



Town of Suffield Annual Report

July 1, 2019 to June 30, 2020



Working together through COVID-19!

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**Cover Descriptions
on pages 7 and 8**

Administration

BOARD OF SELECTMEN

*submitted by
Melissa M. Mack, First Selectman*

Melissa M. Mack continued serving in her role as Suffield First Selectwoman following the November 2019 election in which she ran unopposed. The election did, however, usher in change with new members Kathleen Harrington and Jerry Mahoney joining returning Selectmen Timothy J. Reynolds and Peter Hill.

COVID-19 Pandemic

History is best told, at times, when beginning at the end. This is the case for FY2019-20. Beginning in March of 2020, the COVID-19 pandemic predominated across the globe, engulfing the Town of Suffield as well. Unprecedented times led to unprecedented measures with government, businesses, schools and families mandated to "shelter at home" for the better part of the last quarter of the year. The pandemic demanded difficult decisions not only on the national level, but state and local levels too; on May 20, 2020, the Board of Selectmen unanimously postponed Suffield 350th Anniversary events scheduled for fall of 2020 until 2021. And yet there were triumphs to cheer; Broad Brook Brewing opened their doors for the first time in the midst of the pandemic. A timeline of the unfolding events (Page 2) tells the tale.

Despite the challenges presented by COVID-19, the Town of Suffield prevailed in carrying out its duties and delivering everyday services,

often in new ways given increased public health demands. The necessary innovation fueled improvements across many departments. Highlights include:

FIRST SELECTMAN'S OFFICE

- COVID-19 communications, response and recovery planning
- Virtual Memorial Day Observance
- Implementation of Zoom meetings

ASSESSOR

- New appraisal database (EQuality) at no cost
- Integration of property maps with online land records

BUILDING DEPARTMENT

- Incorporated Zoom/FaceTime inspections to facilitate construction
- Launched online permitting

EMERGENCY MANAGEMENT/

SUFFIELD VOLUNTEER AMBULANCE

- EMD COVID-19 response and recovery planning
- First responders to all COVID-19 911 calls

HIGHWAY DEPARTMENT

- Creation of COVID-19 signage and continued road work

HUMAN RESOURCES

- COVID-19 employee safety practices, resources and remote working

INFORMATION TECHNOLOGY

- Remote work network connections, hardware and support

KENT MEMORIAL LIBRARY (KML)

- Curbside pickup
- Expansion of online resources and programming

PARKS & RECREATION

- Designed complete set of virtual activities including presentations, physical activities, field trips to parks and museums

PLANNING & ZONING/ ECONOMIC DEVELOPMENT

- Streamlined outdoor dining permits

PUBLIC WORKS

- COVID-19 sterilization of Town facilities

SENIOR CENTER & MINIBUS

- Grab & Go lunches
- Non-emergency medical appointment transportation
- Pickup and delivery of prescription drugs
- Delivery of Suffield Community Aid Meals-on-Wheels

SUFFIELD COMMUNITY AID

- Help residents navigate COVID-19 relief programs/resources/Crisis Relief Fund

- Meals-on-Wheels
- Free mask distribution
- Free Food Pantry- curbside pickup
- Self-Serve Food Pantry 24/7

TOWN CLERK

- All historical land records online

YOUTH SERVICES

- Ongoing dialogue with at-risk youth
- COVID-19 resources/webinars

Town Hall Renovation

Town Hall pre-construction due-diligence leading up to 2020 proved invaluable with the shovel-ready project able to take advantage of favorable marketplace conditions due to the pandemic. The \$5.108M guaranteed maximum price came in just under the \$5.130M budget, approved by voters in 2015 and long considered lean. The renovation and one-story addition also promised to address root building problems including moisture, hazardous materials, indoor air quality and asbestos. Upon completion early in 2021, all

COVID-19 Pandemic Timeline

Selected excerpts from COVID-19 updates from First Selectwoman Melissa M. Mack, Emergency Management Director John Spencer and Communications Manager Kim Worthington to the Suffield Community

February 3, 2020 "While the risk of transmission is extremely low based on the numbers of infected individuals in the United States, eleven as of today, we are closely watching the World Health Organization and the Centers for Disease Control and Prevention for ongoing updates regarding this matter."

March 6, 2020 "The following provides the most recent North Central District Health Department update which reinforces basic prevention hygiene with an emphasis on good hand washing; the virus' current status in Connecticut; and recommendations to avoid unnecessary travel outside of the country."

March 10, 2020 Governor Ned Lamont declares a Public Health and Civil Preparedness Emergency.

March 12, 2020 "...there are currently a minimal number of cases within the State, and none identified in Suffield. However, that may change at any time. The immediate concern is that a rapidly multiplying infection rate could create a surge in patients requiring medical attention –including critical first responders. This surge would affect not only the care delivered to these patients, but also those suffering from non-related life threatening emergencies. As we have seen in Italy, the demands could potentially overwhelm medical providers, services and resources.

"Given this real and overriding concern, our town's task is to ramp up preventative measures, while balancing continuity of operations, in a phased approach over the coming days in an effort to stem the tide of the virus and protect those at-risk. To that end, the first phase will curtail all NON-ESSENTIAL services effective tomorrow, March 13, 2020." **Effective Monday, March 16, 2020, all municipal buildings will be closed to the public.**

March 17, 2020 Governor Ned Lamont closes public schools statewide.

March 19, 2020 "...there are still no confirmed COVID-19 cases in the Town of Suffield. Unfortunately, the State of Connecticut has seen an increase and I am saddened to report, its first two deaths."

March 21, 2020 First Selectwoman Melissa M. Mack declares a State of Emergency in the Town of Suffield. "...after confirming the town's first two positive cases of COVID-19 occurring in residents ages 58 and 59 as reported by the NCDHD."

March 23, 2020 "... Governor required businesses to suspend in-person operations for all non-essential functions via Executive Order #7J."

March 28, 2020 "We are sorry to reach out on a Saturday morning to inform you that the NCDHD confirmed that there are a number of staff and residents at Suffield House, Suffield's sole skilled nursing facility, that have tested positive for COVID-19 with other tests pending."

April 2, 2020 "We are deeply saddened to report that the first of our residents has died from COVID-19 as confirmed by The Suffield House. In watching the pandemic unfold globally and onto our own shores, we have all prepared for this news. We realize, however, that nothing truly prepares one for the reality that now reaches our hometown. As a community, we share this grief together. Please comfort one another today with the kindness that has always thrived in Suffield and pray especially for the family."

April 14, 2020 "As of late this afternoon, the Connecticut Department of Public Health reports 41 confirmed cases in Suffield with the following additional details provided:

- 50% of cases at elderly/nursing facilities
- 50% spread throughout community; not centrally located to any specific geographic area
- Age range: early 20's to late 90's
- Age average: 50-60's
- Youngest: 20's

This data reinforces the need for ALL residents to abide by social distancing policies. As of today, we can also confirm Suffield has lost nine of our neighbors to the virus... The CDC recently endorsed the use of simple cloth face coverings in public. This new recommendation is just one of many measures and does not take away from the need for the public to continue social distancing and to stay at home except for essential business."

May 1, 2020 "Though numbers are still growing in Suffield and our focus remains undeterred, efforts now include planning for the next phases - re-opening and recovery of our town."

May 20, 2020 Board of Selectmen postpone 350th Anniversary Celebration; create Long-Term Recovery Committee. "Today, May 20th, marks the beginning of the State of Connecticut officially reopening!"

June 17, 2020

"Wednesday, June 17, 2020 marks Phase 2 of the State of Connecticut Reopening."



**The Broad Brook Brewing
Company
opened at 915 South Street
in June of 2020.**

Town employees will be located in Town-owned buildings resulting in annual savings of nearly \$125,000 inclusive of rent, carrying/maintenance costs, and regained real and personal property tax.

Given lessons learned from the Town's experience with KML, the project included the following safeguards.

- Over \$900,000 in healthy contingencies to protect against reasonably unforeseen circumstances.
- Closely monitored budget and contingency via regularly scheduled meetings among First Selectman, Facilities Manager, Finance Director, and Construction Contractor.
- Newly launched Capital Projects page on Town website to inform residents, address questions, track progress and provide accountability.

Other Capital Projects & Infrastructure Improvements

In addition to general maintenance projects like replacement of the roof at McAlister Intermediate School, the Town continued to invest and upgrade its amenities and services. See below and department sections for further details.

BABB'S BEACH

Installation of new stairs providing safe passage between the upper level and beachfront, and a potable water line utilizing a \$75,000 State grant.

SUNRISE PARK

Construction of nature-themed playscape at a cost of \$121,000, \$21,000 of which donated by Suffield Rotary Club.

REMINGTON STREET BRIDGE

Planning for renovation of bridge with June ground-breaking and December 2020 completion.

STREETLIGHTS

Purchase of approximately 700 streetlights in place of Town's current lease agreement with Eversource. In addition, streetlights to be converted to Light Emitting Diode (LED) fixtures resulting in cost-saving energy efficiency and improved light quality for greater public safety. Project estimated to be completed by end of 2020.

DOG POUND

Aged facility replaced by leased space at state-of-the-art newly constructed River Valley Animal Center.

TOWNWIDE FACILITIES PLAN

In collaboration with Suffield Public Schools (SPS), the Town began planning for a request for proposals to be issued in early FY2020-21 for the Town of Suffield's first-ever Municipal Facilities Master Plan. The Plan seeks to establish a priority, schedule, and budget for most effective use, modernization, replacement, or expansion that will create a framework for the Town's Capital Plan for the next ten years.

Good Governance

POLICE DEPARTMENT OPERATIONAL STUDY

Initiated in early 2019, the Police Department Management and Operational Study was long overdue, particularly given the department's issues in 2015. While leadership undoubtedly improved at that time, the department was not afforded the tools necessary to truly effect change. Completed in the fall

of 2019, the study's many recommendations provide the department with guideposts to create meaningful goals and the data to advocate for needed improvements.

NEW ENVIRONMENTAL & SUSTAINABILITY TASK FORCE

The Environmental and Sustainability Task Force took form in early September. The mission: explore and help the Town of Suffield implement environmental and sustainability practices and programs for the betterment of the town. The primary objectives: encourage more recycling and composting; reduce garbage tonnage; shrink the Town's \$1M annual trash hauling and burning operational expenses; promote mindful stewardship of our natural resources.

NEW TOWN WEBSITE

In November, the Town furthered its partnership with schools by launching a new website utilizing the school's provider (Finalsite). In addition to offering a more cohesive overall appearance between the two entities, the shared platform delivered greater efficiencies and improved back-end support. Additional benefits: greater ease of use, enhanced functionality and ADA compliance.

EMPLOYEE ANNUAL REVIEWS

For the first time in most cases, Town department heads received annual reviews. The newly-implemented program intended to formalize the process and evaluate the success and productivity of Suffield's municipal employees based on yearly goals and objectives.

CHARTER REVISION COMMISSION

Convened in June of 2020, the Board of Selectmen (BOS) empowered the Charter Revision Commission (CRC)

to review the entire Charter and make any recommended changes deemed necessary to improve Suffield governance. Topics for discussion include the Town Meeting and Town Manager forms of government and the role of boards and commissions, to name just a few. The CRC's recommendations, to be approved by the BOS, will make its way to a referendum as part of the November 2021 municipal elections.

NEW HIRES/PROMOTIONS

The Town filled key roles in the town with an eye toward expertise, enthusiasm, a willingness to serve the community and improve the town: James Canon, Captain, Suffield Police Department
Jamie Kreller, Superintendent, Water Pollution Control Authority (WPCA)
Alex Kaminski, Chief Operator, WPCA
John Spencer, Director, Emergency Management & SVAA
Garrett Pinder, Director, KML
Kathleen Powers, Director, Youth Services

FY2020-21 Budget

In an effort to be mindful of COVID-19's financial impact on residents, the BOS proposed a conservative budget resulting in a slightly reduced mill rate from last fiscal year. The general government operational budget totaled \$16,344,750, a 1.5% decrease (-\$249,092) year to year. The pandemic changed the usual budget process, warranting a first-ever virtual Public Hearing followed by a Governor's mandate for each town's budget-making authority to adopt the municipal budget and set the mill rate versus Suffield's customary Town Meeting approval.

The budget reflected the Town's values with the following highlighted:

- Improvements/updates to Veterans Memorial including possible expansion.
- New 16-hour minibus driver for Senior Center to keep up with disabled and elderly demand for transportation to doctor appointments and the like.
- Addition of full-time head custodian to better maintain town's investments, namely facilities.
- Repair of Highway Garage roof, as directed by public sentiment expressed in referendums.
- Funding to digitize Town Hall records and ensure government keeps pace with technology advancements.

Referendums

RELOCATION OF HIGHWAY GARAGE
Efforts continued to relocate the Town's Highway Garage with the following vision in mind:

- Stimulate economic development to foster Suffield's fiscal independence from the State.
 - Free up Ffyer Place for potential economic development.
 - Create a more vibrant Town Center.
- After review of a number of proposals, 1160 South Street emerged the front-runner as the potential new home for the Highway Garage. The option provided a central location, an already existing building, and a more modest expenditure than others considered.

The negotiated plan included:

- Trading of land, building and improvements: Town's Ffyer Place 3.5 acres (estimated at \$807,200)

for developer's 1160 South Street 1.97 acres (estimated at \$1,375,900)

- Developer to assume Ffyer environmental remediation work and costs (estimated at approximately \$727,000)
- \$2.4M Town expenditure for modifications/improvements to 1160 building and site to be implemented by developer
- Tax Increment Financing (TIF) and Credit Enhancement Agreement (CEA)
- Developer commitment to build 45 high-end apartments/condominiums on Ffyer Place to create desirable density/foot traffic, subject to Town Center Village District regulations

The initiative was defeated in a January 28, 2020 referendum. A February 25, 2020 referendum indicated the community's disinterest in pursuing further relocation/Ffyer development opportunities (see Town Clerk's section for details).

BRIDGE STREET SCHOOL (BSS)

Following its annual fall review of Town properties, Suffield's property insurer (CIRMA) stated it would no longer provide coverage for the vacant BSS based on the building's current state (presence of black mold, crumbling asbestos, peeling lead paint and collapsing ceilings). Thereafter, on September 27, 2019, the Town of Suffield Building Official provided the Town with a Notice of Unsafe Structure and Order to immediately vacate the structure and make plans to either remediate the serious health hazards within the

building or demolish it in accordance with the State Demolition Code. The building was posted as unsafe to enter for any reason. The announcements begged an important question – begin work for the proposed community center or demolish the building?

In October 2015, 1,176 residents voted by referendum to appropriate \$8.4M to convert the BSS into a community center and authorized the issuance of no more than \$8.4M in debt to finance the project. The vote represented a permissive authorization to proceed with the project if it complied with: scope and dollar amount presented to the public by the BSS Ad Hoc Committee (BSSAHC); and the complete text of the legal bond authorization upon which the residents relied to cast their votes.

In 2016, a conceptual estimate from Gilbane Building Company projected the total cost at \$9,928,700, an overage of \$1,528,700 (18.2%). Of that estimate, \$300,000 was allocated to environmental abatement which was not included in the original \$8.4M authorization.

In July 2017, the Town issued an RFP for a project guaranteed maximum price (GMP). In August, bids revealed that the Town would have to expend between \$300,000 and \$500,000 to perform enough work to get the GMP to determine whether \$8.4M could renovate the BSS and deliver the scope of work approved by residents. One contractor stated that an \$8.4 million budget only allowed

for a 2,000 square foot gym versus the approved plan's 8,200 square feet. The \$300,000+ expenditure fell against the backdrop of a dire State budget and spiraling KML renovation costs due to unanticipated PCB environmental issues.

The Town could not authorize advancing funds against the unissued bond because the approved bond authorization provided that "the costs of the project may be paid from temporary advances of available funds that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings..." Based on the conceptual estimate, the Town could not make such a representation.

At the time, there was no money appropriated in the FY 2017-18 Town budget for this expenditure. The only other option to fund was to appropriate the needed funds by a separate Town authorization or as part of an annual budget process.

In September 2017, the project was put on hold.

