Avenue and a Bed and Breakfast facility was approved on Mountain Road.

One other approval of note was for a permanent farmstand located at the Hastings Farm on Hill Street. The Hastings Farm sought to expand their farmstand by offering milk, cheese, and yogurt to customers. Fees for all of the applications received totaled \$7,922 for the year.

In addition to the applications reviewed by the ZPC, staff approved a total of 166 applications for zoning compliance. Zoning compliance forms are required for building permits that include new construction, additions to structures, pools, fences, sheds, and most other exterior changes to a property or site that includes a structure. These applications require staff to review the site plan and in most cases inspect the site to ensure the plans are accurate.

Fees for zoning compliance totaled \$8,300 for the year. Other fees collected by the Zoning and Planning Office included \$17,033 for fee in lieu of open space. These fees are set when a subdivision is approved that does not have an area that is desirable for open space purposes. In these cases the ZPC will accept a fee in lieu of open space that is collected when a lot is bought or transferred. The money collected from this fee is placed into the open space account which can be used to purchase open space that is more desirable.

In implementing a recommendation from the most recent Plan of Conservation and Development, staff began work on an Open Space Plan with the Open Space Subcommittee. The purpose of the plan



is to identify areas of focus that merit various levels of long-term protection to become a part of a more meaningful system of open spaces. The plan is expected to be finished and adopted next fiscal year.

### **Farmland Preservation**

The Open Space account received an allocation of \$200,000 to aid in advancing our farmland preservation initiatives.

The Town and State Department of Agriculture worked together on purchasing the development rights to the 79 +/- acre Leahey Farm on Taintor Street. The town continues to have a backlog of landowners that are interested in selling the development rights to their farms.

Our efforts continue as we work on the highest rated and ranked farms on the list with the goal of preserving fifty-five percent of the town's residentially zoned land as open space. We began working with one of these property owners during the year in the hopes that the Town will enter into an agreement to preserve the property next fiscal year.

Suffield was the recipient of another Agriculture Viability Grant from the State Department of Agriculture. The purpose of these grants is to strengthen

the economic viability of Connecticut farmers and to promote the sustainability of agriculture in Connecticut and its municipalities.

The town received \$42,800 for this grant which will be used to upgrade our Geographic Information System data which has been a great help in tracking and mapping our farmland and open space. This upgrade will also result in a website for the public to use that will have accurate mapping information that can be viewed for any property in town.

The viability grant will also pay for surveys and appraisals that are needed for farmland preservation projects among several other items. To date, the Town has been successful in obtaining this grant every time we have applied for the funds.

### **Zoning Statistics**

The Zoning Enforcement Officer (ZEO) reviewed and issued zoning compliance certification to 228 applications. These applications include but are not limited to certificates of occupancy, zoning compliance forms, permanent and temporary sign applications, and liquor permit applications.

Also, the ZEO is the first point of contact for people that want to make

an application to the Zoning Board of Appeals. In addition to zoning compliance certification, the ZEO received and reviewed 9 applications to the Zoning Board of Appeals (ZBA) for completeness before they go to the ZBA.

The ZEO investigated 214 complaints during the 2010-11 fiscal year.





## Financials

### 5 Year Summary

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Budget 2011-12
<b>REVENUES</b>						
Property Taxes	27,703,347	29,655,308	30,952,540	31,934,209	32,099,202	33,729,341
Licenses, Permits & Fines	360,980	362,185	220,419	278,463	275,483	290,210
Revenues from Use of Money & Property	718,743	620,581	273,470	161,945	97,546	100,000
Revenues from Other Agencies	278,968	279,642	276,740	258,484	26,686	8,000
State Grants	5,903,187	5,762,607	6,204,741	4,606,342	6,262,806	7,021,463
Federal Grants	185,639	10,000	1,344	-	-	-
Education Related Revenue	5,735,240	7,218,683	7,680,034	6,732,585	6,535,234	7,612,867
Charges for Current Services	358,972	321,863	253,306	296,356	268,683	471,396
Landfill	759,893	780,286	951,755	931,152	936,566	67,000
Recreation	124,359	124,298	129,434	140,625	127,869	121,630
Miscellaneous	192,229	491,820	1,024,802	397,245	658,365	275,000
Transfers in	527,350	576,644	358,577	683,825	453,000	462,230
Short Term Borrowing						
Fund Balance						450,000
<b>Total Revenues</b>	<b>42,848,907</b>	<b>46,203,917</b>	<b>48,327,162</b>	<b>46,421,231</b>	<b>47,741,440</b>	<b>50,609,137</b>
<b>EXPENDITURES</b>						
Administrative	3,286,353	3,827,879	3,729,068	3,824,677	4,151,522	4,440,618
Planning & Development	321,266	384,502	352,712	365,746	371,440	377,860
Public Safety	2,815,791	3,134,276	3,312,697	3,299,267	3,363,645	3,437,313
Public Works	2,884,945	2,874,049	3,322,168	3,087,802	3,243,592	3,391,528
Health & Social Services	607,825	620,358	663,201	681,207	697,550	701,483
Library, Recreation & Parks	798,243	805,286	875,526	873,248	872,273	854,618
Other	3,124,297	2,829,495	3,189,860	1,965,452	5,816,838	4,395,736
Debt Service	3,142,126	3,074,000	3,005,874	2,934,099	2,363,255	2,248,430
Board of Education	25,525,849	27,588,830	29,320,559	29,218,465	29,536,866	30,761,551
<b>Total Expenditures</b>	<b>42,506,695</b>	<b>45,138,675</b>	<b>47,771,665</b>	<b>46,249,963</b>	<b>50,416,981</b>	<b>50,609,137</b>
Excess of revenues over (under) expenditures	342,212	1,065,242	555,497	171,268	(2,675,541)	
Adjustments for Budget to GAAP Reporting	(12,804)	(3,426)	386,415	1,744	91,194	
Total Fund Balance (GAAP)	8,305,135	9,366,951	10,308,863	10,481,875	7,897,528	
Designated Fund Balance (GAAP)	896,754	1,237,516	923,931	2,925,675	1,529,018	
Undesignated Fund Balance (GAAP)	7,408,381	8,129,435	9,384,932	7,556,200	6,368,510	
Undesignated Fund Balance as % of Total Expenditures (GAAP)	17.4%	18.0%	19.6%	16.3%	12.6%	

GAAP - Generally Accepted Accounting Principles

**Revenues**

	Adjusted Budget	Actual	Variance Favorable (Unfavorable)
<b>Property Taxes</b>			
Current list	31,483,347	31,355,839	(127,508)
Supplemental MV tax	210,000	210,993	993
Interest & Fees	100,000	196,632	96,632
Prior years	240,000	335,738	95,738
<b>Total Property tax</b>	<b>32,033,347</b>	<b>32,099,202</b>	<b>65,855</b>
<b>Licenses, Permits &amp; Fines</b>			
Building Dept.	270,000	242,894	(27,106)
Zoning & Planning	8,000	15,808	7,808
Zoning Board of Appeals	3,720	2,170	(1,550)
Police Permits	4,000	6,445	2,445
Conservation	4,000	7,866	3,866
Historic District Fees	800	300	(500)
<b>Total</b>	<b>290,520</b>	<b>275,483</b>	<b>(15,037)</b>
<b>Revenue from Use of Money &amp; Property</b>			
Fund Balance Utilization	2,500,000	-	(2,500,000)
Investment income	160,000	97,546	(62,454)
<b>Total</b>	<b>2,660,000</b>	<b>97,546</b>	<b>(2,562,454)</b>
<b>Revenues from Other Agencies</b>			
Telecommunications grant	45,000	26,686	(18,314)
<b>Total</b>	<b>45,000</b>	<b>26,686</b>	<b>(18,314)</b>
<b>State Grants</b>			
PILOT, State Property	3,446,626	3,466,399	19,773
Mashantucket Pequot	2,043,986	2,244,497	200,511
PILOT, Vessels	5,656	4,577	(1,079)
PILOT, Mfg. Equipment	218,000	152,561	(65,439)
PILOT, Disabled Tax Relief	1,000	857	(143)
Veterans Exemption	9,000	7,938	(1,062)
Elderly Tax Relief	79,000	76,621	(2,379)
Property Tax Relief	4,000	2,000	(2,000)
LOCIP Reimbursement	91,837	-	(91,837)
Youth Services	14,000	14,000	-
Miscellaneous	32,000	149,130	117,130
Town Aid Road	144,074	144,226	152
<b>Total</b>	<b>6,089,179</b>	<b>6,262,806</b>	<b>173,627</b>
<b>Education Related Revenues</b>			
Tuition, Vo-ag	807,192	717,293	(89,899)