In June 2018, an RFP for abatement of KML resulted in an additional \$1,500,000 in project cost. Much of the FY 2018-19 capital budget was consumed by this cost.

During the FY 2019-20 budget process, the BSSAHC lobbied the Board of Finance and the Advisory Commission on Capital Expenditures to include the \$300,000 in the Town's capital budget. Both boards chose

5

On October 16, 2019, the Board of Selectmen voted (3-1) to refer rescinding the BSSCC authorization to Town Meeting, to demolish the building and issue an RFP for the installation of athletic playing fields and a small playscape on the site. The public ultimately rescinded the bond authorization at a February 25, 2020 referendum (see Page 10).

Thank You

In the last quarter of FY 2019-20, unprecedented became far too common a word but apt, nonetheless. The Town of Suffield - its public servants, employees, volunteers and residents alike - displayed remarkable persistence and a continued sense of community in spite of every obstacle along the way. The Board of Selectmen wishes to acknowledge its heartfelt pride and extend sincere gratitude to the community for their hard work, innovation, adaptability and for rising to the occasion during these trying times.

350TH ANNIVERSARY COMMITTEE

submitted by Kacy Colson

The 350th Anniversary Committee was formed in 2017 as a subcommittee of the Board of Selectmen. Members of the Committee serve a single 40-month term from July 2017 through October 2020. Its mission is to plan and coordinate a series of events, learning activities and social and cultural opportunities which will lead to an awareness and appreciation by all about the 350-year history, life experience and growth of the Town of Suffield. The commit-

tee strives to develop strategies and events that allow opportunities for the greatest level of town-wide participation. It seeks public and private contributions in its efforts to highlight Suffield's rich political, social, cultural, economic, educational, agricultural and religious history.

350th Anniversary Committee work for FY 2019-20 involved events, programs, and projects.

Events

Kick-off for the year-long celebration took place on October 8, 2019 with a free concert by the 102d Army Band sponsored by the Music on High Performing Arts Series. The 102d Army Band, also referred to as CTANG or the "2019 Three Second Rush Concert Band," played a variety of music from well-known artists and composers John Philip Sousa, Michael Jackson, Adele, Broadway, motion picture selections and more!

A holiday house tour sponsored by the Suffield Garden Club was held on December 7 featuring six homes on North Main Street and both the Phelps-Hatheway and King House museum houses decorated for the Holidays.

Suffield's second annual Holiday Tree Gala was hosted by the Committee in the Phelps-Hatheway Barn. Free and open to the public on weekends and Wednesdays from December 7 thru December 15, the gala featured trees decorated by Suffield community service organizations, schools, clubs, churches, Town offices, businesses, and individuals. Several trees were

donated to Suffield Community Aid to be given to families who might not otherwise have one.

Fundraisers in FY 2019-20 included a truck raffle on September 8, a golf fundraiser on October 11, and a Brew Festival on November 22.

Programs

Starting in October of 2019, *Suffield Trivia* became a monthly feature in *The Suffield Observer*. Puzzle-mistress Jackie Hemond created the quizzes with an able assist by Town Historian Lester Smith.

Maple syrup making - from sap to syrup - was hosted on Sunday, March 1, 2020. Volunteers all over town borrowed kits to tap their maple trees, and the collected sap was evaporated and finished on Sunday morning front of the Phelps-Hatheway House. Everyone who collected sap received a finished bottle. Ron Fenoff served as sugarmaker for the day. Suffield Agriscience student Ashton Fenoff shared an information board about maple sugaring and answered visitors questions.

Projects

A film project, *Our Town: The Story of Suffield, Connecticut* began in May 2019 with the selection of Paul Sanderson, III, an award-winning producer/director. Photography for the year-long project began with filming the 2019 Memorial Day Parade. Filming continued thru April 2020, with a finished product available in July. Premier of the film was delayed until October 2020 by the onset of the COVID-19 pandemic.

A reprint of *The Biography of a Town, Suffield, Connecticut 1670-1970* was commissioned by the Committee, and a crowd-sourced project to create a 50-year history of Suffield to serve as a companion volume was launched, with completion planned during FY 2020-21.

A publication of an 18-month calendar promoting community service organizations was distributed in September 2019 during Suffield-on-the-Green. An investment was made into an upgrade of the town's holiday tree with LED lights to allow for more lighting using the same amount of electricity.

Another project is the creation of a "Barn Quilt Trail" across Suffield and West Suffield began during FY 2019-20. Thirty-eight hand-painted quilts – created by local artists and crafters – are being mounted on barns and outbuildings across Suffield and West Suffield. Completion of the trail was also delayed by the onset of the COVID-19 pandemic.

Fundraising by the Committee made these projects possible, including a \$20,000 sponsorship from First National Bank of Suffield (a division of PeoplesBank) and grants from the Amiel P. Zak Public Service Fund at the Hartford Foundation for Public Giving and the J. Gladwin Cannon Trust.

The 350th Committee looks forward to more events, programs and projects in FY 2020-21.

HUMAN RESOURCES

*submitted by
Karin Ziemba, Director*

The Human Resources Department (HR) serves in multiple capacities and is a resource for employees and managers. The Director seeks to maintain an open-door policy to be accessible to the employees when needed. The Department serves as a point of contact for Town employees, retirees, and management seeking information and guidance on a variety of topics: recruitment, health, dental and vision insurance, life insurance, short-term and long-term disability, workers' compensation, family medical leave, wages, vacation, sick and personal leave, discipline and performance, job coaching, unemployment, deferred compensation, employee assistance program, wellness, employee recognition, contract interpretation and negotiations, policies and standard HR operating practices.

Administrative Projects

This fiscal year, the HR compiled a comparative town survey for salary administration for non-union and department head positions, in partnership with the Director of Finance and BOE Business Manager to identify an electronic time and attendance system and emergency responder scheduler. The system will be rolled out in early January 2021.

COVID-19 Related

The HR participated in several COVID-19 webinars to stay abreast of employment-related matters and safe workplace practices. It com-

posed several employee resource communication letters, provided employee support for changes, and transition to employees in need; facilitated working remotely; and created a remote workplace guidance document. HR scheduled Town resident drive-by parades as requested and complied COVID-19 related tracking reports to track employee illness, allow contact tracing, and documenting employee travel.

Employee/Labor Relations

In partnership with the First Selectman, the Town is currently in contract negotiations for Police, Dispatch, Town Hall, Library, and Highway Department.

Employee Recognition

Several seasonal events were planned to improve employee morale, promote teamwork, and provide opportunities for employee recognition. HR hosted an employee holiday luncheon where personal and department accomplishments made throughout that year were acknowledged:

- Congratulated employees for milestone years of service anniversaries and honored the nominees and Chris Matejekwas named winner of the Suffield Spirit to serve award.
- Engaged employees by arranging interactive seasonal team-building competitions such as the scarecrow contest, Christmas door decorating contest, and ugly sweater contest.
- Recognized Police Department employees during National Police Memorial Week with personalized gift



One month after winning an Academy Award Oscar for Visual Effects in the film *1917*, Suffield native Greg Butler addressed an enthralled group at his Alma Mater, Suffield High School.

FRONT COVER PHOTOS

Because of the COVID-19 pandemic all of the Town's services switched to virtual or drop off. The Suffield Senior Center created a Grab-'N-Go lunch service and the Suffield Community Aid distributed donated masks, provided financial assistance, and a portion of their Food Bank was moved to the outside entrance. The Suffield High School graduation was held in their parking lot with graduates and their families listening in their cars.

bags, including snacks and thank you notes for their brave and dedicated service to the town.

- Held a virtual retirement party for a long-term Library employee.
- Recognized Dispatchers for National Public Safety Telecommunicators week.

Employee Wellness

- HR collaborated with the Board of Education in forming a Wellness Committee to help support and enrich the physical, mental, emotional, and occupational health of employees. A wellness-needs assessment determined focus areas.
- Hosted an August Wellness Fair to offered employees preventative care such as flu shots, blood pressure checks, dermatology scans, and information about employee assistance program, retirement planning, and featured Cigna services including nutrition awareness, cooking demonstrations, chair massages, and reflexology.
- A Fall walking-challenge program was organized to engage employees in physical fitness and teamwork. Prizes and a victory celebration for participants and winning teams helped stimulate motivation.
- A complimentary yoga class was offered at Babbs Beach to promote physical and mental wellness provided incentive for participants of the Suffield Road Race.
- HR offered weekly webinars as part of a New Year kick-off 30-Day Healthy Eating Challenge in January. Interactive forums included healthy shopping tips to

cleanse and reset after the holidays.

- HR virtually hosted a five-week Mindful Wellness Challenge in May, offering weekly webinars and interactive forums to promote mental health awareness during the struggles of COVID-19. Topics included stress and sleep management, mindfulness in your workspace, mindfulness in everyday life, and meditation exercises.

Management Development, Recruitment, and Training

In collaboration with the First Selectman, HR conducted Department Head performance reviews, issued performance goals, and self-evaluations. Quarterly Department Head Meetings were held to help increase interdepartmental communication and accountability for current tasks and goals.

To fill open positions, the Director continues to utilize multiple electronic recruitment tools to increase the applicant pool and cost savings of advertising dollars.

Thirty-one positions within the Town Government were filled during this fiscal year: Office Cleaner, Assistant Assessor/Tax Collector, Assistant Town Clerks, Assistant Finance Director, Dispatchers, Temporary Assistant Business Administrator, Police Captain, Temporary IT Technician, Library Clerks, Kitchen Assistant, Snow Plow Contractors, WPCA Superintendent, Temporary Assistant Town Clerk, Per-Diem Mini Bus Driver, Head of Circulation, Interim Library Director, WPCA Chief

Operator, SVAA Chief of Services, Library Director, WPCA Operator I, Firefighter, Highway Summer Intern, Park Superintendent and Director of Youth Services.

Employees participated in the CIRMA training platform for required online trainings. Diversity/inclusivity training will be rolled out for all Town employees and department heads.

Goals for FY 2020-21

The Director plans to

- institute a performance appraisal tool for guiding performance for hourly employees.
- Settle union contracts for Library, Town Hall, Dispatch, and police.
- In partnership with the Director of Finance, roll out time-and-attendance systems and electronic scheduling tools for emergency service employees in the first quarter of 2021.
- Roll out a preventative health program called the Omada to assist and guide employees at risk for diabetes and heart disease. The program expects to reduce medical expenses for at-risk employees who are pre-diabetic.
- Identify and roll out diversity/inclusivity training for Town employees and department heads, October 2020.
- Revise Executive and Professionals manual.

TOWN CLERK

submitted by

Kathy Dunai, Town Clerk

Renovations to the town offices have become a reality! The Town Clerk's Office moved out of Town Hall on January 6, 2020, to a temporary location at 61 Ffyer Place. This intricate move involved many State, Federal and municipal offices to orchestrate the move. Permissions and approvals had to be obtained and submitted. Land records from Volume 1 (circa 1700) to Volume 541, land maps, minutes, town reports and other documents housed in the vault were sent out of town to a secured atmospherically controlled facility for storage during the renovations.

In preparation of the project over the past several years all Suffield land records were scanned and images were placed online allowing us to send the books to storage while efficiently operating the office. Special fireproof cabinets were purchased to securely house the vital records, which were relocated to the temporary location. Specific permission was granted by the State of Connecticut allowing some vital records to be housed with the Town of Windsor Locks. The Town Clerk staff and the administration thank the Town Clerks in Windsor Locks and East Granby for the assistance during the process.

Shortly after the relocation of the Town Clerk's Office, COVID-19 became a challenge. Although the Town offices were closed to the public, the Clerk's office worked in the

office full time to service the needs of the public. Marriage licenses, commission appointments, vital records, land recordings and other day-to-day operations were conducted in the parking lot while maintaining a safe distance.

Land Recordings were comparable to last year noting a rise in the conveyance fees to the town. Online accessibility of recorded documents has further strengthened the Town's online presence. Recently, back-scanned documents have been made available to the public. Per State mandate, documents are required to be retained as hard copies in the vault while posting the same information online for easy public access. The Clerk's office strives to provide more open government, increased automation and improvement of service for Suffield residents with respect to the guidelines set by the State of Connecticut.

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

With this year's State of Connecticut Historic Grant monies the Town Clerk

has completed the task of scanning all historic minutes and agendas that relate to all boards and commissions and placed them on the Town of Suffield website. The history of Suffield's commissions play an integral part of our future, and it is imperative to preserve what former commissions have put in place.

State and local budgets remain a great concern as municipal offices try to operate as cost-effectively as possible, taking into consideration the huge financial impact of COVID-19. The strong team of Town Clerk Kathy Dunai and her Assistant Town Clerks Michele Urch and Erica Boucher provide Suffield residents with great professionalism, dedication and efficiency with respect to all services provided by the Clerk's Office.

The Town Clerk's Office continues to maintain:

- Dog licenses (\$19 or \$8 for altered dogs)
- Marriage licenses (\$50)
- Vital records for Birth, Marriage and Death certificates (\$20)
- All Land records
- Absentee voting applications and ballots

The Town Clerk oversaw three Town Meetings during FY 2019-20, which are summarized here.

BACK COVER PHOTOS

This fiscal year began with preparation for the 350th Suffield Anniversary which included fund raising and other events.

The activities began with the Truck Raffle.

After the Maple-on-Main, sap to maple syrup event, all further events were postponed until 2021 because of the COVID-19 pandemic restrictions.

(For a complete description of the events in this fiscal year, see page 5.)



**John Spencer,
Suffield's new SVAA Chief
pauses beside
his emergency vehicle.**

TOWN MEETINGS

December 19, 2019

- Approved resolution to waive reading of the Code of Adoption Ordinance.
Approved.
- Move the adoption of the following resolution: "Be it hereby enacted by the Town Meeting of the Town of Suffield that the Code of Adoption Ordinance is hereby approved."
Approved.
- Move the adoption of the following resolution: "Be it hereby enacted by the Town Meeting of the Town of Suffield that the Town Clerk is hereby permitted to publish a summary of the Code of Adoption Ordinances as permitted by C.G.S. 7-157b."
Approved.
- "Be it hereby resolved that the Town Meeting of the Town of Suffield approve of the transfer of \$200,000 from the McAlister Roof-Main and Gym Project Account to new Server Infrastructure Upgrade Project Account."
Approved.
- Resolved authorization of "an appropriation of \$1,900,000 for the Road and Drainage Project and the financing of said appropriation by the issuance of general bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$1,900,000."
Approved.
- Resolved authorization of an "appropriation of \$4,654,640 for the Remington Street Bridge Replacement Project and the financing of said appropria-

tion by the issuance of General Obligation Bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$4,654,640."

Approved.

January 15, 2020

- Subject to the approval of the Board of Finance, a resolution "to consider and vote on the transfer of \$567,583.53 from the Remington Street Bridge Project and \$50,000 from the McAlister Roof Project to the Street Light Acquisition and Retrofit Project."
Motion Tabled.
- A resolution "to consider the Development of Town Parcel on Ffyer Place/Relocation of Highway Garage including utilization of Tax Increment Financing, including a credit enhancement agreement under the Town Center TIF District Master Plan and Policy and adjourn to a vote at a referendum to occur on January 28, 2020."
Approved.
- A resolution "to consider the acquisition of 1160 South Street in an amount not to exceed \$2,400,000 and the transfer of 44 Ffyer Place as a condition of the contract and adjourn to a vote at a referendum to occur on January 28, 2020. "
Approved.

[See Election Results.]

February 20, 2020

- A resolution that "the Town Meeting of the Town of Suffield authorize the appropriation of \$700,000 for the Street Lighting Project and the financing of said

appropriation by the issuance of general obligation bonds of the Town ad notes in anticipation of such bonds in an amount not to exceed \$700,000."

Approved.

- A resolution "that the Town Meeting of the Town of Suffield accept as a public road, the section of Griffin Road extending approximately 1,630 feet from Copper Hill Road as recommended by the Board of Selectmen and approved by the Planning and Zoning Commission."
Approved.
- A resolution to consider the Rescission of Approval of Bridge Street School Community Center Project and bond resolution entitled: "Resolution to appropriate \$8,400,000 for renovations and improvement to Bridge Street School for conversion to a Town Community Recreation Center and to authorize the issue of bonds, note or temporary notes in an amount not to exceed \$8,400,000 to finance said appropriation and adjourn to a vote at a referendum to occur on February 25, 2020."
Approved.
- Considering the question, "Shall the Town explore other options to relocate the Town Highway Garage to allow for the redevelopment of the Town-owned parcel on Ffyer Place? Yes/No," a resolution to adjourn to the vote to a referendum to occur on February 25, 2020.
Approved.
[See Election Results.]