(continued)





## Financials

	Adjusted Budget	Actual	Variance Favorable (Unfavorable)
Tuition, Other	128,800	239,075	110,275
Education Cost Sharing	6,082,494	5,220,206	(862,288)
Vo-Ag Grant	203,250	234,775	31,525
Other Educational Grants	7,362	7,406	44
Pupil Transportation	180,335	116,479	(63,856)
Misc. School Income	-	-	-
<b>Total</b>	<b>7,409,433</b>	<b>6,535,234</b>	<b>(874,199)</b>
<b>Charges for Current Services</b>			
Assessor's Map Sales	1,000	909	(91)
Bulky Waste	1,600	1,672	72
Real Estate Conveyance Tax	150,000	127,661	(22,339)
Social Service, Mini-Bus	4,000	5,436	1,436
Police Alarm Fees	1,000	200	(800)
Town Clerk Historic Document Fees	3,500	2,842	(658)
Town Clerk Recording Fees	108,500	129,963	21,463
<b>Total</b>	<b>269,600</b>	<b>268,683</b>	<b>(917)</b>
<b>Landfill</b>			
Landfill Operation	40,000	41,340	1,340
Landfill Residential Permits	882,792	867,924	(14,868)
Sale of Scrap Metal	15,000	15,590	590
Permits	13,000	11,712	(1,288)
<b>Total Landfill</b>	<b>950,792</b>	<b>936,566</b>	<b>(14,226)</b>
<b>Recreation</b>			
Recreation Summer Programs	43,895	28,912	(14,983)
Recreation Activity	82,240	98,957	16,717
<b>Total Recreation</b>	<b>126,135</b>	<b>127,869</b>	<b>1,734</b>
<b>Miscellaneous</b>			
Miscellaneous Town Income	55,000	117,044	62,044
Cell Tower	86,000	105,388	19,388
Capital Project Expenditures	1,333,000	350,806	(982,194)
Resource Officer	52,230	54,000	1,770
Rental of Town Property	68,000	85,127	17,127
<b>Total Miscellaneous</b>	<b>1,594,230</b>	<b>712,365</b>	<b>(881,865)</b>
<b>Transfers In</b>			
Off Duty Fund	40,000	40,000	-
Sewer Assessment Payments	259,795	359,000	99,205
<b>Total Transfers</b>	<b>299,795</b>	<b>399,000</b>	<b>99,205</b>
<b>Total All Revenues</b>	<b>51,768,031</b>	<b>47,741,440</b>	<b>(4,026,591)</b>

**Expenditures**

	Adjusted Budget	Actual	Variance Favorable (Unfavorable)
<b>Administrative</b>			
Selectmen	218,004	215,996	2,008
Human Resources	86,516	82,314	4,202
Probate Court	5,866	5,866	-
Election	41,424	41,424	-
Board of Finance	10,907	10,907	-
Assessor	126,099	126,099	-
Board of Assessment Appeals	1,450	422	1,028
Tax Collector	161,422	161,422	-
Tax Rebates	59,849	59,775	74
Finance	266,747	257,850	8,897
Information Technology	322,159	252,909	69,250
Town Counsel	107,000	106,136	864
Town Clerk	189,048	175,628	13,420
Town Hall	163,872	163,872	-
Insurance & Benefits	2,511,877	2,490,902	20,975
<b>Total Administrative</b>	<b>4,272,240</b>	<b>4,151,522</b>	<b>120,718</b>
<b>Planning &amp; Development</b>			
Zoning & Planning	175,181	169,865	5,316
Zoning Board of Appeals	5,762	4,027	1,735
Economic Development	144,459	144,174	285
Historic District Commission	885	468	417
Conservation Commission	56,133	52,906	3,227
<b>Total Planning &amp; Development</b>	<b>382,420</b>	<b>371,440</b>	<b>10,980</b>
<b>Public Safety</b>			
Fire	849,665	805,417	44,248
Police	2,240,421	2,157,201	83,220
Civil Preparedness	17,263	16,253	1,010
Building Department	205,392	191,870	13,522
Town Engineer	112,987	107,005	5,982
Dog Account	85,899	85,899	-
<b>Total Public Safety</b>	<b>3,511,627</b>	<b>3,363,645</b>	<b>147,982</b>
<b>Public Works</b>			
Public Works	460,585	447,151	13,434
Highways	1,177,042	1,177,042	-
State Aid Road	144,074	144,074	-
Public Utilities	506,000	494,432	11,568
Landfill	1,013,344	980,893	32,451
<b>Total Public Works</b>	<b>3,301,045</b>	<b>3,243,592</b>	<b>57,453</b>

(continued)



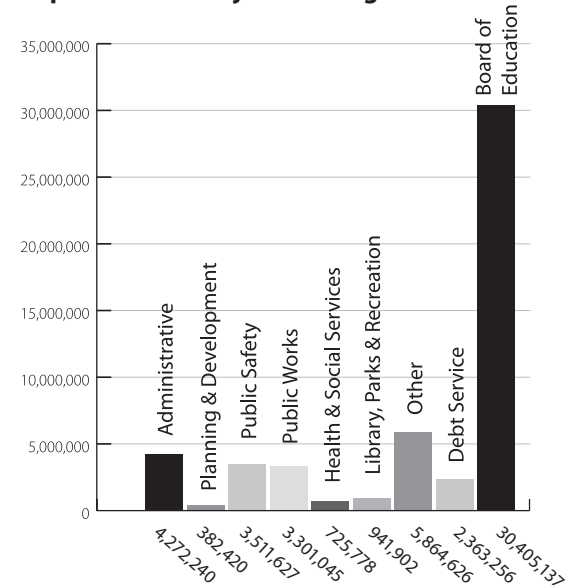
## Financials

	Adjusted Budget	Actual	Variance Favorable (Unfavorable)
<b>Health &amp; Social Services</b>			
Health & Social Services	121,622	120,622	1,000
Social Services Commission	1,690	1,250	440
Senior Center	117,243	117,243	-
Minibus	192,382	182,780	9,602
EMS / SVAA	225,837	208,651	17,186
Social Worker	67,004	67,004	-
<b>Total Health &amp; Social Services</b>	<b>725,778</b>	<b>697,550</b>	<b>28,228</b>
<b>Library, Recreation &amp; Parks</b>			
Library	427,056	427,056	-
Recreation	260,464	250,259	10,205
Recreation Activity	119,798	97,906	21,892
Youth Services	119,584	88,037	31,547
Tree Warden	15,000	9,015	5,985
<b>Total Library, Recreation &amp; Parks</b>	<b>941,902</b>	<b>872,273</b>	<b>69,629</b>
<b>Other</b>			
Capital Expenditures	3,747,949	3,700,161	47,788
Cemeteries	31,000	31,000	-
Contingencies	-	-	-
Transfer to School Building Project	1,385,677	1,385,677	-
Transfer to OPEB (other post employment benefits)	700,000	700,000	-
<b>Total Other</b>	<b>5,864,626</b>	<b>5,816,838</b>	<b>47,788</b>
<b>Debt Service</b>	<b>2,363,256</b>	<b>2,363,255</b>	<b>1</b>
<b>Board of Education</b>	<b>30,405,137</b>	<b>29,536,866</b>	<b>868,271</b>
<b>Total General Fund Expenditures</b>	<b>51,768,031</b>	<b>50,416,981</b>	<b>1,351,050</b>