ELECTION RESULTS

Town of Suffield

November 5, 2019

Municipal Election

Thirty-five percent (35%) turnout: out of 9241 eligible voters, 3228 electors voted either in person, by absentee or Election Day Registration.

First Selectman

✓ Melissa Mack D 1,875

Selectmen

✓ Peter Hill D 1,682

Mel Chafetz D 1,655

✓ Kathie Harrington R 2,066

✓ Timothy Reynolds R 1,971

✓ Jerry Mahoney R 1,791

Town Clerk

✓ Kathy Dunai D 2,328

Town Treasurer

✓ Jack Henrie D 1,572

Edward G. McAnaney R 1,488

Tax Collector

✓ Jill F. Schechtman R 2,346

Board of Finance

✓ Chris Childs D 1,906

✓ Ann Huntington Mickelson D 1,989

✓ Eric Harrington R 2,193

Board of Finance Two-Year Vacancies

J. Michael Stevens D 1,120

✓ Tracy Eccles R 1,849

Board of Finance Alternate

Tom Frenaye D 1,406

✓ Michael Haines R 1,577

Board of Education

James Mol D 1,604

✓ Jamie Drzyzga D 1,828

✓ Brian Fry D 1,781

✓ Scott R Lingenfelter R 1,977

✓ Glenn Gazdik R 1,707

✓ Melissa Finnigan R 2,204

Board of Assessment Appeals

Roger Ives D 1,149

✓ Lisa Anderson R 1,788

Planning and Zoning Commission

✓ Virginia Bromage D 1,717

Despina Tartsinis D 1,392

✓ Donald Rawling R 1,798

✓ Tracy Hespelt R 1,931

Planning and Zoning Commission Alternates

Aysha Moore D 1,434

✓ Jeff Wasilewski D 1,511

✓ Ross Wilcox R 1,700

Police Commission

Rick Stromoski D 1,394

Annie Hornish D 1,428

✓ Kenneth Pascoe R 1,684

✓ Tony Greco R 1,639

✓ Joseph Blake R 1,684

Fire Commission

✓ Ed O'Hurley D 1,809

✓ Jay Caron D 1,834

✓ Paul D Christian R 2,086

Water Pollution Control Authority

Victor Roy D 1,450

Chris Rago D 1,483

✓ John P Murphy R 1,782

✓ Jeffrey Davis R 1,795

✓ Frank Bauchiero R 1,656

J. Scott Guilmartin R 1,483

February 25, 2020 Adjourned Election

Water Pollution Control Authority

✓ Chris Rago D 1,080

J. Scott Guilmartin R 627

Town of Suffield

January 28, 2020

Referendum

Twenty-six percent (26%) turnout: out of 9337 eligible voters, 2408 electors voted either in person, or by absentee.

Should the Town relocate the Town highway garage in order to develop the Town Parcel on 44 Ffyer Place, including utilization of Tax Increment Financing and a credit enhancement agreement under the Town Center TIF District Master Plan and Policy?

YES 620 ✓ NO 1,784

Should the Town acquire 1160 South Street for an amount not to exceed \$2,400,000 and transfer of 44 Ffyer Place as a condition of the purchase and sale contract?

YES 510 ✓ NO 1,887

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Town of Suffield

February 25, 2020

Referendum

Nineteen percent (19%) turnout: out of 9250 eligible voters, 1723 electors voted either in person, or by absentee.

Shall the Town rescind approval of Bridge Street School Community Center project and bond resolution entitled, "RESOLUTION TO APPROPRIATE \$8,400,000 FOR RENOVATIONS AND IMPROVEMENTS TO BRIDGE STREET SCHOOL FOR CONVERSION TO A TOWN COMMUNITY RECREATION CENTER AND TO AUTHORIZE THE ISSUE OF BONDS, NOTES OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$8,400,000 TO FINANCE SAID APPROPRIATION"?

✓ YES 899 NO 831

Shall the Town explore other options to relocate the Town Highway Garage to allow for the redevelopment of the Town-owned parcel on Ffyer Place.

YES 721 ✓ NO 969

REGISTRARS OF VOTERS

submitted by Darlene Burrell and Lynn Joyal, Registrars

As of July 1, 2020, there were 9,254 registered voters in Suffield.

Voter record activity during the FY 2019-20 was 685 new voter records added, 717 voter record changes and 653 removals were made, which averages out to 171 voter record actions processed per month. One-hundred-and-two (102) Voter education/information packets were sent to new Suffield residents.

Between January 3 and May 1 the required annual canvass of electors was conducted to determine changes of residence. The National Change of Address System (NCOA) was used and 302 Suffield electors were canvassed.

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
- 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
- Training election officials.

Registrars attend meetings called by the Secretary of the State in order to keep current on impending and new legislation, which affects 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 the Registrar's office. It is the responsibility of **11** both parties to ensure fair and equitable enactment of all laws.

ECONOMIC DEVELOPMENT COMMISSION

submitted by Susan Thorner & Brian Banak, Co-Chairs

The Economic Development Commission (EDC) works hard with staff to push many economic and community development projects forward while providing support to other town commissions and committees. This was an unprecedented year with the COVID-19 pandemic affecting many of our businesses. The EDC met regularly throughout the pandemic and worked to update our local business database to get current contact information and distribute information related to the State and Federal assistance programs. Along with the First Selectman, EDC members helped to contact local businesses throughout the pandemic to offer support and assistance where possible.

The EDC supported multiple projects including United Gear & Machine's approval and construction of a 7,200 SF addition to its manufacturing facility located at 1087 East Street South. The additional space nearly doubles the size of the facility that makes gears and other machine cut parts for the aerospace and manufacturing industries. Briarwood Homes received approval for the construction of a 4,600 SF office building located at 200 Mountain Road.

Other supported projects included the sale of the office building located at 1 Mountain Road, and the Webster Bank building at 66 North Main Street. The EDC supported the text amendment to the Zoning Regulations permitting valet parking in the light industrial zone and continued to focus on moving the highway garage to aid in redeveloping the property located on Ffyer Place.

The EDC helped administer community development grants to completion including a \$75,000 grant from the Department of Energy & Environmental Protection to install a water main to the Babb's roller-skating rink building. A \$20,000 Certified Local Government Grant offered by the State Historic Preservation Office was completed resulting in a Capital Needs Assessment of the Windsor Locks Canal.

The EDC continues to administer \$800,000 in Small Cities CDBG program funds to the Suffield Housing Authority property and continued working with the Regional Housing Rehabilitation Program managed by the Town of Ellington and funded through the Small Cities CDBG program.

The Town of Suffield continues to participate in the Bradley Development League (BDL), which is an economic development partnership with the Towns of Windsor, Windsor Locks, and East Granby and the Bradley International Airport.

The EDC met with the Suffield Chamber of Commerce to discuss ways in which the two groups can work together to further economic development initiatives. They also met with local business owners and commercial prop-

erty owners to discuss ways they can help them. The EDC hosted Advance CT, which is a private entity that works with the State of Connecticut to engage, retain, and recruit businesses to advance overall economic competitiveness in Connecticut. The EDC continued to sponsor the Suffield Farmer's Market, which began its twentieth year of operation.

In order to welcome visitors to the community, the EDC supports the upkeep and maintenance of Suffield's entry-way signs. The EDC has collaborated for many years with the Suffield Garden Club and its volunteers to maintain the area around the signs.

The EDC welcomed a new member in Gail Demko, who stepped in after the resignation of Kate Rietberg.

The EDC works hard at diversifying the tax base, as well as enhance the quality of life in the community. Anyone interested in opening a business in Suffield should contact the Economic and Community Development office at 668-3849.

CONSERVATION COMMISSION

submitted by Arthur Christian, Chair

Whether it was prompted by the insight that John Muir brought to the American public or the leadership of Theodore Roosevelt, concern for our environment continues to have an impact on how we treat our fragile earth. The Conservation Commission has the responsibility to monitor and regulate activities that directly impact Suffield's watercourses, in-

land wetlands, and aquifers through the process of review and establishment of regulations based on the Clean Water Act (Public Act 155), U.S. Environmental Protection Agency, and Department of Energy and Environmental Protection (DEEP).

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

This year, the following actions have been taken by the Commission:

Applications acted upon	10
Approval for home(s) construction	6
Other	2
Commercial	2

Sunrise and Stony Brooke Parks continue to support a high volume of use by residents and guests. The pavilion at Sunrise Park is booked each weekend from May through October. Early reservations are critical if residents wish to use the facility.

Retiring Park Superintendent Tom Drakeley and his wife Maryfrances enjoy one last walk at Sunrise Park.



Residents are free to enjoy the parks from sunrise to sunset throughout the year by taking advantage of the hiking, fishing, swimming, and recreational resources available.

TOWN FOREST

submitted by Joanne Neilson

The Town Forest - Jesse Fowler Smith Memorial Forest - is a well used hiking venue and a true gem. During the COVID-19 virus, the usage of the hiking trails was much heavier than normal, especially during the week. Dogs and children had room to stretch their legs and use up some energy.

The trails have required more maintenance than usual. Our little

battery operated chainsaw saw lots of use. The neighbors on Halladay Avenue are always willing to lend a hand when trees come down on the trails. Volunteers also had to deal with spray-paint mischief on the pavilion. After the outside of the pavilion was repainted a few months ago, it has remained clean. The outhouse was also covered in spray paint designs and writings. This problem will be addressed in the fall.

This forest continues to function with no budget but many willing volunteers.

HELENA BAILEY SPENCER TREE FUND AND VALYN GALLIVAN TRUST

submitted by Anita Wardell

The Committee met several times during the year. After much review of North and South Main Streets and West Suffield sites, the Committee selected a variety of tree species for planting. J.W. Mather and Son was contracted to plant 14 trees in the spring using funds from the Gallivan Fund.

Due to draught conditions, additional watering of the trees was required and the Spencer Fund was used to pay for this service.

The Committee regretfully accepted the resignation of longtime member, Dale Baker and thanked him for his years of service, dedication and knowledge.

The Committee welcomed Kevin Sullivan as a new committee member.

PLANNING AND ZONING COMMISSION

submitted by Mark Winne, Chair

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

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

The PZC approved five new single-family residential lots through the subdivision process. The Commission also approved a text amendment to the Zoning Regulations, which amended the valet parking regulations to allow a new facility or expansion of existing valet parking on properties of a certain size in the Planned Development Industrial Park Zone. Prior to the change, valet parking was a prohibited use in all zoning districts of the Town. In all, the PZC reviewed eight applications with fees totaling \$33,476 for the fiscal year.

Staff approved 250 permits this year, which include – but are not limited to – certificates of occupancy, sign applications, liquor permits, and driveway applications. Of the 250 permits, 203 applications were certified for zoning compliance. A zoning compliance form is required for building permits that include new construction, additions, sheds, pools, fences, among other exterior changes to a building or site that involve a structure. Fees for zoning compliance certification totaled \$12,100 for the year.

Other fees collected by the Planning and Zoning Department include fees in lieu of open space, which amounted to \$9,000. A fee-in-lieu of open space allows the PZC to accept a fee for each approved residential building lot as opposed to a dedication of open space during the subdivision process. In some circumstances, it is not desirable to require a portion of a property proposed for subdivision as open space. The fee-in-lieu gives the Commission a way to obtain open space in targeted areas, as the money received from this fee is placed into the Open Space Account and used to purchase open space that is more desirable.

The PZC continued work on updating the *2010 Plan of Conservation and Development* (POCD). The POCD is the town's broadest policy document related to how the town grows over the next ten years and beyond. According to State statutes, the document is required to be updated and adopted every ten years. For Suf-

field, the POCD is due to be adopted by September 2020 unless a waiver is requested from the State. Due to delays related to the COVID-19 pandemic, it is likely the PZC will need a waiver from the Connecticut Office of Policy and Management.

Zoning Statistics

The PZC decides the manner in which the zoning regulations are to be enforced. The Zoning Enforcement Officer (ZEO) is charged with enforcing the regulations under the direction of the PZC. The ZEO investigated 175 complaints this year.

The ZEO also works with residents who want to make an application to the Zoning Board of Appeals (ZBA). The ZEO is the Town staff person who receives and reviews applications to the ZBA to ensure they are complete before being reviewed at a meeting. This year, the ZEO received 5 applications for the ZBA.

Farmland Preservation

Work on preserving farmland and open space continues. Although no farms were preserved this fiscal year, a farm on South Grand Street is in the process with the State Department of Agriculture with the anticipation of preserving it next year.

An application was submitted to the State Department of Energy and Environmental Protection to purchase a conservation easement on approximately 100 acres located off North Main Street. Staff continues to work on preserving farmland and the Town

regularly accepts applications to the farmland preservation program.

Since the early 1990's, 27 farms have been protected in Suffield making the Town one of the farmland preservation leaders in the Connecticut River Valley and state. The Town began participating in the program in 2001 and has directly contributed to the preservation of 19 farms totaling 1,379 acres. The town maintains a backlog of landowners that are interested in selling the development rights to their properties. The Open Space Subcommittee has a system of rating and ranking the farms according to a predetermined set of criteria. Efforts continue to preserve more farmland and open space.

TOWN ENGINEERING DEPARTMENT

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

Road and Paving Projects

The Department provided support to the Highway Department on paving of lake area roads and the parking lots at the High School, Spaulding School and Police Station. Its work included processing invoices and responding to concerns related to driveway issues including drainage problems.

Small Drainage Projects

The Department works with the Highway Department and contractors to implement solutions to concerns on drainage issues. Construction work in FY 2019-20 included catch basin reconstruction, pipe replacement, curb-

ing and driveway aprons to prevent road drainage from entering private property and clearing overgrown ditches and detention basins at various locations around town.

Babbs Road Water Main Project

Working with a design consultant and Aquarion Water Company representatives, a water main extension on Babbs Road was designed and sent out for bid. The partially grant-funded project was completed within a tight time frame during Fall 2019.

Bridge Projects

- With approvals and bidding completed in December, reconstruction of Remington Street Bridge over Stony Brook was awarded to Arborio Corporation at a bid price of \$3.82 million. Cardinal Engineering, who designed the bridge is providing construction engineering services. Construction started in March 2020 with completion estimated at the end of October. (80% funded under the Federal Local Bridge Program)
- The Anchor Engineering replacement project of the Quarry Road Bridge Replacement at \$900,000 was found to be too costly. Re-evaluation of design and resubmittal under the Local Bridge Program will continue next year. (50% grant reimbursed)

Trail and Sidewalk Projects

- Milone & MacBroom advanced the Mountain Road Multi-Use Trail Project design through CRCOG review and utility coordination to obtain the Project Authorization Letter. Final design is almost

complete. The consultation with State Historic Preservation Office (SHPO), required in Environmental Screening by DOT, has been successfully completed. Remaining items for construction in FY 2020-21 include obtaining an Inland Wetlands permit and bidding the project (100% of construction and engineering funded under the LOTCIP program).

- Construction of a concrete sidewalk from North Main Street to the sidewalk east of Rawlins Brook Road, known as the Mapleton Avenue and Thompsonville Road Project, required presentation to State Historic Preservation Office (SHPO). FY 2020-21 work will include consultant selection followed by design for construction in 2021 (Community Connectivity Grant Program – maximum \$400,000).

Stormwater Management

Worked with the Town's consultant in the submittal of the 2019 report in conformance with the 2017 update to the Town's MS4 permit and Stormwater Management Plan. An Illicit Discharge Detection and Elimination (IDDE) ordinance was prepared for approval in FY 2020-21. This will help to develop storm drain system mapping.

Acceptance of Town Roads

The first section of Griffin Road (1,630 feet westerly from Copper Hill Road) was accepted at a Town Meeting on February 20, 2020. Per the Town Charter, subdivision roads approved by the Planning & Zoning Commission are accepted by the Commission instead of Town Meeting, while pre-existing private roads

(such as Griffin Road) are accepted by Town Meeting.

The Engineering Department continues to advise the PZC, the Conservation Commission, Public Works, and the Building Department as requested. It maintains road lists and maps, updates the Pavement Management Program and coordinates the Public Works and the Highway Department on drainage complaints. The Department is also responsible for facilitating payments with outside consultants and contractors on these issues.

POLICE COMMISSION

submitted by

Richard D. Brown, Chief of Police

Vision and Mission Statements

"We the Suffield Police Department, a modern professional agency, pledge to serve all Suffield residents and visitors with the highest level of professional policing. We will embody and reflect our core values and our mission as we serve and protect 'together' with honor and integrity. We will continue to expand this vision through open communication, mutual respect, and receptiveness to new ideas."

"Safeguard life and property in partnership with the community. We strive to do so with honor and integrity, while conducting ourselves with the highest ethical standards."

Core Values

- Integrity • Honor •
- Respect • Accountability •

The Board of Police Commission serves as civilian oversight of the



**James Canon, Jr., was sworn in
as a Captain in the
Suffield Police Department in
November 2019.**

POLICE STATISTICS

	FY 2019-2020	FY 2018-2019	FY 2017-2018
Calls for Service	24,636	23,823	21,560
Value Property Stolen	\$310,444.00	\$189,099.00	\$263,673.00
Value Property Recovered	\$161,580.00	\$28,564.00	\$58,000.00
Criminal Arrests:	106	125	131
Motor Vehicle Violations:			
Infraction/Summons Issued	180	125	200
Citations (Verbal/Written)	807	690	537
Accidents	220	219	241
Fatal Accidents	2	1	1
D.W.I.	20	29	34
Crime Data:			
Auto Theft	17	5	6
Value Loss	\$266,475.00	\$73,000.00	\$93,955.00
Value Recovered	\$158,500.00	\$25,000.00	\$58,000.00
Sexual Assaults	1	2	0
Robbery	0	1	0
Assaults (includes domestic)	42	31	60
Burglary	7	31	29
Larceny	45	39	35
Arson	0	0	0
Narcotic Arrests	0	7	10

agency and consists of six (6) elected members whom serve a term of four years in accordance with Special Act 100 (1945). The duties and responsibilities of the commission are statutorily defined in Connecticut General Statute §7-726 and the Town Charter.

The Department continues to seek and embrace the practices of 21st-century policing. In FY 2018-19, the Daigle Law Group (DLG) was retained to perform an in-depth analysis in the form of an operational study. The final report was delivered to the Town in October of 2019 and was intended to aid in the development

of the agency. The Town administration, the Police Commission, and the Department's command staff hosted a public meeting and have begun to examine, research and implement some of the recommendations found in that report.

As this year progresses, the Department also looks to incorporate the requirements of HB6004 - An Act Concerning Police Accountability.

The Suffield Police Commission also acts as the Town's Local Traffic Authority (LTA). The Commission and Department, in conjunction with other Town agencies, are continuing to work on traffic concerns, policy, and calming measures in order to assure safer roadways in the community.

The Chief of Police publicly commends the efforts of his Department's staff during the pandemic. COVID-19 has had a substantial impact on Department operations. The staff's willingness to adapt and continue service under difficult circumstances has been admirable.

James Canon Jr. joined the agency this year as a new Captain. Captain Canon, an attorney and retired Lieutenant Colonel from the Connecticut State Police, brings a wealth of knowledge and experience to our agency.

The Suffield Police Department continues to strive to connect to our community and provide Suffield with the highest level of service.

FIRE COMMISSION

*submitted by
Chuck Flynn, Chief*

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

The Commission continues to work with the Chief to produce a budget, which balances fiscal responsibility with need to protect the public and give our firefighters the tools they need in order to do their work safely. We had a budget deficit for the FY 2019-20 due to retroactive pay increases upon settlement of the bargaining agreement.

A 2017 Town Meeting authorized the purchase of three new firefighting apparatus. Following the May 2019 delivery of the first of three vehicles authorized by that referendum, Engine 3 and Ladder 1 arrived in late August 2019. All apparatus was placed in service, and members spent many additional hours training on the new trucks and associated equipment.

The Suffield Fire Department is a combination department composed of eight career staff members and 34 paid-on-call volunteers who commit themselves collectively to protect the citizens and visitors of Suffield. All members are trained to meet minimum CT OSHA 29 CFR 1910.156 firefighting, 29 CFR 1910.120 Hazardous Materials Operations, 29 CFR 1910.1030 Infectious Disease

Control, 29 CFR 1910.120(q)(3)(ii) Incident Command System, 29 CFR 1910.134 Breathing Apparatus and all other applicable standards such as those of the National Fire Protection Association. Currently the Department has three members assigned to special services – non-firefighting, administrative duties. If you are interested in joining the Suffield Fire Department contact Chief Flynn at the main station or by calling 860-668-3888, <firechief@suffieldct.gov>.

In the FY 2019-20, the Department responded to 907 calls. Eighty percent of all alarms were between 6 am and 6 pm; this is when most volunteers are at their place of employment. A number of larger fires occurred between October 2019 and February 2020, and the Department responded to assist Bradley International FD with the B-17 crash.

All buildings, which require fire and life safety inspections per State statute are inspected as scheduled. Public education in Fire Prevention and Life Safety continue to be a priority of the Department, including school visits, public displays and community outreach programs.

Early 2020 the Fire Department like many emergency service agencies prepared, trained and equipped with proper protective equipment as the COVID-19 pandemic began in our community. Fire Stations like most Town buildings were locked down in order to protect our personnel, keeping them healthy and ready to provide our services when the community calls.

BUILDING DEPARTMENT

*submitted by
Ted Flanders, Building Official*

Role

The purpose of the Building Department is to administer building codes and regulations that are implemented by the State of Connecticut. Those codes and laws provide sensible controls for the design, construction, use and occupancy of buildings and their various components.

Since technical advances have led to more and more complex buildings, the codes regulating construction has become more involved as well. The Department aims to keep pace with the rapidly changing building environment and provide for smart and customer-friendly application of the codes in order to preserve health, safety and public welfare in Suffield.

Operations

Code administration starts with an application for a building permit. Most permit applications contain building plans and governmental approvals from other related agencies. Once a determination that the proposed work conforms to the requirements of the code and other pertinent laws, a permit can be issued.

After work starts on a project the main process used to verify that the construction meets the code is a visual inspection. If any violations are found during the initial inspection, the permit holder must make the appropriate corrections. Following that, a second inspection is conducted – more if needed. When

a building or project is completed, a final inspection is conducted to verify that the work was done correctly and a Certificate of Occupancy, Use or Completion is issued to the applicant. Records are kept for the period of time mandated by state statute.

Building Department Main Statistics

	2018-19	2019-20
New Single Family Home Permits	30	22
Residential Renovations/Additions	346	295
New Apartment Buildings	2	0
Commercial Buildings/Renovations/Additions	12	21
Total of All Permits Issued	1,272	1,253
Total Inspections Conducted	3,576	3,139
Total Certificates of Occupancy	33	24
Total Value of All Construction	\$28,312,117	\$22,532,851
Fees Collected	\$356,781	\$321,921

Along with regulating construction projects, the inspectors also respond to unhealthy or unsafe situations when insanitary conditions, building failures, accidents or fires occur. The building is posted with a Stop Work Order or an Unsafe to Occupy notice.

Finally, the office maintains a wide range of building records and provides information for owners, contractors, banks, surveyors, realtors, construction journals, government agencies and attorneys throughout the year.

Innovations

The Building Department has begun the process of converting to an

online permit platform. The goal is to empower applicants to conduct government business from the convenience of their home or office.

Activity

Besides the obvious difficulties faced conducting operations and inspections the Department was pleasantly surprised that COVID-19 had as little effect on building activity in Suffield as it did. The total value of new construction equaled \$22,537,851 for the year. The number of new home permits decreased from 30 to 22 and additions or renovations projects declined from 346 to 295. New commercial buildings and renovation projects increased from a combined total of 12 in FY2018-19 to 21 this fiscal year.

During this year, 1,253 permits of all types were issued and 3,139 inspections conducted.

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

submitted by John Spencer, Chief

This was another exciting year for the Suffield Volunteer Ambulance Association (SVAA). The call volumes to which the SVAA was responding increased steadily until the SARS-CoV-2 (COVID-19) outbreak when the volume declined.

In the fall of 2019, Chief Art Groux, our long time Chief, moved on to another step in his career. After a lengthy search, Chief John Spencer was welcomed to the Association in **17** December 2019.

The Association continues to be very fortunate to have a strong volunteer base that extends beyond the Town of Suffield. Some volunteers travel from surrounding areas to ride with the SVAA to help residents when they have a medical emergency.

This year, volunteers again provided over 30,000 hours of service to the community. The hours of service represent the time members spend scheduled to provide ambulance coverage, they **do not** include the hours spent training, providing administrative support and hours working with our new members.

Three new per-diem paramedics welcomed to the ranks that will help support the Association's paramedic program.

The organization worked on building resiliency strategies to ensure it was prepared and ready to respond to needs of the community during the SARS-CoV-2 outbreak. Through extensive planning and cooperation with community partners, the SVAA has been able to flawlessly execute a response to this outbreak.

The SVAA has continued to operate its training program offerings – CPR, First Aid and EMT training – to the residents of Suffield and the surrounding towns at an at-cost rate. Information on programs and opportunities to volunteer with the organization can be found on the SVAA web site <www.suffieldems.org> or by calling the office, Monday through Friday from 8am to 4pm at 860-668-3881.

EMERGENCY MANAGEMENT

*submitted by
John Spencer,
Director of Emergency Management*

Suffield Emergency Management participated in many drills and activities during the early part of this year. The office continues to work on revising the local emergency operations plan.

With the departure of Art Groux from the Suffield Ambulance Service, Chief John Spencer was appointed the Emergency Management Director in March of 2020. This appointment was timely as the Office became engaged in active planning for the SARS-CoV-2 (COVID-19) outbreak.

The Office has continued to participate in the planning, response, and recovery efforts for the outbreak. Through community partnerships, proactive supply procurement and distributions from State and Federal partners, the office has maintained a sufficient supply of protective equipment to ensure the Town's departments are able to continue day to day operations safely.

It is important for each resident to take some time to prepare for an emergency. If you go to <www.ready.gov>, you will find valuable information on how to prepare your home and family in the event of an emergency.

Now is the time to plan and be ready to respond and help.

WATER POLLUTION CONTROL AUTHORITY

*submitted by
Julie Nigro and Jamie Kreller*

Personnel

The WPCA filled the vacant Superintendent and Chief Operator positions. Jamie Keller was hired in November as Superintendent and, the following month, Alex Kaminski joined the WPCA as Chief Operator.

Financial

The following bullets highlight the financial changes during FY 2019-20:

- The WPCA increased the rate from \$320 to \$340 use fee for 2019/2020 (the average annualized sewer costs per the 2019 Tighe&Bond rate study was \$520).
- The Kent Farms Sewer District annual fee increased from \$320 per year to \$340.
- The Commercial/Industrial rate per 1000 gallons discharged to the system increased from \$7.62 to \$8.13.
- The WPCA maintains contracts with H.P. Hood and the Connecticut Dept. of Corrections for treatment of their wastewater discharged to the plant. A new contract with H.P. Hood will be completed when H.P. Hood has their New permit from DEEP.
- The WPCA continues with its successful effort to collect all delinquent accounts. The overall collection rate dropped slightly from approximately 97% to 96%.

Treatment Plant Operations

The Suffield WPCA operates and maintains the Town's 2,000,000-gallon-per-day wastewater treatment

facility. Several notable accomplishments occurred in FY 2019-20.

Part of the WPCA permit from DEEP is to remove at least 85% of Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD). The WPCA had a 99% removal rate for TSS and BOD in 2019. Additionally, the WPCA limit from DEEP for Nitrogen pounds per day is 45 pounds. The WPCA average daily pounds for 2019 was 21 pounds per day. The average flow per day for FY 2019-20 was 1.926 million gallons a day.

The treatment plant has performed well, and the WPCA received nitrogen credits for 2019 from the DEEP of \$12,954. The program is a "self-sufficient" program ("state subsidy neutral"). Therefore, there will be no purchase of excess credits by the DEEP, and the program has become self-sufficient.

Replacement of the wipers for the plant's UV system has started and will continue over the next three year. The wipers were 13 years old.

Facilities Plan

The Suffield Water Pollution Control Facility (WPCF) is faced with a series of water pollution control system needs related to condition, capacity and system performance. The WPCA is facing some important decisions that will have significant impacts on the near-term operation and long-term sustainability of the system.

The Facilities Plan is comprised of a series of tasks to guide the WPCA through the evaluation and decision-

making process. This step-by-step framework will define the condition of existing wastewater infrastructure and will help to outline the Town's future wastewater collection and treatment system needs. The Facilities Plan was completed during FY 2019-20.

Outlined below are the major points that were addressed, with the help of Woodard and Curran, the WPCA engineering firm. This information will be used to help make a 10-year capital plan for the plant's \$72-million assets.

- Surveyed and developed GIS locations, rim and invert elevations for approximately 8,000 manholes.
- Worked with the Town Planner and North Central Health District to determine areas with problematic on-site septic systems.
- Evaluated soil conditions and well/waterbody impacts of failing septic systems.
- Prepared and updated the map of the WPCAs sewer service area.
- Reviewed potential growth and expansion areas based on geologic/geographic conditions – including zoning, wetlands, endangered species, etc. – in keeping with the Town's and State's Plan of Conservation and Development.
- Inspected each pump station and coordinated pump draw-down tests to help confirm actual flows and capacities.
- Developed a hydraulic/capacity model of the collection system.
- Reviewed sewer regulations to identify updates.
- Finished CCTV inspection of approximately 30 miles of WPCA collection system.

- Conducted flow monitoring and rainfall monitoring. (Currently evaluating/interpreting data received from monitoring work.)
- Finished WPCA staff assessment per EPA requirements.
- Analyzed flows and loads from prior 3-years (from data obtained from Suffield WPCA).
- Inspected existing solids-handling and odor-control facilities. (Currently evaluating alternatives and options for upgrades.)
- Conducted an energy evaluation of the WPCA to identify potential energy-saving opportunities.
- Evaluated three pump stations for flood risk and mitigation per DEEP mandate.

Pump Stations and Collection System

The total number of pumping stations remains at 19. There were no new pump stations added in FY 2019-20. The WPCA staff also maintains the treatment plant, 80 + miles of sewer line, and the underground treatment system at the Kent Farms subdivision.

A study for Kent Farms underground system was part of the Facilities Plan. This system has been in operation for over 20 years, requiring a full system evaluation per the DEEP.

Operators built a new building for the pump station on Conservation Drive.

Vehicle Purchase

A new crane truck was purchased. The crane truck is used to install and maintain our pumps at the 19-pump stations.

DEPARTMENT OF PUBLIC WORKS

*submitted by
Linda Zaffetti and Chris Matejek*

Building Maintenance and Construction Projects

The Department of Public Works (DPW) is responsible for maintaining 13 Town-owned, non-school buildings. Work focuses on fixing roofs, maintaining heating, ventilation and air conditioning systems (HVAC), plumbing and electrical systems, and performing various site repairs and improvements. New construction, renovation projects and roof replacements that take place at school buildings are also the responsibility of DPW.



ConnDOT complete renovation of East Street between the Windsor Locks town line and Thompsonville Road.

Three part time office cleaners were hired to provide better service at a reduced cost to the Town. The cleaning staff has been invaluable this spring during the COVID-19 pandemic that required extra

sanitizing of all buildings and portapotties around Town to keep our employees and residents safe.