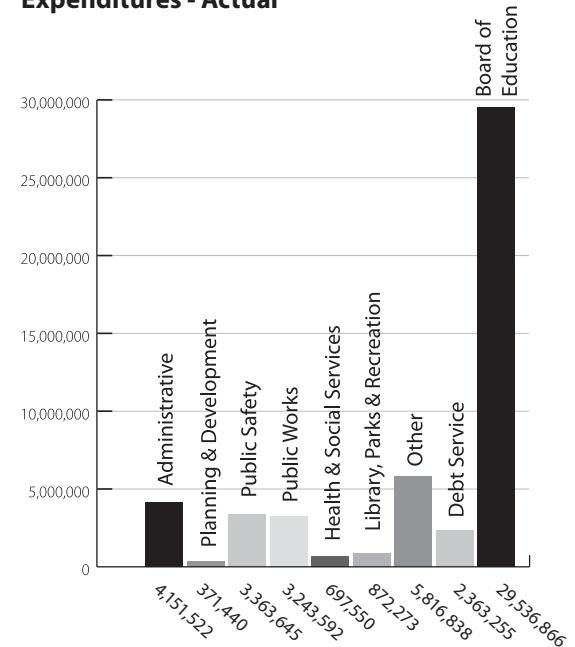
### Outstanding Debt

For Fiscal Year Ended June 30	2007	2008	2009	2010	2011
Notes	-	-	-	-	-
Bonds	22,191,773	20,128,691	18,063,252	15,995,408	14,411,403
	<b>22,191,773</b>	<b>20,128,691</b>	<b>18,063,252</b>	<b>15,995,408</b>	<b>14,411,403</b>
<b>For Fiscal Year Ended June 30</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Total Expenditures	42,506,695	45,138,675	47,771,665	46,249,963	50,416,981
Debt Service	3,142,126	3,074,000	3,005,874	2,934,099	2,363,255
Percentage	7.39%	6.81%	6.29%	6.34%	4.69%

### Expenditures - Adjusted Budget



### Expenditures - Actual





# Town Officials

## ADMINISTRATION Selectmen

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

## Assessor Vacant

## Town Clerk Elaine C. O'Brien

## Treasurer Christine Davidson

## Tax Collector Jill F. Schechtman

## Town Counsel Edward G. McAnaney

## Judge of Probate Charles T. Alfano, Jr.

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

## Registrars Darlene Burrell Lynn Fahey Joyal

## Town Historian Lester Smith

## CATV Advisory Commission Alexander J. Fraser

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

## Board of Assessment Appeals Christopher W. Burke, Chair George J. Roebelen, Jr. James R. Woods

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

## Planning & Development Conservation Committee

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

## Town Forest Commission Abigail F. Wolcott, Chair Arthur M. Sikes

## Zoning Enforcement Officer James R. Taylor

## Connecticut River Assembly Stephen Sorrow

## Economic Development Commission

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

## Zoning & Planning Commission

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

## Town Center Village District Design Review Board George Fields, Chair Matthew P. Falkowski Bobbie Kling John Morgan Robbin Banks, Alt. William Hansen, Alt.

## West Suffield Village District Design Review Board William Hansen, Chair Robert J. Borg Chester Demko Bobbie Kling John Morgan Raymond Wilcox

## Heritage Committee

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

## Permanent Building Committee

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

## Zoning Board of Appeals

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

## Historic District Commission

Douglas Mayne, Chair  
Gilbert P. Ahrens  
Milton M. Edmonds, Jr.  
Danna Gauntner  
Margery C. Warren  
Brendan Begley, Alt.  
Thomas R. Deupree, Alt.

## Heritage Committee

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

## Helena Bailey Spencer Tree Fund Committee

Anit Wardell, Chair  
Dale A. Baker  
Christine Davidson  
Tom Frenaye  
Warren C. Packard  
Agnes M. Schulte  
Horace T. Sikes  
Elizabeth A. Stanley  
Edward (Ron) Vidal, Tree Warden

## Connecticut River Valley Tourist Board William E. Wood

## EDUCATION

### Board of Education

Mary K. Roy, Chair  
Robert W. Eccles  
Jeanne Gee  
Lauren K. Life  
Lori A. D'Ostuni  
Susan N. Porcello  
Mary Louise Sanborn  
Michael J. Smith  
Mary Ellen Tunsy  
Mary Greenlaw,  
Acting Superintendent

## PUBLIC SAFETY

### Fire Commission

Frederick E. Hackenyos, Chair  
Philip Barrett  
Gerald R. Bland  
Richard Gemme  
Richard P. Leach  
Robert F. Quagliaroli  
Thomas L. Bellmore, Fire Chief