LANDFILL STATISTICS

Scrap Metal	334.59 tons
Newspaper & Cardboard & Mixed Paper	95.85 tons
Bottles/Cans/Junk Mail, Single Stream	14.76 tons
Auto Batteries	0.89 lbs.
Electronics	30.03 tons
Rechargeable Batteries	0.77 lbs.
Fluorescent Light Bulbs	0.84 lbs.
Disposed of Mattresses and Box Springs	469 pieces
Stuffed Furniture, Carpets and Over-sized Plastics	265.83 tons
Bulky Waste buried at the Landfill	815.53 tons
Tires removed	361 tires
Freon-Containing Appliances	351 units
Propane Tanks	126 tanks
Fees collected for Bulky Waste Pickups	\$1,835.00
Landfill Recycling Revenue (metal, paper/cardboard, E-waste)	\$34,042.83

Some large construction projects that the DPW completed this year include:

- A partial roof replacement was done at McAlister School over the gym and central classroom areas with an extended 30-year warranty.
- A new nature-themed preschool playground was installed at Sunrise Park near the Pavilion, replacing the old wooden structures that were there.
- The floors of all four firehouse bays were coated with a slip-proof

epoxy material that will improve safety and protect the floors for years to come.

- The exterior of Kent Memorial Library was freshly painted as a finishing touch to the long awaited re-opening of the building.
- The septic system at Sunrise Park was rebuilt and interior improvements were made to the Superintendent's house and garage.
- A streetlight audit was completed and a purchase agreement was signed with Eversource. The Town now owns approximately 700 streetlights which will be converted to money-saving LED lamps in the upcoming year.
- Final plans were drawn up for the Town Hall renovation project and bid packages were awarded by the construction manager. All staff was moved out of the building and set up in temporary satellite offices. Work on the interior renovations and vault addition will begin in the upcoming year.

Grounds & Road Maintenance

The Highway Department consists of a Highway Foreman and a 9-person crew. Two employees are assigned to Landfill operations full time but all staff is on call to fill in where needed.

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

The Highway Department crew is assisted by several plowing contractors for large snow storms. The Town uses Cargill-ClearLane-treated road salt to keep the roads ice free in winter. It works together with the School Superintendent to determine storm related late openings or school closings.

The Highway Department is continuously working on pothole patching of Town-owned roads and maintaining road drainage projects. In addition, its crew remove many dead trees and branches before they create dangerous situations.

The crew maintains the lawns, fields and parks in town that total approximately 150 acres. It also does roadside mowing along Town-owned roads when needed to keep the lines of sight clear for driving. Two seasonal workers are hired each year to assist the Department with mowing and other tasks.

The crew is responsible for collecting scheduled bulky waste pickups from residents for a fee. They also work to set up many events happening in the community, such as *Suffield-on-the-Green* and the 5/10K road race.

Inmate Program

The Inmate Program from the Willard/Cybulski Facility in Enfield provides a significant cost savings to the Town. Under the supervision of a part time coordinator, the inmates assisted the Highway Department with a variety of grounds maintenance projects including weeding and trimming around Town buildings.

The inmates also performed many small building maintenance tasks like changing lightbulbs, painting and light carpentry. They are also responsible for the periodic cleaning of the mini buses.

Unfortunately, due to COVID-19, this program has been suspended indefinitely.

Landfill

The landfill is staffed with 2 full-time employees and extra part-time help on Saturdays.

According to our consultant, the landfill has approximately 130,600 cubic yards of remaining capacity and can remain open for approximately 65 more years based on the current filling rate of 2,000 cubic yards per year. It is important to use this resource wisely, and thus recycling by residents is encouraged whenever possible.

At the landfill, residents can dispose of many recyclables free of charge: old fluorescent or CFL light bulbs; electronic waste (e-waste) like old computers, televisions or video game systems; cardboard and newspaper; scrap metal; and wood.

Unfortunately, some of these items were not accepted during the COVID-19 epidemic. It is expected that things will resume to full operation in the near future.

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

Library, Parks and Recreation

PARKS AND RECREATION

submitted by Peter Leclerc, Director

Mission Statement

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

The P&R Department continued to build upon its foundation of diverse programming and community involvement throughout the year. Under the direction of Department Director Peter Leclerc, with the support of P&R Commission, department staff, and inter-town agencies, Parks and Recreation re-established itself as the foundation for recreation, sports, and community events in Suffield.

In many ways, volunteerism is the backbone of any successful Parks and Recreation department. Suffield is no exception to this fact. This year saw the creation of Suffield P&R awards to recognize volunteers within different aspects of the Town and the Department. These award recipients were recognized at a Double-A Baseball's Hartford Yard Goats' game, in a pre-game ceremony. Almost 400 Suffield residents and their guests attended the game on a beautiful Saturday night in July, many were wearing commemorative "Suffield 1670" t-shirts to promote the Town and its 350th anniversary. While it is difficult to single out

specific volunteers, these awardees are shining examples how to make a positive impact in one's community. The inaugural awards, and recipients for 2019 were

- **Louis Casinghino Service**

Award: Lou Casinghino

Recognizes an individual who has provided unselfish service, for at least ten years, in the interest of Suffield Parks & Recreation.

- **Public Service Award:**

Kevin Landolina

Recognizes an individual or an organization, that has made outstanding contributions to Suffield Parks & Recreation.

- **Youth Leadership Award:**

McKenzie Sullivan

Recognizes a teenager that demonstrates outstanding leadership in Suffield Parks & Recreation programs.

- **Youth Sports Impact Award:**

Ryan Walters

Recognizes an individual that exemplifies the values of youth sports, and service to others.

Babb's Beach continued to be the "go-to place" for the summer months, hosting residents and non-residents on the shores of scenic Lake Congamond. Each year there have been site improvements, and summer 2019 saw the addition of stairs from the upper field to the beachfront. These stone stairs, along with handrails, provide safer access for families to the beach from the upper level. They were a much welcomed addition to the facility.

Babb's was also the site of one of the highlights of the summer. Parks and Recreation hosted a "Boat-In" Movie Night with a showing of the classic movie "JAWS"! Over a dozen boats lined the waterway, and well over 100 people sat on the beach to watch the movie on a 25' inflatable screen, while the sound was broadcast through speakers on a low frequency radio station. Movie night on the beach is sure to be a tradition in the future!

Summer Day Camps, Kids Korner/Morning Munchkins, Sunrise Park, and Tween Adventure each had a successful year. Because of the roof work being done at Spaulding School, Kids Korner/Morning Munchkins camps were held at the McAlister School. Sunrise Day Camp incorporated more outdoor education into their programming within the 135-acre park. The Tween Adventure Camp added unique adventures with field trips to Brownstone Adventure Park, tubing on the Farmington River, and the Suffield Academy's ropes' course. It was a fun summer!

September brought back fall sports and a host of after-school programs for kids. The P&R 5K and 10K Road Races are always a highlight of the season, as well as the kick-off to *Suffield on the Green*. This year saw an increase in the number of runners, as well as the distance competitors traveled to run in the Suffield races. It was so nice to see the families, and volunteers working and cheering on the runners!

The Fall was not without its challenges, however. The Eastern Equine Encephalitis virus (EEE), which is transmitted by infected mosquitoes, wreaked havoc on the latter half of the fall sports season. To limit exposure to infected mosquitos, youth, high school, and even collegiate sport schedules were drastically changed and – in some cases – canceled to ensure public safety. The teams, coaches, and parents were extremely patient and understanding as P&R made every effort to keep everyone safe through modified schedules. Even public parks and playgrounds were temporarily closed during high risk of exposure periods. Suffield residents and P&R staff met this challenge head-on and kept everyone safe.

Staying with the sports' theme, winter brought some exciting changes to the P&R basketball program. Gymnasium space for practices and games is always at a premium from November through March. The P&R Department worked with the Hartford Foundation for Public Giving, and the Amiel P. Zak Public Service Fund on a grant to install adjustable basketball hoops in the gym of the A. Ward Spaulding School. Previous to the new hoops being installed, the old hoops were at a fixed height of eight feet, making the gym not a viable option for teams to practice with the required ten-foot hoops.

Through the generosity of the Zak family, the program was able to utilize the vacant gym at the Spaulding School for over twenty additional **21** hours a week during the season

with full height adjustable hoops. What an added bonus from the Zak Family to be able to open up more gym space for Suffield residents!

The other monumental change for the P&R basketball program was joining in other local small towns to form a recreational travel league. This opportunity for the 5th/6th and 7th/8th grade boys' and girls' teams, had them hosting and traveling to teams from Granby, East Granby, and the Farmington Valley YMCA. This exciting new venture motivated players and coaches to improve their game, filled Suffield teams with the pride of representing their town, as well as having the experience of expanded play with professional referees. The Department and the young hoopsters are already looking forward to next season.

The very popular Bowling Buddies, and Bowling Buddies, Jr. programs continued to be a hit and very well attended. These programs run from September through May with many of the participants joining in the Special Olympics' Bowling Team! The ever-popular Bowling Buddies' Holiday Party was held at the Suffield Country Club and generously supported financially by PeoplesBank. The night was filled with music, dancing, food, and great friends!

Another area that saw an increased focus to expand opportunities was programs for adults. Providing both enrichment and opportunities for recreational and exercise, specifically for adults, increases the quality of life in Suffield. Many programs were held throughout the year including

yoga, basketball, cupcake and cake decorating, cardio kickboxing, Cross-Fit, lunchtime walkers club, various exercise classes, self-defense, and volleyball. It is extremely important to have these options for adults in Suffield!

No one could have imagined the global health pandemic, COVID-19, and the depths of its effects on the world. In mid-March, all P&R programs were suspended, businesses were shuttered, Town offices were closed to the public, and students became remote learners with schools remaining empty until the end of the school year. The world had not experienced anything on this scale since the Spanish Influenza epidemic of 1918.

Finding new ways to keep people active and connected socially was a priority for the Department. It created a complete new set of virtual programs to help Suffield residents during this very difficult time. Virtual Game Night with Bingo and Scategories were hits! Daily virtual exercise classes for children and adults, field trips to parks, museums, and attractions in Suffield and around the world helped break up the days of quarantine. The staff took on the challenge of reinventing how it provides services to the Town "with so much creativity that made me proud," commented Director LeClerc.

As the pandemic continued though the late spring, P&R worked with the Town officials, the Board of Education, the regional Board of Health, and within ever-changing guidelines

from State and Federal health agencies to provide full weeks of camp opportunities for children, so parents and caregivers could return to work. This service was a low-cost and high-value childcare option for Suffield families, while providing a much-needed sense of normalcy for children. Children were able to begin their summer with programs and camps hosted in the Spaulding, McAlister, and Middle Schools, as well as in Sunrise Park.

While this year was filled with two major health crises that severely affected public safety, Suffield relied on its strongest asset – its people – to work through these challenges. Once again, Suffield people demonstrated the closeness of community, as well as showing why Suffield is great place to live, work, and play!

LIBRARY COMMISSION

*submitted by
Garrett Pinder, Director*

COVID-19 Our First Not-So-Typical Year Home

After having landed on our feet in our newly renovated building at 50 North Main Street, the Library saw an increase in active library users by over 147%. Robust programming continued to feature local authors, partnerships with other Town departments, and had begun to settle into a typical routine. The Head of Circulation, Lois Gracey, and Library Director, Jackie Hemond, retired in September and December respectively. Francine Aloisa returned to the Library to serve as Interim Library Director

(some may remember Francine from her previous years of service at Kent Memorial Library). In March, Garrett Pinder accepted the position of Library Director the week before the COVID-19 shut down reached Suffield. In May, Diane Morse retired. The KML building remained closed for the remainder of the fiscal year, providing interesting challenges for the staff to tackle as they adapted to a new way of life.

Programs

The Library closed its physical building and continued to offer support through virtual services, including reference support, educational resources, and simultaneous borrowing of digital collections. It launched Curbside Pick Up Service on May 18th.

For the first time in history, the Summer Reading Program was completely online for all ages. Library staff quickly adapted to using the Zoom Virtual Meeting software and hosted a number of programs, including a series of cooking events with staff member Pinki Shah. Of course, no Summer Reading Program at KML would be complete without a plethora of raffle baskets, featured online and through its social media platforms which have also seen tremendous growth.

In addition to the Curbside Pick Up Service, a Pop Up Library was introduced on July 13th, allowing patrons to browse a small selection of books outside as the weather permitted. The Children's Department churned out plenty of grab-and-go

craft kits for patrons to take home and assemble with their children, which has lent itself to even more engagement as parents have shared their children's creations on the KML Facebook page.

Staff Training & Participation

Working at home provides the staff with opportunities to engage with professional development like never before. Nearly everyone on staff completed some form of workshop, webinar, or online training offered through a consortium and industry partners.

Kim Lord participated in an EdX course in Identifying Community Needs. Wendy Taylor further developed her genealogical skills and remained up to date on children's books through various conferences including School Library Journal. Garrett Pinder attended mini-conferences hosted by Bibliotheca, exploring how library services have changed in response to COVID-19.

In the absence of a Head of Circulation, staff rallied to attend webinars and trainings from the consortium, Bibliomation, to ensure the smooth operation of services. In response, a virtual library card sign up was launched, which proved immediately helpful for students and teachers looking for digital resources.

Newsworthy

The Kent Memorial Library Foundation celebrated the homecoming of Greg Butler in March 2020, after winning an Academy Award for his work on the World War I film *1917* for Best Visual Effects. The event was held in the auditorium of the Suffield High

School to a crowd of people eager to hear Greg speak. Many in the crowd remembered when Greg returned to Suffield in 2003 with a model head of the character Gollum from the *Lord of the Rings* movies and laughed at the retelling of the story of when Greg tried to get through airport security with the model in his luggage. The world of Visual Effects has come a long way over these years and through a presentation, Greg showed the community side-by-side comparisons of the scenes in the *1917* film, peeling back the layers of digital enhancement to give the audience a behind-the-scenes look at the work Greg and his team did to gain such notoriety. This event was a fundraiser for the Kent Memorial Library Foundation, and Greg generously donated his speaker's fee back to the Foundation with the hopes of inspiring future generations for years to come.

Jamie Deenihan, a local children's book author, was prominently featured for the release of her book *Tooth Fairy vs Santa* in October. The Library was jam-packed with children and their grown-ups enjoying Story Time and book signings with Jamie with festive treats – including fresh baked cookies shaped like tooth brushes and candy canes.

After receiving an anonymous letter applauding Jamie's kindness and compassion in the face of adversity, Liberty Bank and the Channel 3 Surprise Squad arrived on the scene to capture the event and surprised Jamie with a spa day, tickets for Sonny's Place, and a family dinner at Three Figs Restaurant. As an added

Library 2019-20 Statistics

Facebook Likes	1,077
Total Website Visits	59,624
Total Circulation of Library Materials	51,186
Total Digital Circulation (e-books, e-magazines, e-movies, e-audiobooks)	14,380
Total Database Views (Consumer Reports, Ancestry, Fold3)	1,984
Total Visits to the Library	58,524
Total Collection (including digital)	52,101
Total Attendance at Programs	5,845
Total Programs	227
Total Computer Sessions	1,947
Total Reference Questions (including technical help)	1,198

Jackie Hemond

retired after more than five years as the KML Director.



surprise, Jamie was presented with a check to give to a charity of her choice. True to her gracious spirit Jamie donated the check to Cake for Hope, run by young entrepreneur Logan G. who was also in the Library raising money for Suffield Community Aid with his delicious apple cakes. Jamie hopes that others in the community will look to Logan as a role model, and maybe they'll have some ideas to help other people too.

Jamie began her career as a children's book author at the same time her husband Ricky was diagnosed with brain cancer. He passed away in early 2020. A donation to honor his legacy was used to purchase of children's books.

Gifts

In addition to the gifts given to the Library to support a collection, honor an occasion or in memory of a loved one, the Library also received gifts from the Sue E. Rathmell Fuller and Astrid T. Hanzalek Trusts.

Staff

Lois Gracey retired in September 2019 after 25 years of service as Head of Circulation. Jackie Hemond retired in December 2019 after serving 5 years of service as Library Director, Diane Morse retired in May after serving 29 years as Program Coordinator and Webmaster.

Francine Aloisa, former Assistant Director for KML and former Director for Somers Public Library, served as Interim Director beginning December 2019 until Garrett Pinder became director in March 2020.

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Social Services

SUFFIELD COMMUNITY AID

*submitted by
Janet Frechette, M.S.W., Director*

Suffield Community Aid (SCA) - your local safety net!

Formerly Emergency Aid Association, the SCA provides supportive health and social services that positively affect the well-being of Suffield residents during periods of need. Incorporated in 1903, SCA has been there for our residents in the good times and the bad times. Throughout these many years, it has strived to enhance the full potential of all residents, and thereby, improve the overall quality of life in our community. Since 2003, the Town of Suffield has contracted with SCA to administer social services for its citizens. The current contract extends this partnership through June 30, 2022.

Serving as a safety net for residents experiencing financial and other challenges, residents reach out to SCA when they don't know where else to turn. SCA is especially mindful of that currently many lives turned upside down by COVID-19. Perhaps you, or someone you know, has been impacted by the pandemic in some way. Maybe you lost a job, suffered a health crisis, required help caring for an aging parent or experienced some type of financial hardship. SCA is here to offer the resources and support that community members require to move forward in their lives.

FY 2019-20 Highlights

Listed below are just a few of the supportive health and social service programs provided by SCA for residents during FY 2019-20. Due to the impact of the COVID-19 pandemic, modifications were made to how several of programs and services were delivered. Currently, all SCA services are rendered with no direct contact.

- **COVID-19 Support**

Throughout the pandemic, SCA staff have been onsite to help residents navigate relief programs and other resources to help alleviate the financial, social and emotional challenges facing folks who have been impacted.

- **COVID-19/Crisis Relief Fund**

Due to the generosity of the greater community, this special fund was created to target assistance to residents who do not qualify for other needs-based programs, but whose lives have been significantly & negatively changed by COVID-19.

- **Social Service Consultations**

Staff responded to over 2,450 requests for information and provided comprehensive case assessment and networking to 432 Suffield households, comprised of 772 residents.

- **Fiore Food Pantry**

SCA Food Pantry was accessed 501 times by 165 different Suffield families comprised of 382 persons, of whom 135 were children and 88 were over the age of 65. The value of this assistance is estimated at \$50,500.

- **Mini Self-Serve Food Pantry**

Just outside the SCA door, this new resource is available to any

resident needing urgent food assistance at any time of day.

- **Fuel Assistance**

Twenty-two thousand, five-hundred forty dollars (\$22,540) in critical fuel aid was distributed to 66 Suffield families from various SCA-administered funds. (\$8,471 was expended from SCA Private Fuel donations.) An additional 185 energy applications were submitted to the State of Connecticut on behalf of residents, resulting in \$129,603 in fuel aid to 171 eligible households.

- **Medical Subsidy and Health Promotion**

SCA subsidized medical services and related programming to enrich the lives of 165 residents with health challenges totaling \$16,060.

- **Meals-on-Wheels**

SCA coordinates volunteers who distributed 3,931 government subsidized meals to medically frail homebound seniors. Due to COVID-19 safety concerns, an additional 535 third-party meals were purchased and delivered by SCA staff during the months of April and May.

- **Medical Equipment Loans**

Three hundred twenty donated durable medical items were loaned to residents and/or their family members.

- **"Caring for Self and Others Health & Flu Shot Fair"**

SCA co-sponsored this event at the Senior Center to promote flu shots and to encourage residents to take advantage of free screenings and health information all in one location.

- **Hartford Hospital's "Take the Time"**

Digital Mobile Mammography SCA sponsored this screening free of charge. Eighteen woman received digital mammograms in the "state-of-the-art" mobile unit.

- **Salvation Army**

Serving as a local conduit for Salvation Army funds, SCA increased the financial resources available to Suffield residents by recruiting Salvation Army bell ringers. Kettle donations generated \$2,405!

- **Memory Café**

SCA created this bi-monthly program for persons with early to moderate cognitive loss and their caregivers.

- **Holiday Basket Program**

SCA coordinated the distribution of 189 donated holiday and other seasonal baskets to low-income households.

- **Blood Pressure Screenings**

Fifteen (15) SCA-sponsored clinics were offered providing 299 free screenings at the Suffield Senior Center. Seven clinics were cancelled due to COVID-19.

- **Beat PD Today**

SCA, in conjunction with the Suffield Senior Center, subsidizes participation costs for residents with movement disorders

- **School Supplies Collection**

SCA distributed 108 filled backpacks to financially qualified school-age children.

- **Meal Subsidies**

One thousand, one hundred seventy-two (1,172) meal subsidies were distributed at a cost of \$4,103, making it possible for low-income seniors and disabled

persons to participate in the lunch program at the Suffield Senior Center two days a week. SCA is subsidizing "Grab & Go" meals currently, as the senior center remains closed due to COVID-19.

- **Medical Transportation**

SCA volunteers provide non-emergency medical transportation for older and disabled residents when other options are not available.

- **Bereavement Support Group**

SCA hosted an 8-week grief support group at our facility free of charge. A second session had to be cancelled due to COVID-19.

- **Chair Exercise Program**

SCA sponsors this on-going program at the Suffield Senior Center in an effort to help participants reduce the risk of falls.

- **Resident At-Risk List**

SCA partners with the Town's Emergency Preparedness team to identify vulnerable residents. The list proved invaluable in facilitating SCA's ability to reach out to frail seniors and disabled folks throughout the pandemic.

- **After-Hour Police Department Support Plan and Emergency Responder Assistance**

SCA developed a support plan to ensure resident safety and wellbeing if a fuel, food or housing crisis should occur during non-SCA work hours. SCA also partners with the Town's Emergency Responders to assist residents experiencing serious health & housing challenges.

For a more complete listing of SCA's accomplishments during the FY 2019-2020, please visit www.suffieldcommunityaid.org.

SENIOR CENTER AND MINI BUS

submitted by

Paula Pascoe, Director

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

NOTABLE STATISTICS

Members	2,751
Age 75-up	66%
In-Town	73%
Female	70%
Meals Served	1,955

COVID-19 hit the area in mid-March requiring the Center be closed to the public. To meet the responsibility of helping Suffield seniors and individuals with a disability, the Senior Center provided Grab-and-Go lunches five days a week.

As of June 30, 2020, the Center had provided 4,320 Grab-and-Go meals to our community. Averaging 62 per day, the Center reached a peak of serving 90 meals.

Additionally, using CDC pre-screening protocols, the Center continued transportation for non-emergency medical appointments, delivered Grab-and-Go meals to individuals who do not have transportation, and delivered prescriptions.

Supplementing regular weekly activities, and in line with the Senior Center's mission, following are some of the highlights of FY 2019-20:

- AARP Driving Refresher Courses



Senior Center Director Paula

Pascoe checks out the brand new Minibus.

- Blood pressure screenings sponsored by Suffield Community Aid
- *Caring for Self and Others Wellness Fair & Flu Shot Clinic* – a collaboration between the Suffield Senior Center, Suffield Community Aid, Suffield Volunteer Ambulance Association, Suffield Fire Department, and Suffield Police Department.
- CHOICES counseling and Medicare workshops
- Flu Shots
- Hearing screenings sponsored by NOVA Hearing Services
- Introduction to Card Making
- Line Dancing Jamboree
- Medical Equipment Tune Ups sponsored by Home Helpers Homecare of North Central Connecticut
- Memory Café sponsored by Suffield Community Aid
- Nutrition Control
- Parkinson's support groups
- Scam informational workshop
- Free technology assistance
- Tree Lighting & Festivities – a collaboration between Senior Center, Youth Services, Parks & Recreation Department, Kent Memorial Library, Suffield Chamber of Commerce, and Friends of Suffield.
- Veterans' Coffee Hour on fourth Friday of each month at 8:30 a.m.

The Suffield Minibus provides transportation for Suffield residents 60 years of age or older and individuals over the age of 18 with a disability to adult day care programs, the

Suffield Senior Center, medical appointments, grocery/retail shopping, pharmacies, area banks, and special trips.

During the year, the Minibus service traveled 69,462 miles, provided transports for 248 days of operation averaging 27 passengers per day using one of the three handicapped accessible buses and three cars in service.

In October, a newer, fully-loaded Mercury Grand Marquis was purchased. The vehicle was funded from the Astrid and Fred Hanzalek Grant and the Suffield Minibus Reserve Fund.

In November 2019, a new Minibus 19 arrived. This bus was funded through a vehicle grant under the Federal Transit Administration's (FTA) Section 5310 Program and the Suffield Minibus Reserve Fund. (Note the photo of Director Paula Pascoe in the new vehicle on the previous page.)

Suffield Senior Center and Minibus Transportation is staffed with one full-time director (40 hours/week), one 17-hour/week assistant, one full-time transportation planner (35 hours/week), one 30-hour/week driver, one 24-hour/week driver, one 19-hour/week driver, and two 16-hour/week drivers.

Located at 145 Bridge Street, the Senior Center team is committed to being fiscally responsible and providing the Suffield community with the best possible service.

YOUTH SERVICES

*submitted by Nikki Lengyel,
Youth Services Coordinator*

During FY 2019-20, Youth Services was predominately involved within not only the community, but in both Suffield Middle School and Suffield High School as well. The coordinator had an office in each school where she would complete check-ins with kids for social/emotional challenges as well as academic struggles.

Youth Services' presence in the school allowed for there to be a growth in knowledge and programming about the Suffield Youth Center, which opened in March. The Youth Center was only open for one week before it was shut down because of to the pandemic. Many community events Youth Services had planned were cancelled or postponed.

A major goal of Youth Services had been to increase the number of students attending the Youth Center. The hope is that the Center will be able to open for after school programming next school year.

A new initiative that was started this year was the celebration of National Bullying Prevention Month (September). Youth Services created bulletin boards in both the middle and high school with facts about bullying and ways students can stand up to make a positive difference. Youth Services used PACER's National Bullying Prevention Center for program ideas and celebrated their Unity Day. On this day, students, staff and the residents in the wider community were asked

to wear orange in support of inclusion, acceptance and kindness.

SHS and Youth Services purchased PACER's t-shirts for all middle school and high school staff that signed up to participate. Other departments that joined the Unity Day celebration were the Suffield Public School Central office staff including Superintendent Tim Van Tassel and Assistant Superintendent Michelle Zawawi, the Police Department, the Parks and Recreation Department, the First Selectman's office and the Human Resources Department. The hope is that this will be a yearly celebration and more programs will grow out of this initiative!

The most well-attended Youth Services program was the *Home Alone Safety* class that was held in the Youth Center. During this class, 8-to-13 year olds learned about how to stay safe when they are home alone. This was well received by the parents and will most likely be brought back next year as well.

The Youth Services Coordinator collaborated with many different Town departments to bring support to children and families in Suffield. Youth Services partnered with the Police Department to create a social media safety presentation. This presentation was given by the Youth Services coordinator as well as the school's Resource Officer to all middle school students. That evening, a viewing of the IndieFlix film *LIKE* was shown to the community. This film discusses the effect social media has on our society. Following the film, there was a question-and-

answer session where Connecticut State Trooper Kate Cummings offered her advice and tips to help parents keep their children safe.

Youth Services also partnered with the Kent Memorial Library Teen Outreach Coordinator and Suffield High School to develop programming to support students during their midterm exams. Students were able to study with a puppy. Therapy dogs were brought to the Youth Center and students could study in a quiet environment. A large de-stress station was placed at the end of Main Street in the high school where students could help themselves to stress relievers and tips on how to ease anxiety.

Youth Services held a viewing of the IndieFlix film *ANGST*, a documentary that discusses causes of anxiety and ways to cope with it. Youth Services and Suffield Public Schools planned to create a Mental Health Awareness night including a resource fair, a screening of the film and a presentation by an anxiety specialist. Unfortunately, this community event was cancelled because of COVID-19.

Instead, Youth Services celebrated Mental Health Awareness month (May), by purchasing three films from IndieFlix that discuss topics of anxiety, social media safety and standing up to bullying. These three films were made available to the community for the entire month of May. All were encouraged to watch this as a family and start a discussion around mental health and supporting others. Self-care and anxiety easing prizes were raffled off on social media.

The Youth Services Coordinator also created and posted videos on facts about mental health, mindfulness and breathing techniques that can alleviate anxiety. Dr. Laura Saunders from the Institute of Living filmed a presentation on anxiety which was shared with the community via social media.

Youth Services had plans to send 15 students and 5 faculty members from Suffield High School to the True Colors conference that is held annually on the UConn campus. True Colors is a conference where youth and educators engage in workshops and discussions to support the LGBTQ community. The conference had to be cancelled because of COVID-19.

An anti-bullying workshop for the Suffield Girl Scouts was scheduled to occur the day after everything shut down. Animal Embassy, a company out of Stanford, CT, uses live animals to express the importance of diversity and inclusion. This program was postponed until the 2020-21 school year.

Youth Services not only focused on mental health, but substance use/abuse as well. The Youth Services Coordinator chaired the Suffield Local Prevention Council (SLPC) which works to bring awareness to substance use and lessen the stigma of addiction. SLPC held its annual Public Service Announcement contest. There were a total of 8 entries!

SLPC also partnered with the School Resource Office to do an informational PSA about vaping and its negative effects.

Education

BOARD OF EDUCATION

*submitted by Timothy Van Tasel,
Superintendent of School*

MISSION STATEMENT

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

In pursuit of the Mission, we believe:

- When we address students' diverse academic, social, emotional and physical needs, all will learn;
- All students need equitable access to appropriate resources and opportunities to excel;
- Multiple measures of student learning are required to drive continuous improvement;
- Students and adults thrive in a safe and secure learning environment characterized by responsibility, fairness, respect, and civility;
- Highly effective teachers and instructional leaders who engage students in rigorous and challenging experiences are the keys to student success;
- An excellent district staff supports success in every classroom, facility and setting; and
- Partnerships, collaboration and communication with families and the community are vital to our mission.

2019-20 GOALS

1. Establish healthy channels of outreach, communication, engage-

ment, and collaboration with town government and the community.

2. Systematically use meaningful data to drive, improve and track student success and instructional practices.
3. Continue to design and implement an integrated plan for professional learning aligned with district needs.
4. Revise curriculum and programming with an emphasis on alignment and fidelity of implementation.
5. Engage in a process to develop a five-year Strategic Plan.

In establishing coherence throughout the district, each school has developed a School Advancement Plan that is aligned with our Board of Education goals. The School Advancement Plans articulate objectives and establish benchmark criteria for attaining the goals.

The percentage of Suffield children attending magnet schools continues to be nominal. At the conclusion of the 2019-20 school year, there were 48 students attending magnet schools. Of the 44 students attending magnet schools, 14 were tuition-free due to the grade level or magnet school choice.

BUDGET AND HUMAN RESOURCES

The Board of Education proposed a 4.3% budget for the 2019-2020 school year. The budget was ultimately reduced to 2.2%. As a result, the operating budget for the Suffield Board of Education for FY 20 was \$35,547,870.



**Above: Timothy Van Tasel,
Suffield's new Superintendent of
Schools.**

**Below: Erin Shea,
Teacher of the Year.**

For the 2019-2020 school year, personnel consisted of 210.2 full-time equivalency (FTEs) of certified staff, 127.6 FTEs of non-certified staff, and 16.8 FTEs of administrators.

TECHNOLOGY

The Department of Information Technology within the Suffield Public Schools practices excellence in customer service. Our department advances the district's implementation of cost effective and innovative resources for our schools. The district has a 1:1 device program for all students in PK-12. Specifically, PreK and Kindergarten are 1:1 iPads while grades 1-12 are 1:1 Chromebooks. In efforts to prepare our high school students for college or to transition to the working environment, we offer our students at Suffield High School the ability to bring their own devices to school.

Our district's infrastructure was completely updated in 2020, due to the support of the Town.

The departments primary objective is to provide excellent customer service to build and sustain an infrastructure that supports the Curriculum and Programming and Special Services.

CURRICULUM, PROGRAMMING AND SPECIAL SERVICES

The Suffield Public Schools is an exemplary school district for children in pre-kindergarten through the twelfth grade. We are committed to developing and implementing a high quality curriculum to provide students with critical thinking, creativity, collaboration, problem-solving

and authentic learning opportunities while using state of the art technologies and research based instructional practices to engage students in any learning environment.