### Police Commission

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

### Suffield Volunteer

### Ambulance Association Art Groux, Chief

### Building Inspector Edward F. Flanders

### Town Engineer Gerald J. Turbet

### Animal Control Officer Angelo DiMauro

### Constables

Richard Miner  
Jack Quinn  
Thomas Sheldon

### Alarm Review Board

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

### Building Code Board of Appeals

Glenn A. Neilson, Chair  
Kevin W. Goff  
William J. Gozzo, Jr.  
Joseph J. Sangiovanni  
Eugene Torone, Jr.  
Neilson A. LaMonica, Alt.

## Emergency Management

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

## PUBLIC WORKS

### Water Pollution Control Authority

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

### Public Works Commission

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

### Public Works Appeals Board

Louis Guy Boccasile, Chair  
Tom Frenaye  
Thomas J. Sheridan, Jr.

## HEALTH & SOCIAL SERVICES

### Municipal Agent for the Elderly

Patricia Beeman

### Social Services Commission

Ernest J. Petkovich, Chair  
Sarah M. Leahey  
Ruth E. Clark  
Shirley Edmonds-VanAllen  
Linda J. Formanek  
David Reed-Brown  
Faith Roebelen  
Peter Black, Youth Services  
DirectorDenise Winiarski, MiniBus  
Coordinator  
Paula Pascoe, Senior Center Director

### Housing Authority

Viola C. Carney  
William W. Davis  
Kimberly Mills Emmons  
Jennie C. Gogulski  
Kathleen Remington  
Debra S. Krut, Executive Director

## North Central District Health Board

Audrey J. Kuras-Cushing  
Zygmunt F. Dembek

## LIBRARY, PARKS & RECREATION

### Parks & Recreation

Louis J. Casinghino, Chair  
Leeayn F. G. Burke  
Brian L. Casinghino  
William J. Clark, Jr.  
Gerald B. Crane  
Michael J. Roccant  
David C. Rusnock  
Cynthia Nicholcon, Alt.  
Wendy LaMontagne, Director

### Kent Memorial Library Commission

Marilyn P. Cigal, Chair  
Robert W. White, Vice Chair  
Michael Alexopoulos, Treasurer  
David H. Battle  
Melvin M. Chafetz  
Muriel P. Coatti  
Joseph M. Grimard  
Claire Kawalec  
Jason Michael Lobo  
Christine M. Rago  
David B. Rietberg  
Joyce H. Wilson  
James McShane, Director

## FINANCE

### Board of Finance

Justin J. Donnelly, Chair  
Ryan T. Anderson  
Samuel S. Fuller  
Brian J. Kost  
Dennis A. Kreps  
Joseph Sangiovanni  
Peter Boyd, Alt.  
Eric Harrington, Alt.  
James W. Lennon, Alt.  
Deborah J. Cerrato, Director

### Advisory Commission on Capital Expenditures

Craig Horrigan, Chair  
Marilyn M. Conley  
Eric J. Harrington  
Raye Mandirola  
Maureen Schorr

### Retirement Commission

Matthew P. Falkowski, Chair  
Alison Boyd  
Christine Davidson  
Tom Frenaye  
Brian J. Kost  
Eric B. Remington  
Daniel Sheridan, ad hoc member

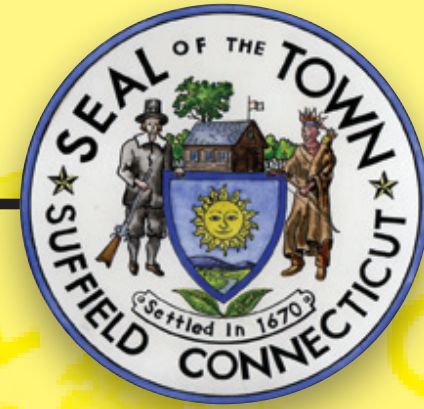
# Town of Suffield

**Suffield Town Hall**

83 Mountain Road

Suffield, CT 06078

[www.suffieldtownhall.com](http://www.suffieldtownhall.com)



Concept + Design: MIK Advertising & Design

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Copies are available at the Town Hall.