We recognize the importance of partnering with our families as crucial to enhancing student experiences. To that end, we implemented several new communication platforms this year to assist in sharing information with our families. Spaulding School used the SeeSaw technology application to share pictures, work samples and videos of students engaged in learning throughout the day. McAlister, Suffield Middle School and Suffield High School utilized Google Classroom to share learning plans. Additionally, we improved the District's Curriculum and Instruction website to include curriculum links, parent resources, Continuity of Learning information for distance learning and resources to support social emotional needs.

Our schools have earned several awards over the last year including: Advanced Placement Female Diversity Award honoring our female students in AP Computer Science Principles and AP Computer Science courses, 2018-2019 CIAC Michaels Cup "Class Act" Sportsmanship recipient, and our Robotics Team made Nationals in 2019. Suffield Middle School received the CHELSEA Education Award from FOX 61 recognizing two students for their news story focusing on Kent Memorial Library. Suffield High School is a four-year comprehensive high school offering

curricular and co-curricular programs to approximately 825 students in grades 9 – 12. Accredited by the New England Association of Schools and Colleges and the Connecticut State Department of Education, the high school offers an extensive variety of courses to prepare students for a wide range of college and career opportunities. This includes 19 Advanced Placement Courses and UCONN ECE courses.

The high school is also the site of a regional Agriscience Center, which provides a unique and exciting educational opportunity for our students, as well as, students from surrounding towns. The Agriscience program is designed to assist in exploring career opportunities in agriscience, agribusiness, biogenetics, agricultural sales, forestry, aquaculture, equine management, veterinary science, and business management, as well as, traditional plant and animal production careers. We also offer College/Career Pathways in conjunction with Asnuntuck Community College and a comprehensive Special Education program providing individualized educational and/or related services to students with special needs.

Students and teachers at Spaulding, McAlister and Suffield Middle School were also immersed in an enriching educational environment. General Education, Special Education teachers and Related Service Providers in all grade levels collaborated and implemented the Columbia Teachers' College Readers' and Writers' Workshop model. Through this literacy program our students are becoming



powerful readers and writers. At Spaulding and McAlister, our students receive mathematics instruction through the use of Investigations and Bridges programs. Investigations is our primary math resource and Bridges is used as a supplemental program. Illustrative Math is used at Suffield Middle School which supports learning and achievement for all students. Our mathematics curriculum is focused on problem-based, critical thinking, questioning, discussion and real world contexts to prepare students for complex mathematics at the High School.

General Education and Special Education teachers refined the district's Multi-Tiered System of Supports. In support of delivering high quality instruction to all students, our faculty and staff revised our Scientifically Researched Based Intervention (SRBI) program. In addition, our faculty and staff have been trained in the QPR (Question, Persuade and Refer) suicide prevention program. Lastly, our elementary students were introduced to mindfulness techniques, Gizmo's Pawsome Guide to Mental Health which effectively teaches students about mental health, life skills development and social connections.

Through consultation with EAST-CONN Psychological and Behavioral Services the district conducted a needs assessment to create a program that meets the needs of identified students with Autism Spectrum Disorders and/or other neurodevelopmental disorders. Students in grades PreK-8 receive

services through a multi-disciplinary approach to meet their individualized needs.

In terms of student assessments, our Suffield students continue to perform at or above state and national averages on our mandated assessments. On average, 70% of our students in grades 3-8 met or exceeded the Smarter Balanced Assessment Standards in English Language Arts. 60% met or exceeded the expectations on the Smarter Balanced Assessment in mathematics. 93% of our eighth grade students are approaching or met goal on the PSAT test in Math and 88% are approaching or met goal in Reading. Our average SAT scores are consistently above both the State and National scores for Evidence Based Reading and Writing and Math tests.

The Suffield Public Schools offers an integrated Preschool for students with special needs and typical peers. Students ages 3 and 4 participate in either a full or half day program four days per week. Our preschool offerings are taught by teachers certified by the Connecticut State Department of Education. These programs also align with the State of Connecticut Early Learning and Development Standards. The school year 2020/2021 will see updates to the classroom including new learning materials, curriculum and the physical classroom space.

SCHOOL FACILITIES

The school year saw many improvements to the facilities as well as an increased level of collaboration with the

Town Department of Public Works and Facilities. The Facilities Department's priorities are maintaining our schools and monitoring repair costs, while improving current spaces. The continued success of maintaining school buildings and fields, as well as, safety and security depends on good communication and working relationships with Town First Responders, Facilities and DPW. The following are some of the highlights:

- Town collaboration and movement towards joint service
- Feasibility study leading to band room plans and architect RFQ. (SMS)
- Refinished gym floor and repaired heaved section (SMS)
- New sensory room (AWS)
- Head Custodian and Principal walkthroughs and meetings
- Increased partnerships with Suffield's first responders on all drills and safety planning
- SHS Auditorium carpet replacement
- ACCE approvals for this summer
- Replaced floor to new interlocking Gerflor product in room 18 (AWS)
- Interior painting (SMS)
- Bathroom restoration through Saniglaze process (MIS)
- Full grade air conditioning additions (MIS)
- 3 air-conditioned additions (AWS)
- Central office remodel
- COVID-19 prep work leading to summer (DW)
- Courtyard landscaping (SHS)
- Storage caging installed in athletic building (SHS)

SCHOOLS IN THE SPOTLIGHT

The Board of Education featured a "Schools in the Spotlight" at each

SUFFIELD PUBLIC SCHOOL

October 1, 2019

Enrollment

PreK	40
K	138
Gr. 1	139
Gr. 2	130
Gr. 3	133
Gr. 4	135
Gr. 5	145
Gr. 6	140
Gr. 7	158
Gr. 8	173
Gr. 9	172
Gr. 10	216
Gr. 11	201
Gr. 12	182
Special Ed	*309
Outplaced students	23
Total Enrollment	2,125

** Special Education student are included in the grade enrollment numbers.*

of its regularly scheduled meetings. The purpose of these presentations is to highlight and celebrate the many programming initiatives happening throughout the Suffield Public Schools. This is seen as an opportunity to communicate and showcase the talents and endeavors of both students and staff.

- SHS Agriscience Program
- McAlister STEM Program
- Responsive Classroom
- QPR/Gizmos
- Board of Education Appreciation

Finance

FINANCE DEPARTMENT

submitted by

Deborah J. Cerrato, Director

The Finance Department is responsible for the processing of the accounts payable for the Town Departments. The Board of Education (BOE) and the Water Pollution Control Authority (WPCA) are responsible for their own purchases. The Bid and Purchase Policy, adopted for the Town and revised by the Board of Selectmen on 4/22/2020, requires a purchase order for purchases over \$1,000. Any purchase greater than \$15,000 requires sealed bids unless it is for construction or building projects, materials, maintenance work, vehicle or equipment purchases, or construction related professional service. Those services require a sealed bid greater than \$20,000.

In FY 2019-20 there were 7,716 invoices processed.

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The Department is responsible for the processing of the payroll for the Town departments' employees and the employees of the WPCA. The BOE processes its own payroll. The year-end W-2 forms are processed by the Finance Department for the Town, BOE and WPCA.

The department also is responsible for the Federal and State reporting. The Finance Department makes the deposits for most Town departments except for the Tax Collector and Town Clerk. The departmental revenues are recorded into the Town's Financial Management System (Munis) by the Finance Department.

The Town is required to have an audit done of the financial statements annually. Included in this review is an audit of the State and Federal Grants and the compliance with these grants. A copy of the Audited Financial Statements is available to be reviewed on the Town's website <www.suffieldct.gov> located under Agendas, Minutes and Public Documents under the Government tab.

The Board of Finance is responsible for the budget that is presented to the public for approval. This process is a coordination of efforts by the Finance Department, the First Selectman's Office, the Board of Education and the Board of Finance. The request for the budget information is sent to the Town departments in December for completion. The departments submit their budgets to the Finance Department. The budgets are reviewed by the First Selectman and Director of Finance. Meetings are

then held with the departments to finalize a budget to be presented to the Board of Finance for their review.

The First Selectman presents a budget for Town departments to the Board of Selectmen for their review and approval. This budget is then submitted to the Board of Finance before March 1st in accordance with the Town Charter. The Board of Finance meets weekly to review this budget. These meetings are open to the public and an agenda is posted for them with the Town Clerk. The Board of Education submits their budget to the Board of Finance not later than the last Monday in March.

The capital needs of the Town and BOE are reviewed and prioritized by the Advisory Commission on Capital Expenditures (ACCE). ACCE makes its recommendation to the Board of Finance for inclusion in the annual budget. The budget is presented to the public at a Public Hearing normally held at the end of April, two weeks prior to the Town Meeting to adopt the budget. The Town Meeting is to be held no later than the 2nd Wednesday in May.

This year due to the Governor's Executive Orders, because of COVID-19, the Board of Finance meetings were held virtually. The Board of Finance proceeded with a virtual public Hearing on May 7, 2020. The Boards of Finance and Selectmen held a joint meeting on May 21, 2020 to approve the Budget. The Board of Selectmen authorized the Board of Finance to approve the FY 2020-21 Budget and to set the mill rate in

accordance with Governor Lamont's Executive Order.

The Finance Department thanks Christine Davidson for her ten years of service as Town Treasurer. In November 2019, the Department welcomed Jack Henrie, who was elected as Town Treasurer to replace Christine. The Director also thanks Katie Martin and Marie Bourque for their continued service to the Town of Suffield and Greg Simmons, who joined the Department as the part time Assistant Director of Finance this year.

ASSESSOR'S OFFICE

submitted by

Donna Murphy and Lisa Trase

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

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

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

motor vehicles registered within the Town, and each vehicle on the list is assessed. All Personal Property and Motor Vehicles are assessed at 70% of the current fair market value, as of October 1 of each year. Real Estate assessments in the past fiscal year were based on values set for the 2018 revaluation, as provided by state statute.

In addition, all State and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by this Department. The exemptions are applied to the assessed value of eligible property.

This information results in the final "Grand Lists" which are accurate compilations of all taxable property in Suffield and its assessed value. This information is the basis for the Tax Collector's tax bills. In addition, all tax exempt real estate is valued and recorded in a separate Grand List.

The total taxable 2018 Grand List for the FY 2019-20 was \$1,463,802,021, which was used to develop a mill rate of 28.72 mills. The mill rate times the net assessment for each property creates the tax bill for that property.

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

The office was closed to the public from mid-March through the end of the fiscal year due to COVID-19 but the staff remained working diligently. Staff utilized email, telephone and postal mail communications to provide excellent customer service to residents. The office complied with Governor Lamont's Executive Orders regarding Elderly/Disabled Homeowner Tax Relief to allow residents to safely maintain their benefits. During that time a special project to index survey maps was completed.

The Assessor thanks the residents for their patience and understanding throughout that difficult time.

TAX COLLECTOR

*submitted by
Jill F. Schechtman*

The Tax Collector's Office is responsible for collecting and processing Real Estate, Personal Property and Motor Vehicle taxes. It also is responsible for collecting Motor Vehicle Supplemental taxes and processing payments for the Water Pollution Control Authority.

In July and the following January the Tax office processes Real Estate bills and Personal Property bills in two installments. These bills represent what was owned as of October 1, 2018.

The Tax Office processes Motor Vehicle bills in one installment in July. Prorated Motor Vehicles bills, also known as Motor Vehicle Supplemental bills, are due in January. These bills represent the vehicles that were registered after October 1, 2018.

The collection of taxes is handled by Tax Collector Jill Schechtman and Assistant Tax Collectors, Robin Lutwinas and Raven Reid. Both assistants work part-time in the Tax Collector's Office.

Raven Reid rejoined the office on July 1, 2019. She processes payments, maintains the death records, maintains filing records, organizes the office and assists taxpayers over the phone and at the counter. She also does Motor Vehicle releases through DMV's database.

Robin Lutwinas is a Certified Municipal Tax Collector, who has served the Tax Office since 1998. Some of her duties include: creating the Suspense List, sending out delinquent notices and demands, handling bankruptcy accounts, filing quarterly reports, and addressing NFS checks as well as

transfers. Robin also processes the mail and answers the phone.

Jill Schechtman has served as Tax Collector since August of 2009. She is an elected official. Her responsibilities include making deposits, processing online tax payments, filing liens and lien releases, maintaining escrow accounts, creating the bills, balancing to the Finance Department, preparing Tax Collector's budget and dealing directly with Taxpayers.

This year's collection rate was 98.8%.

The Tax Collector worked closely with Selectman's office to help advertise and implement a Tax Deferral program for the July collection as a result of the COVID-19 lockdown. The office also came up with a plan to handle payments that would be safe for both taxpayers and Town staff.



Construction of the new Remington Street Bridge began in March 2020 and completion is expected by November.

ACCE**Board of Finance Final Approved List**

PROJECT	Cost	Grants or Other Funding Sources	Net Cost to Suffield Taxpayers
District - Safety & Security	125,000		125,000
Farmland Preservation	150,000		150,000
Capabilities Assessment (Fire)	35,000		35,000
Internal Door Locks (Police)	39,323		39,323
Radio/Phone Voice Recorder (Police)	13,334		13,334
Dispatch Computers (Fire)	6,000		6,000
Side By Side (Conservation)	22,000		22,000
11 Foot Plow for 10 Wheel Dump Truck (DPW)	10,000		10,000
Ventrac Aera-vator and seeded (DPW)	28,971		28,971
HP Latex Printer (DPW)	13,955		13,955
Tire Machine (DPW)	10,000		10,000
Pickup Truck (DPW)	50,000		50,000
6 Wheel Truck (DPW)	76,000		76,000
Truck Equipment (DPW)	155,000		155,000
Highway Garage Wash Bay Installation (DPW)	25,000		25,000
Veteran's Monument Expansion	15,000		15,000
Drainage Projects (Engineer)	150,000		150,000
Landfill Backhoe	24,000		24,000
Town Garage Roof	80,000		80,000
Town Hall Digitize Records (IT)	40,000		40,000
Internal/External Door Locks (Town Hall)	16,000		16,000
Bridge Street School - Demolish	700,000		700,000
District - Student Devices	40,000		40,000
District - Technology Upgrade/Replacement	12,000		12,000
SHS - Furniture Replacement	25,000		25,000
SHS - Family Consumer Science Overhaul	100,000		100,000
SHS - Bathroom Partition Replacement	25,000		25,000
SMS - AC for Classrooms	40,000		40,000
McAlister - Bathroom Renovations	35,000		35,000
McAlister - Gym Storage Area Renovations	18,000		18,000
Stormwater Management (Engineer)	50,000		50,000
Brick Repointing (McAlister)	220,000		220,000
Town Hall - Swing Space	33,000		33,000
District - Teacher/Classroom Devices	20,000		20,000
Facility Master Plan	100,000		100,000
Town Hall Furniture/Fixtures/Equipment	250,000		250,000
Small Bridge Fund	20,000		20,000
TOTAL GENERAL FUND PROPOSED	2,772,583	0	2,772,583

FIVE-YEAR SUMMARY

	ACTUAL 2015-16	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	BUDGET 2020-21
REVENUES						
Property Taxes	38,381,113	39,515,233	40,320,629	41,343,705	42,266,261	42,733,701
Licenses, Permits & Fines	381,233	654,826	516,293	398,039	382,713	358,040
Revenues from Use of Money & Property	31,058	60,311	181,793	297,445	242,841	50,000
Revenues from Other Agencies	729,451	716,922	36,069	37,850	42,764	42,000
State Grants	6,140,449	6,380,289	6,876,999	6,281,137	6,271,258	6,080,401
Federal Grants	137	0	0	0	0	0
Education Related Revenue	7,604,067	7,227,691	6,554,541	7,348,018	7,507,199	7,710,154
Charges for Current Services	344,655	363,095	334,470	331,416	397,872	351,635
Landfill	72,414	77,590	87,810	100,012	70,675	64,200
Recreation	141,895	139,409	143,087	162,779	164,607	162,050
Miscellaneous	690,147	765,252	416,696	419,401	315,753	334,000
Transfers in	274,006	670,936	417,487	300,868	793,893	125,000
Fund Balance	0	0	0	0	0	1,000,000
TOTAL REVENUES	54,790,625	56,571,554	55,885,876	57,020,670	58,455,836	59,011,181
EXPENDITURES						
Administrative	4,888,425	5,089,610	5,475,693	5,604,853	5,540,052	6,050,585
Planning & Development	399,463	417,203	292,310	292,335	269,726	289,598
Public Safety	3,991,441	3,975,367	4,267,103	4,158,196	4,189,192	4,268,643
Public Works	3,758,267	3,949,616	3,966,447	4,095,501	3,962,849	4,051,074
Health & Social Services	715,344	672,271	690,682	708,572	739,214	768,886
Library, Recreation & Parks	895,753	867,383	824,296	926,274	922,196	915,964
Other	4,486,913	5,262,744	2,731,086	4,532,124	4,584,534	3,772,583
Debt Service	2,678,775	2,584,175	2,809,804	3,206,275	3,102,175	2,992,825
Board of Education	33,704,273	34,230,229	34,611,131	34,807,222	35,439,044	35,901,023
TOTAL EXPENDITURES	55,518,654	57,048,598	55,885,874	58,331,352	58,748,982	59,011,181
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(728,029)	(477,044)	217,322	(1,310,682)	(293,146)	
ADJUSTMENTS FOR BUDGET TO GAAP REPORTING	176,570	(147,147)	73,175	(421,106)	163,608	
TOTAL FUND BALANCE (GAAP)	10,311,579	9,687,388	9,977,885	8,246,097	8,116,559	
COMMITTED & ASSIGNED FUND BALANCE (GAAP)	998,557	1,313,506	2,580,572	544,744	1,240,909	
UNASSIGNED FUND BALANCE (GAAP)	9,313,022	8,373,882	7,397,313	7,701,353	6,875,650	
UNASSIGNED FUND BALANCE AS % OF TOTAL EXPENDITURES (GAAP)	16.8%	14.7%	13.3%	13.2%	11.7%	

Revenues

	FY 2019-20 Adjusted Budget	FY 2019-20 Actual	FY 2019-20 Variance <i>Favorable (Unfavorable)</i>
Property Taxes			
Current list	41,612,682	41,336,229	(276,453)
Supplemental MV tax	375,000	460,730	85,730
Interest & Fees	160,000	222,561	62,561
Prior years	290,000	246,741	(43,259)
Total Property tax	42,437,682	42,266,261	(171,421)
Licenses, Permits & Fines			
Building Dept.	380,000	321,921	(58,079)
Planning & Zoning	18,000	44,488	26,488
Zoning Board of Appeals	930	834	(96)
Police Permits	11,000	11,588	588
Conservation	4,000	3,282	(718)
Historic District Fees	800	600	(200)
Total	414,730	382,713	(32,017)
Revenue from Use of Money & Property			
Fund Balance Utilization	400,000	0	(400,000)
Investment income	250,000	242,841	(7,159)
Total	650,000	242,841	(407,159)
Revenues from Other Agencies			
Telecommunications grant	15,000	16,764	1,764
PILOT, CT Airport Authority	693,909	693,909	0
Town of East Granby - Animal Control	21,000	26,000	0
Total	729,909	736,673	1,764
State Grants			
PILOT, State Property	1,801,140	1,801,140	0
Mashantucket Pequot	2,760,598	2,760,598	0
PILOT, Disabled Tax Relief	900	863	(37)
Veterans Exemption	8,900	7,812	(1,088)
LOCIP Reimbursement	91,892	91,892	0
Youth Services	14,000	14,000	0
Municipal Projects Grant	180,663	180,663	0
Municipal Stabilization Grant	206,051	206,051	0
Capital Expenditure Reimbursements	329,000	160,178	(168,822)
Miscellaneous	32,419	48,073	15,654
PILOT-Solar	15,000	15,000	0
Town Aid Road	289,784	291,079	1,295
Total	5,730,347	5,577,349	(152,998)
Federal Grants	0	0	0

	FY 2019-20 Adjusted Budget	FY 2019-20 Actual	FY 2019-20 Variance Favorable (Unfavorable)
Education Related Revenues			
Tuition, Vo-ag	777,822	716,415	(61,407)
Tuition, Other	136,190	111,168	(25,022)
Education Cost Sharing	6,133,690	6,113,191	(20,499)
Vo-Ag Grant	559,301	558,666	(635)
Other Educational Grants	7,452	7,759	307
Total	7,614,455	7,507,199	(107,256)
Charges for Current Services			
Assessor's Map Sales	225	250	25
Bulky Waste	3,000	1,975	(1,025)
Real Estate Conveyance Tax	163,485	252,902	89,417
Social Service, Mini-Bus	5,200	3,465	(1,735)
Animal Control Fees	5,750	4,859	4,109
Town Clerk Recording Fees	174,600	134,421	(40,179)
Total	352,260	397,872	50,612
Landfill			
Landfill Operation	35,000	33,854	(1,146)
Recycling Rebates	6,000	4,064	(1,936)
Sale of Scrap Metal	22,000	32,308	10,308
Permits	4,000	449	(3,551)
Total Landfill	67,000	70,675	3,675
Recreation			
Recreation Summer Programs	46,100	47,064	964
Recreation Activity	95,000	117,543	22,543
Total Recreation	141,100	164,607	23,507
Miscellaneous			
Miscellaneous Town Income	45,000	74,189	29,189
Cell Tower	180,000	162,823	(17,177)
Rental of Town Property	114,000	78,741	(35,259)
Total Miscellaneous	339,000	315,753	(23,247)
Transfers In			
CNR Fund	702,626	668,893	(33,733)
Off Duty Fund	125,000	125,000	0
Total Transfers	827,626	793,893	(33,733)
Total All Revenues	59,304,109	58,455,836	(848,273)

Expenditures

	FY 2019-20 Adjusted Budget	FY 2019-20 Actual	FY 2019-20 Variance <i>Favorable (Unfavorable)</i>
Administrative			
Selectmen	275,975	274,848	1,127
Human Resources	171,749	167,794	3,955
Probate Court	6,100	6,100	0
Election	54,960	54,960	0
Board of Finance	13,179	10,498	2,681
Assessor	154,841	148,290	6,551
Board of Assessment Appeals	648	325	323
Tax Collector	187,432	187,432	0
Finance	300,973	300,973	0
Information Technology	380,925	378,925	2,000
Town Counsel	136,283	136,283	0
Town Clerk	184,358	184,358	0
Town Hall	150,955	150,955	0
Insurance & Benefits	3,618,861	3,538,311	80,550
Total Administrative	5,637,239	5,540,052	97,187
Planning & Development			
Planning & Zoning	198,343	198,289	54
Zoning Board of Appeals	4,468	1,176	3,292
Economic Development	15,296	15,296	0
Historic District Commission	2,231	900	1,331
Conservation Commission	54,065	54,065	0
Total Planning & Development	274,403	269,726	4,677
Public Safety			
Fire	1,072,492	1,070,610	1,882
Police	2,674,716	2,646,792	27,924
Emergency Management	29,436	29,436	0
Building Department	245,685	245,685	0
Town Engineer	126,895	122,461	4,434
Animal Control	75,429	74,208	1,221
Total Public Safety	4,224,653	4,189,192	35,461
Public Works			
Public Works	3,054,474	3,049,886	4,588
State Aid Road	289,569	289,569	0
Public Utilities	634,000	623,394	10,606
Total Public Works	3,978,043	3,962,849	15,194

	FY 2019-20 Adjusted Budget	FY 2019-20 Actual	FY 2019-20 Variance <i>Favorable (Unfavorable)</i>
Health & Social Services			
Health & Social Services	195,238	195,238	0
Social Services Commission	1,749	1,749	0
Senior Center/Minibus	331,091	302,628	28,463
EMS / SVAA	239,599	239,599	0
Total Health & Social Services	767,677	739,214	28,463
Library, Recreation & Parks			
Library	491,752	466,514	25,238
Recreation	282,844	260,980	21,864
Recreation Activity	113,154	89,606	23,548
Youth Services	66,189	64,806	1,383
Total Library, Rec & Parks	953,939	881,906	72,033
Other			
Capital Expenditures	4,318,406	4,318,406	0
Cemeteries	40,290	40,290	0
Contingencies	18,286	0	18,286
Transfer to OPEB*	266,128	266,128	0
Total Other	4,643,110	4,624,824	18,286
Debt Service	3,277,175	3,102,175	175,000
Board of Education	35,547,870	35,439,044	108,826
Total General Fund Expenditures	59,304,109	58,748,982	555,127

* OPEB = other post employment benefits

OUTSTANDING DEBT

For Fiscal Year Ended June 30,	2016	2017	2018	2019	2020
Notes	0	0	0	0	0
Bonds	14,700,000	21,755,000	19,715,000	17,175,000	14,630,000
	14,700,000	21,755,000	19,715,000	17,175,000	14,630,000
For Fiscal Year Ended June 30,	2016	2017	2018	2019	2020
Total Expenditures	55,518,654	57,048,597	55,668,552	58,331,352	58,663,982
Debt Service	2,678,775	2,584,175	2,809,804	3,206,275	3,102,175
Percentage	4.82%	4.53%	5.05%	5.50%	5.29%

TOWN OFFICIALS

ADMINISTRATION

Board of Selectmen

Melissa M. Mack, First Selectman
Kathleen Harrington
Peter Hill
Jerry Mahoney
Timothy Reynolds

Town Treasurer

John Henrie

Town Clerk

Kathleen C. Dunai

Registrars of Voters

Darlene Burrell
Lynn Joyal

Town Counsel

Derek Donnelly

Human Resources

Karin Ziembra

Ethics Commission

George Dalrymple, Jr.
Dennis Kreps
Carol Martin
Jay Presser
Ellen Taylor-Stearns
Dara Goings, Alt.

350th Anniversary Committee

Kacy Colston, Chair
Cari Cieri
Beth Chafetz
Matt Joyal
Norm Noble
Caroline d'Otreppe
Eric Remington
Art Sikes
Lester Smith
Melissa M. Mack,
37 First Selectman

Information Technology

Rebecca Osleger,
Director

Town Historian

Lester Smith

Board of Assessment Appeals

Lisa Anderson, Chair
Mark Leichthammer
Ryan Walters

Cable Advisory Council

Alex Fraser, Chair
Carl Casinghino
Debra Dudack

PLANNING & DEVELOPMENT

Conservation Commission

Art Christian, Chair
Elizabeth Fanous
Andrew Krar
Glenn Neilson
Norman Noble
Patrick Reilly
Raymond Wilcox
Jessica McCue, Alt.
Thomas Elmore, Alt.
Keith Morris, Consultant
Sunrice Park Superintendent,
Vacant at year end

Economic Development Commission

Brian Banak, Co-Chair
Susan Thorner, Co-Chair
John Henrie
Arnie Magid
Howard Orr
Gayle Demko, Alt.
Bob Kelly, Alt.

Planning & Development

William Hawkins, Director

Town Engineer

Gerald J. Turbet

Town Forest Commission

Joanne Neilson
Bill Sullivan

Planning & Zoning Commission

Mark Winne, Chair
Donald Rawling, Vice Chair
Virginia Bromage
Erin Golembiewski
Tracy Hespelt
Brendan Malone
Jeff Girard, Alt.
Leon Litvak, Alt.
Ross Wilcox, Alt.

Helena Bailey Spencer Tree & Val Gallivan Fund Committee

Anita Wardell, Chair
Michele Holcombe, Secretary
Virginia Bromage
Judith Hanmer
Todd Mervosh
Agnes Schulte
Kevin Sullivan
Joyce Zien
Michael Turgeon, Tree Warden
Sue Mayne, SGC President
John Henrie, Town Treasurer
Melissa M. Mack, First Selectman

Zoning Board of Appeals

Mark Blackaby, Chair
Susan Hastings
Renee Pacewicz
John Schwemmer
Despina Tartsinis
Gerard Chase, Alt.
Brian Michaud, Alt.
Victor Roy, Alt.

Historic District Commission

Douglas Mayne, Chair
Brendan Begley
Scott MacClintic
William Moryto
John Schwemmer
Carlo Reale, Alt.
Lisa Sabbatino, Alt.
Elizabeth Tracey, Alt.

Zoning Enforcement Officer

James Taylor

Design Review Board

George Fields, Chair
Robin Banks
Bob Borg
Matt Falkowski
Frank Grillo
Bobbie Kling
Jennifer Rodriguez
Ray Wilcox
William Hawkins, Director
of Planning & Development

Permanent Building Commission

Joe Sangiovanni, Chair
Glenn Neilson, Vice Chair
Kevin Goff
Bill Gozzo
Catherine Ellithorpe
Heather Van Deusen
Brian Baril, Alt.
Martin Page, Alt.

Tree Warden

Michael Turgeon

North Central Connecticut Regional Tourism District

Gayle Demko

Charter Revision Commission

Jerry Mahoney, Chair
Elizabeth Fanous
Jeffrey Greer
Michael Haines
James Mol
Terrence Plakias
Colin Seguin
Andrea Wessling
Mark Winne

PUBLIC SAFETY

Police Commission

Kenneth Pascoe, Chair
Joseph (Jack) Quinn, Vice Chair
Joseph Blake
Jeffrey Davis
Anthony Greco
Jason Trombly
Richard Brown, Chief

Fire Commission

Paul Christian, Chair
Jack Bucior
Jason Caron
Vic Mathieu
Ed O'Hurley
Terrence Plakias
Charles Flynn, Chief

Suffield Volunteer Ambulance Association

John Spencer, Chief

Building Code Board of Appeals

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

Building Department

Edward Flanders, Building Inspector

Emergency Management

Richard Brown, Police Chief
Charles Flynn, Fire Chief
Melissa M. Mack, First Selectman
Pam Sinofsky
John Spencer, SVAA Chief
Dan Vindigni

Animal Control

Ryan Selig, Animal Control Officer

PUBLIC WORKS

Public Works

Mark Cerivone, Highway Foreman

Water Pollution Control Authority

Janet Davis, Chair
Frank Bauchiero
Jeffrey Davis
Daniel Holmes
Roger Ives
John P. Murphy
Christine Rago

HEALTH & SOCIAL SERVICES

Social Services Commission

Robert Michalman, Chair
Ruth Clark
Marcia Dufore
Alan Popp
Dianne Remington
Faith Roebelen
Pam Sinofsky

Housing Authority

Jonathon Carson, Chair
Kathleen Remington, Treasurer
Jacqueline Marien
Mark Messenger
Deb Krut, Executive Director

Municipal Agent for the Elderly

Pat Beeman

North Central District Health Dept Board

Victor Mathieu
Benjamin Rodriguez

Amplify

Vacant at year end

LIBRARY, PARKS & RECREATION

Library Commission

Michael Alexopoulos, Chair
Elizabeth Childs
Muriel Coatti
Rebecca Fuller
Joseph Grimard
Amy Healy
Ann Ho
Claire Kawalec
Anne Metzger-Kelly
Catherine Morrow
Despina Tartinis
Robert White
Garrett Pinder, Director

Parks & Recreation Commission

Brian Casinghino, Chair
William Boucher, Vice Chair
Jay Bombard
Lou Casinghino
Leeayn Burke
Stephanie Dolan
David Rusnock
Sam Lombardo, Alt.
Andrew Joly, Alt.
Peter Leclerc, Director

EDUCATION

Board of Education

Susan Davis, Chair
Alexander M. Sepko, Vice Chair
Maureen Sattan, Secretary
Debra Dudack
Jamie Drzyzga
Melissa Finnigan
Brian Fry
Glenn Gazdik
Scott Lingenfelter
Timothy Van Tasel,
Superintendent

FINANCE

Tax Collector

Jill Schechtman

Assessor

Donna M. Murphy

Board of Finance

Ryan Anderson, Chair
Tracy Eccles, Vice Chair
Chris Childs
Eric Harrington
Ann Huntington Mickelson
Brian Kost
Michael Haines, Alt.
J. Michael Stevens, Alt.
John Sullivan, Alt.
Deborah Cerrato, Director

Advisory Commission on Capital Expenditures

J. Michael Stevens, Chair
Ed Basile
Nicole Greco
James Mol
Maureen Schorr
Jenn Urbanski

Retirement Commission

Eric Remington, Chair
Glenn Gazdik
Melissa M. Mack,
First Selectman
Ryan Burrell, Police Union
Chris Childs, Board of Finance
John Henrie, Town Treasurer
Daniel Sheridan, Ad hoc



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